



Striving for Excellence

PARENT – STUDENT HANDBOOK

2013-2014

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

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Student achievement...a shared responsibility
Trust and respect for others' rights
Unlimited opportunities to reach high expectations
Dedication to lifelong learning
Equal access to a quality education based on standards
New and motivating challenges to inspire excellence
Total accountability with teamwork
Success for all...students first!

IMPORTANT NOTE

Parents and students need to read this handbook together, then print out and sign the Mandatory Acknowledgment Form on the last page and send it to school.

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

NBIS ANTHEM

We are students from **NBIS**.
This is where we learn to grow.
We will promise to do our best.
By our effort you will know.
Though our courses are in English, the school
culture is our own.
We will never forget our country.
Egypt is our only home.
We study environment too.
Keep life safe for me and you
And we join the human race to make the world a
better place.
We are students from **NBIS**.
This is where we learn to grow.
We will promise to do our best.
By our effort you will know!

WELCOME TO NBIS.

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”
~ Aristotle

Dear Parents,

Thank you for entrusting the education of your child to NBIS. 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. NBIS seeks to develop and inspire students who are articulate, knowledgeable, organized, compassionate, creative, responsible, and able 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 possibility. This is our mission, our passion, our labor of love, and our promise.

The Nefertari British International School is fully accredited by the Egyptian Ministry of Education, and has been awarded the Membership of Cambridge International Programme by the University of Cambridge International Examinations (CIE) and Beacon Award 3 times. Owing to our reputation for holding high educational standards and our committed work with students, NBIS 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 Student,

Welcome to NBIS! 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 NBIS family—we missed you!

If you are a **new student**, meanwhile, 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? Because 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, organisation, 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 NIS

Education is not the filling of a bucket, but the lighting of a fire.
W.B. Yeats, Irish Poet

MISSION STATEMENT

NBIS seeks to provide a high quality education for every student by utilizing current methodologies and technology 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” that **reaches Excellence**, 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 British International School, promise to provide our students with an educational culture and learning experience that is designed to produce high academic results whilst caring for personal development. We establish a close relationship with parents in order to achieve an optimum balance between home and school. NBIS graduates are renowned for their ability to think independently, thereby demonstrating an impact on society.

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.

YEARLY SCHEDULE

The academic school year lasts 10 months. It starts in September and continues until June.

Our year is divided into three terms: Each term ranges between 11 to 12 weeks. Each Term is followed by end of term exams and **Parent-Teacher Meeting**.
(Please refer to the school calendar published on the website)

The school calendar includes a mixture of National and International holidays.

SCHOOL HOURS

School is scheduled to commence at 7:15 a.m. and end at 2:30 p.m. each day for all year levels.

SCHOOL CALENDAR

The school calendar is published on the school website. Parents and students are advised to visit the site frequently for any updates.

CONTACT INFORMATION

Nefertari British International School in Egypt (NBIS)

K.M. 22 Cairo-Ismailia Desert Road- Left Side.

Heliopolis, Cairo, Egypt

Telephone : 26573978 – 26573979 - 26573980

School Mobile : 0166682295 - 0166682296

Preschool mobile :

Elementary School Mobile : 01026603312

Middle School Mobile : 01026603306

Fax : 26578709

E-mail: nbisinfo@niscl.com

Website: www.niscl.com

SCHOOL FACILITIES

The NBIS 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 from 15-30 students.

ACADEMIC FACILITIES

- ❖ Multi-purpose Science Lab for Chemistry, Biology, and Physics
- ❖ 2 Computer Labs with multi-media facilities and Internet
- ❖ Library containing both fiction and non-fiction books on many subjects for all ages, as well as a media section
- ❖ Video Room
- ❖ Music Room
- ❖ Art Workshops
- ❖ Sports Center

SPORTS AND FITNESS FACILITIES

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

OTHER FACILITIES/PERSONNEL

- ❖ Multi-purpose Assembly Room
- ❖ Canteen
- ❖ Foundation Stage play room
- ❖ Health Clinic with a school physician on duty at all times
- ❖ School Cafeteria

HEALTH SERVICES:

NBIS has a school physician on duty at all times as well as the facilities of a clinic. 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 is very ill or has any kind of contagious disease (chicken-pox, flu, etc.) they should stay at home.

If a student suffers from a temporary or permanent health problem, parents should directly inform the school headmistress. Parents should provide the school with their child's medical requirements or equipments (inhalers insulin, etc.)

EMERGENCIES

The following procedures will be used if an emergency should occur involving your child.

- Step 1 The parents / guardian will be contacted, if possible.
- Step 2 If the above fails, the emergency contact will be contacted.
- Step 3 If the above fails, the school has the right to take the decision that guarantees the student's safety.

The school administration has the right to charge the parent for the expenses in case of receiving treatment in a hospital.

PARENT-SCHOOL EXPECTATIONS

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

Denis Waitley, American author

At NBIS, 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 behaviour 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. **Parents bear responsibility along with their children for any damage to school property stemming from the students' behaviour.**

Working together, we are convinced we can achieve the goals of you and your child.

PARENT-TEACHER ASSEMBLY (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, and to find solutions and implement new ideas to make our school a better place.

PARENT-TEACHER MEETING (PTM)

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 progress, behaviour, and status. We encourage you to come to as many conferences as you can.

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 can take an appointment by:

- calling the school front office,
- sending an appointment request with the student to the school coordinator,
- logging to the school website and use the "Parents' Corner" to send a message asking for an appointment.

An appointment will be arranged. Date and time will be sent back to you on the same day with your child.

Simply "dropping in" unannounced is too disruptive, we cannot guarantee that any of the staff or administration can meet you or sort out your problem.

STUDENT TRANSPORTATION (Please refer to Bus Rules P. 17)

- 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 till the end of the year. 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 lesson. 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 NBIS and the return trip home.
- Each student who rides the bus in the morning must return home on the same bus after the school day.

In case of bad weather or dangerous roads, the school may be closed temporarily for the safety of our students and staff. If you have any questions about school closure, please feel free to contact the school. (See the Contact Information at the front of the Handbook.)

UNIFORMS (Please refer to Dress Code Rules on P.20)

All pieces of NBIS school uniforms will be purchased at the designated shop by the school administration. What we need from parents in this regard is their assistance in seeing that the uniforms are well-maintained and ready for their children's use.

TUITION POLICY

Parents are committed to paying the school fees- determined by the school administration- on the agreed dates

To ensure enrollment, admission fees are to be paid upon acceptance of your child to NBIS. Fees are paid on **THREE** installments:

INSTALLMENT	DUE DATE	DEADLINE
1 st part of 1 st installment	1 st May	15 th May
2 nd part of 1 st installment	1 st August	15 th August
2 nd installment	1 st December	15 th December

IMPORTANT NOTES:

- The 1st part of the 1st installment is considered a reservation fee for the following scholastic year. Any delay in payment past the deadline date will result in not enrolling the student for the following scholastic year.
- Any delay of payment past a due date will result in a fine amounting to 1% of the unpaid amount per week (this is applied on the 2nd & 3rd installments only. Refer to the previous point).
- If payment is delayed for longer than a month, the student will not receive the final report card, will not receive credit, and will not be accepted to NBIS the following year.
- The bus fee is paid once along with the first installment before the commencement of each scholastic year. The bus fee is **NOT REFUNDABLE** at any time.
- If the bus fee is not paid along with the 1st installment, the school is not going to register the student for using the bus service.

TUITION REFUND POLICY ACCORDING TO MINISTERIAL DECREES:

Please note that the initial enrollment fee for new students and the deposit paid for returning students will not be refunded at any time should the parent decide to leave school.

- The school fees are not refundable once the school starts and this is in accordance with the ministerial decree issued in 13/ 1/ 2003 and approved by the Minister of Education in 28/ 1/ 2003 and the ministerial decree issued in 23/12/2009 and approved by the Minister of Education in 14/2/2010.
- Tuition fees are a total annual expenses payable regardless of how long the student is absent from school, and the State conditions that may require school closure or delay whether that was the decision of the State or because of security conditions the school administration may regard.
- At the beginning of September of each academic year, the school administration amends the fees with an increase up to 7%; as stated in the ministerial decree no. 35 issued in 19/6/2011 to face the bonuses due to the school employees; mentioned in article 76 and beyond of in the ministerial decree 306 issued in 6/ 12/ 1993 to cope with the increasing cost of facilities and equipment.
- School fees include education and activities.
- School fees exclude extra-curricular activities and after school activities.

SCHOOL-STUDENT EXPECTATIONS

RIGHTS

The NBIS is an educational institution that exists to serve the students, so each student has the right to participate effectively in the school life through:

- Putting ideas and recommendations forward-within their powers- to the teachers and the school administration.
- Putting ideas and recommendations forward-within their powers-to the Student-Council.

WHAT IS EXPECTED OF YOU, THE STUDENT! (RESPONSIBILITIES)

“Action is the foundational key to all success.” – Pablo Picasso

Meanwhile, the school expects that each student should support the school in its educational role through:

- Participating with mere will to the educational process.
- Characterizing the conduct, behaviour and attitude with respect to school mates, teachers and other school faculty and staff.
- Commitment to order so we can all have a peaceful, dispute free school.
- Dealing with school property with care and caution and keeping school clean.
- Avoiding all detrimental to the School's reputation.
- Abstaining from smoking in the school premise (this is applied on teachers, workers, parents and visitors).
- Not bringing or using any hazardous tools that might harm other students, or the student himself: pocketknife, Swiss knife, slingshots or any other sharp devices.) Students who bring such articles or participate in their use or misuse, regardless of ownership, face suspension and possible expulsion. Knowing about such articles without reporting it to a school official is also considered a policy infraction.
- Not bringing or wearing valuables: jewelry, mobile phones, etc... The school is not responsible in case the student loses such belongings.
- Not inviting any stranger to school except after the administration's approval.
- Prohibiting and not encouraging the usage of foul language.
- Prohibiting and not encouraging any physical contact.
- Not bringing to school any paper or e-magazines that are inconsistent with public morals and ethics.
- Refraining from publishing and distributing magazines, notices, posters, leaflets or web pages without the express permission of the school administration.
- Refraining entirely from the use of the Tablet P.C. in photography and videotaping without a written permission from a teacher.

IMPORTANT: *In case of noncompliance with any of the above mentioned points, subjects the student to be regarded as nonconformist and there is a list of sanctions for each case.*

Nobody—not even the greatest teacher or 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 NBIS requires you to meet certain standards in three areas: attendance, behaviour, and promoting work habits.

ATTENDANCE POLICY

Preamble: NBIS 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 is enforced.

1. 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.
2. In all cases, parents **MUST** inform the school of the student's absence by a written note the day that precedes the student's absence, a telephone call, or an SMS before 11:30 a.m. on the same day to explain the reason of the absence. Please note that it is the administration's right to accept or refuse the excuse of absence.
3. If no urgent excuse is provided for an absence (preferably to be submitted before absence), the teachers of all subjects for that day will give the student a "0" in all tests, quizzes, homework, participation, presentations, etc.
4. If a student is sick for more than 3 consecutive days, a doctor's certificate must be handed in to the school headmistress on the returning day of the student. In case of any delay, the medical excuse will not be accepted and the absence will be considered unexcused. If the excuse is accepted by the administration, then the attendance grade deduction will be cancelled. Each case in this category will be dealt with on an individual basis.
5. In case of any absence due to Sports Tournaments, a stamped letter from the club should be submitted to the school headmistress two weeks in advance.
6. If a student continues to miss school without an excuse, steps will be taken by the administration to remove the student from school. Each case in this category will be dealt with on an individual basis.
7. Students who miss more than 25 days without an urgent excuse during a school year will be required to attend summer school. Parents will be responsible for all summer school expenses.
8. Students and parents are expected to follow the school calendar posted to the website. The school holds no responsibility towards any student who is travelling with the parents during school days for residency renewals or urgent trips. Absence will be considered unexcused.
9. Omra trip during school days is considered an unexcused absence.
10. Hajj trip during school days is considered excused absence. In case a student misses quizzes, the average of other tests and quizzes is taken. ONLY mid-term and term exams are repeated.
11. Family vacations should be taken during school vacation.

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, grades may be directly and immediately deducted from all your subjects!*

LATE ARRIVAL (TARDINESS)

In order to achieve academic success now and to prepare students for careers later in life, it is important that students arrive to school on time each morning.

Late arrival affects the student's punctuality habits as well as it causes distraction to the school educational process.

- School day commences at 7:15
- First lesson begins at 7:30
- School gates close at 7:30 sharp

PARENTS ARE EXPECTED NOT INTERFERE WITH THE SCHOOL POLICY REGARDING LATE ARRIVAL

IMPORTANT: *Late Arrival policy is applied on the whole academic year and not per-term. Under no circumstances will a student be allowed to attend school in case of arriving after 8:00 o'clock even if it is the first time.*

Any arrival between 7:30 and 8:00 is considered late, students will not be admitted to the building without their parents, and results in the following consequences:

First time:

- 1st written warning will be issued and sent to the parent/guardian at the gate to be signed.
- The student is not allowed to attend the first lesson. S/he will stay in the detention room till the end of the lesson.

Second time:

- 2nd written warning will be issued and sent to the parent/guardian at the gate to be signed.
- The student will not be allowed to attend school on that day. Parents are to take their child back home.
- That day will be considered unexcused absence.

Third time:

- 3rd written warning will be issued and sent to the parent/guardian at the gate to be signed.
- The student will not be allowed to attend school on that day. Parents are to take their child back home. That day will be considered unexcused absence.
- The student will receive an out of school suspension the following day which will be considered unexcused absence.

IMPORTANT NOTES:

- **No extra time will be provided to students arriving late during term exams, mid-term exams and quizzes**
- **In case of the recurrence of the late arrival offence, the school has the right not to enroll the student for the following scholastic year. The parent will have to sign an expulsion warning letter.**

BUSES

Please understand that you must follow the following rules:

- Students need to be waiting for the school bus each morning at least FIVE (5) minutes ahead their pick- up time under the parents' supervision.
- It is the students' responsibility to be on the correct bus at the end of the day to go home.
- Pre-school students are escorted to the buses by the matrons.
- Students are the responsibility of the bus Matron from the moment they get on the bus till the minute they get off it, so they are expected to show respect to the bus Matron's orders.
- In case of any problem occurring on the bus with the bus driver, the matron or any other student, please refer to your school headmistress or bus officer to take the necessary actions based on the addressed situation.
- Please understand that any physical contact results in a two day bus suspension and using foul language results in the same penalty.
- Parents are also expected not to interfere with the bus Matron's work. In case there is any complaint, parents are expected to address the school headmistress with a written note, and the headmistress will take care.
- Students should also remain seated and remain orderly from the time they get on their bus until the time they leave.
- Students cannot exit the bus while it is moving.
- The doors of the bus cannot be opened while the bus is moving.
- Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Talking must be kept to minimum.
- No talking to or distracting the bus driver.
- No fighting.
- Never tamper with any bus equipment.
- Treat bus equipment as you would valuable furniture in your own home or car. Willful damage to seats, etc. must be paid for by the offender.
- No throwing litter in / out of the bus.
- No arms or heads should be extended out of the window at any time.
- Keep the aisles clear of books, band instruments and any other objects.
- Help look after the safety and comfort of younger children.
- Respect older students.
- Selling or purchasing is not allowed.
- Students are not allowed to play with any tools that might harm others.
- Students are not allowed to be picked up or discharged other than their regular address.
- Students are not allowed to leave in their private cars unless they give a written parent's note of consent to the school administration before the second period ends.
- Students are to follow matrons' and teachers' instructions otherwise a disciplinary action will be taken by the school administration.
- **Pre-school up to Y 3 students are to wear their name tag on the school uniform all the time. In case the name tag is lost or destroyed, parents are to contact the school for a replacement and the parent bears the expenses.**

IMPORTANT NOTES:

- At dismissal time, the bus does not wait for any student. There are two bells after the last lesson's bell. The first bell means all students must get on the buses, the second bell is for the drivers to close the doors of the buses and start engines. Bus students must be on the bus directly before the second bell.
- If a student misses to get on the bus before the second bell, a written note will be sent home with the student on the same day; the bus will not pass by the student the following morning: parents will drive him/ her to school.
- Each student who rides the bus in the morning should return home on the same bus after school. Students are not allowed to exchange buses in the afternoon for any reason.
- Students are not allowed to drive themselves to school.
- Students are not allowed to drive around the school premises with their drivers.
- In case of school closure due to bad weather and dangerous road conditions, the buses will not be operating at all. If parents have any questions in this regard, they may contact the bus matron or the school numbers.

Students are to abide by the bus rules mentioned above, otherwise a written letter from the School Headmistress will be sent home and each case in this category will be dealt with on an individual basis.

Inappropriate behaviour on buses is not tolerated and results in:

First Time

- A 1st written warning will be issued and sent to the parents to be signed and kept in the student's file.

Second Time

- A 2nd written warning will be issued and sent to the parents to be signed and kept in the student's file.
- The student is not allowed to use the bus service for **TWO DAYS**.

Third Time

- **The student is totally deprived of using the bus service till the end of the year.**

IMPORTANT NOTE: *In case of any physical contact or using foul language, the case results in a two-day-bus suspension from the first time.*

EARLY DISMISSAL

- Students are not allowed to leave school early without the written consent of a parent, preferably provided **AT LEAST** before the second lesson of the same day.
- Any written consent should be addressed to the School Headmistress or School Coordinator.
- Early dismissals should, obviously, occur only for good reasons.
- The school administration has the right to accept or refuse the request. In case of refusal, the parent will be informed by a telephone call.
- In case a student fails to present the written consent, the student is not allowed to go home except on the school bus.
- Parents are advised not to come to school to pick their children up without prior notification.
- When possible, medical and dental appointments should be scheduled after school hours.

Please understand that this is for the safety of the students.

APPEARANCE AND BEHAVIOUR

DRESS CODE

Your personal appearance in school demonstrates your seriousness about your education, your school, and yourself. Because of this fact, you should be wearing a full, clean, and ironed uniform EVERY day. Other aspects of your appearance (hair styles, accessories, etc.) should also be appropriate to an academic setting.

PLEASE NOTE THAT:

Students must always put on tidy attire.

- **Long hair for boys** is not allowed. **No stylish or trendy hair cuts for boys;** Mohawk or otherwise.
 - In case of coming to school in an unsuitable hair cut, the following consequences will be happen:
 - **First Time:**
1st warning letter will be issued with a deadline for the student to have his hair cut. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
 - **Second Time:**
If the student fails to meet the deadline or does not have his hair cut to a satisfactory length, a 2nd warning letter will be issued and sent home to be signed by the parent and returned to school to be kept in the student's file. In addition, a two-day out of school suspension punishment will be administered which will be considered unexcused absence.
The student will not be admitted to school unless the administration approves his hair length and style.
 - **Third Time:**
In case of the recurrence of the offence, a 3rd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
The school administration has the right to reconsider the enrollment of the student for the following scholastic year in case of the recurrence of the offence.
- No head shaving for boys; even after Hajj or Omra.
 - In this case the school administration has the right to keep the student at home until his hair grows to a satisfactory length.
- Shaving beards and moustache is a must.
- No loose hair strands for ladies.
- Only beige, white head dress for veiled ladies.
- White or black bandanas for girls. (Forehead bandanas are not allowed)
- No long sleeves T-shirts under short ones.
- No tight pants, black trousers must be purchased from the designated shop.
- Sagging and sweat pants are not allowed.
- Only the school sweater is allowed.

- Clothing must be worn appropriately (i.e. nothing inside-out, backwards, rolled up pant legs, rolled up T-shirt sleeves, etc.)
- ONLY black, dark blue and brown shoes are allowed.
- Preschool up to Y 3 students are advised to wear Velcro shoes.
- Shoes having laces must be laced, tied, and worn in an appropriate manner.
- Only small stud earrings for ladies.
- No makeup, color contact lenses or accessories
- Accessories of nose pierce or any other facial pierce is completely prohibited during school hours.
- Ice-caps, caps, and jacket hoods are not allowed inside the classes and the school building
- **In case a student comes to school wearing nail polish, she will be subjected to the following sanctions:**
 - **First time** : 1st warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
 - **Second time:** 2nd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. The day will be counted as an unexcused absence.
 - **Third time** : 3rd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. **Parents will be called to come and take the student back home, the day will be counted as an unexcused absence and a two-day out of school suspension punishment will be administered as the student will be considered a determined violator of school policy.**

If a student does not come to school in the described school uniform:

First time:

- A 1st written warning to the parents is issued to be signed and kept in the student's file.
- Parents are contacted to come to school immediately and bring the proper school clothing. The student will not be admitted to class unless they are in full school uniform.

Second time:

- A 2nd written warning to the parents is issued to be signed and kept in the student's file.
- Parents are contacted to come to school immediately to take the student back home.
- The day will be considered unexcused absence.
- Any unapproved item is confiscated.
- It is the student's responsibility to cover up for the missing classes.

Third time:

- A 3rd written warning to the parents is issued to be signed and kept in the student's file.
- Parents are contacted to come to school to collect their child.
- A two-day out of school suspension punishment will be administered. The absence is regarded as unexcused.

Fourth time

- A 4th written warning to the parents is issued to be signed and kept in the student's file.
- Parents are contacted to come to school to collect their child as the student will not be allowed to attend school on that day.
- The student receives a five- working day- out of school suspension. The absence is regarded as **unexcused**.
- Parent-Administration Conference will be arranged and the parent will sign an expulsion warning letter.
- **The school administration has the right to reconsider the student's enrollment for the following scholastic year.**

PHYSICAL EDUCATION (P.E.) CLASS RULES:

- P.E uniform is to be worn during the P.E. lesson.
- **Starting from Year 6**, students should NOT come wearing it from home. Students can change and wear their P.E. uniform only at the beginning of the P.E. lesson. Students are expected to attend the following lesson in full school uniform taking into consideration that any delay in attending the following period results in a 2% deduction (Late to Class Policy) .
- Effective participation in the P.E. classes is needed from the student's part.
- A practical P.E Exam might be administered occasionally, to earn grades.
- Students who come without the P.E. uniform will lose the grades of the day and will not be permitted to the P.E. class.
- Coming in the P.E. uniform from the beginning of the school day will be regarded an out of school uniform offence and the student will face the proper consequences.
- No other trousers, shorts or T-shirts are to be worn in the P.E. lesson except that of the school P.E. uniform.

Please note that any incident of using foul language or physical contact during the P.E. lesson or playing soccer, the student will be completely deprived of attending the P.E. class or playing soccer till the end of the year.

NBIS DISCIPLINE POLICY:

It is important that all students feel safe at school. We encourage students to develop self-control and a sense of respect for themselves and their fellow students as well as have pride in their school community. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people.

It is important that discipline is appropriate; therefore, circumstances are considered before consequences are determined. Consequences range from talking to the teacher, talking to an administrator, calling the parents, losing privileges within the school, serving detention, to suspension or expulsion. We do our best to match consequences with the misbehaviour, the frequency of previous occurrences, and the age of the child. Students are responsible for respecting public and personal property, obeying school expectations, and accepting reasonable and appropriate consequences if their responsibilities are not fulfilled.

Every effort will be made to help a student who experiences difficulty adjusting to school life. Parents will be informed, and conferences will be held. However, more serious action will be taken if a student persistently violates school rules or commits a serious breach of conduct.

The process of movement in the corridors, classes and courtyard must be in complete quietness and students must refrain from the following:

- **Speaking a language other than English, except in non English Language speaking subjects.**
- **Staying in corridors without permission.**
- **Running and shouting in the corridors.**
- **Playing football in the corridors or classrooms.**
- **Writing on the desks, walls and doors.**

GENERAL MISBEHAVIOUR ON SCHOOL CAMPUS

NBIS follows a zero tolerance policy.

1. THE USE OF FOUL OR DISRESPECTFUL LANGUAGE, INCIDENCES OF FIGHTING, BULLYING, INTIMIDATION, THREATS AND ANY TYPE OF PHYSICAL AGGRESSION:

First time

- 1st warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
- Parents are contacted.
- A two-day out of school suspension punishment will be administered.
- The student is deprived of extra-curricular activities and (or) trips for that week.

Second time

- 2nd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
- A five-school day out of school suspension punishment will be administered which will be considered unexcused absence.
- A Parent-Administration Conference is arranged.
- The student then is put under a behavioural probation period. Parents are to sign the Behavioural Probation Form.
- **The school administration has the right to reconsider the student's enrollment for the following scholastic year.**

Third time

Expulsion.

In case of committing a smoking offence, the student will be immediately expelled from school.

2. VANDALISM: Destruction of School property (including buses):

Students will be asked to pay the compensation amount as a repair cost estimated by the maintenance supervisor. Parents will be contacted and a letter, including the required amount, will be sent home to be signed and kept in the student's file.

IMPORTANT NOTE: Any recurrence of the above incident will result in further severe punishment based on the administration's decision.

3. CUTTING/DISTURBING CLASSES, SKIPPING CLASSES (TRUANCY) , LATE TO CLASSES, APPEARING IN OTHER DEVISIONS OF THE SCHOOL AND USING DIFFERENT CHANNEL FROM THE REST OF THE CLASS ON THE TABLET PC:

First Time

- The student receives a deduction of 2% from the participation of the subject.
- 1st warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
- A two-day out of school suspension punishment will be administered which will be considered unexcused absence.

Second Time

- A 2nd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
- A five-school day out of school suspension punishment will be administered which will be considered unexcused absence.
- An immediate Parent-Administration Conference will be arranged.

Third Time

- A 3rd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
- The student will be put under behavioural probation till the end of the term.
- The student is deprived of attending the classes missed or distracted till the end of the term.
- The student loses the total grade of participation of this subject.
- Homework assignments, materials, explanation and any other class work are the responsibility of the student.

IMPORTANT NOTES

- Any recurrence of the above incident will result in further severe punishment based on the administration decision and could reach expulsion.
- In case this is the student's attitude in more than one subject, the student will be kept at home till the remainder of the term

4. CHEATING ON QUIZZES, TESTS AND EXAMS, COPYING ASSIGNMENTS:

First time

- The student will receive a mark of 0 on the item.
- A 1st warning letter is issued and sent to the parents to be signed. It is to be kept in the student's file.
- An immediate Parent-Administration meeting will be arranged.

Second time

- The student will receive a mark of 0 on the item
- A 2nd warning letter is issued and sent to the parents to be signed. It is to be kept in the student's file.
- The student receives a 2-day out of school suspension.
- An immediate Parent-Administration meeting will be arranged.
- **The school administration has the right to reconsider the student's enrollment for the following scholastic year.**

Third time Expulsion.

5. Students should not use their **lockers** during classes. They can use them only before the beginning of the class.

6. **Mobile phones are not allowed** in school **At All even on exam days, field trips and week-ends.** Otherwise, it will be confiscated till the end of the year. **In case of any emergency** with which the administration will be notified and approved by the school headmistress, students might keep their mobile phones with the school coordinator till dismissal time. **PARENTS ARE EXPECTED NOT TO INTERFERE IN CASE A MOBILE PHONE IS FOUND AND CONFISCATED.**

7. **The school physician** will not see any student without his/her **pass.**

8. Every student is to get all his/her **supplies** with no exception and should be **penalized** (by deducting marks) if missing any.

9. All students **MUST** attend the morning and break lines; otherwise they will be subjected to punishment.

SCIENCE LAB RULES

Because of the more 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 behaviour is expected throughout the duration of the class.
- If a student damages any of the school's lab equipment, he/she is responsible to have it replaced.
- Students are responsible for cleaning lab equipment and putting it away as well as tidying their work area after use.
- Food or drinks are not allowed in the lab at anytime.
- School bags are not allowed in the lab. Students must bring only the necessary books, notebooks, and writing materials 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.
- Book 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. Report any problems 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.
- Whisper, do not talk loudly.
- 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 so he/she can shelve them. Do not leave books on tables. Books are never to be placed on the floor.
- Chairs should be replaced and pushed in.
- Food, beverages, and chewing gum are not allowed in the library.

PLAYING COURT RULES:

- Sit while eating and do not litter on the school grounds. Garbage cans must be used to dispose of all litter.
- Walk down the stairs.
- Play ball, tag, etc. in designated areas.
- Keep your hands, feet and objects to yourself.
- Use playground equipment properly. Pushing, jumping and running on playground equipment is not safe.
- Stand in the proper queue while buying from the school canteen.

BEHAVIOURS SUCH AS THE FOLLOWING ARE NOT ACCEPTABLE:

- Fighting, (hitting, pushing, or kicking)
- Play fighting, such as karate or kung-fu kicking
- Playing rough, hurting others
- Twist, climb, and stand on or jump over fences
- Take food or drinks onto the playground
- Use of foul or disrespectful language
- Deliberately throw a ball at someone
- Bullying
- Playground monitors will issue discipline slips to students who violate the playground procedures and/or rules. The playground monitor will use a timeout area during break-time for students who repeatedly misbehave or need a place to cool down. Serious violations will be referred to the headmistress for further action.
- School rules remain in effect when students are at break-time.
- Other suggestions for safe play:
- Balls stay in the designated area.
- Everyone is welcome to play in all games, no exclusions.
- No high kicking in football.
- Hands to yourself.

Listen and respect directions given to you by the adults in charge.

CATASTROPHIC RULE BREACHES

Unfortunately, there may come a time when a student breaks NBIS rules or expectations in a manner so offensive, dangerous, or otherwise unacceptable that drastic action is required to guarantee that such behaviour never occurs again. We hope this never happens, but students should be aware that exceptionally severe lapses in judgment and behaviour can result in swift and serious consequences, including immediate expulsion.

HOMEWORK ASSIGNMENTS POLICY

The NBIS recognizes regular, purposeful homework as an essential component of the instructional process. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self discipline.

Homework provides reinforcement and extension of class instruction, and serves as a basis for further study and preparation for future class assignments.

In general, homework assignments will be completed for the following day; however, long-range assignments and/or special projects provide students with an opportunity to develop and refine research and independent study skills and the ability to work independently.

Teachers shall consider the following factors when making homework assignments:

1. The year level of the student.
2. Level and degree of difficulty of the subject being studied.
3. The instructional needs of the student.
4. The purpose of the assignment and its relation to the objectives of the course under study.
5. The length of the assignment and the amount of time that will be required to complete it.
6. Homework demands being made in other subject areas.
7. Materials that are readily available to students and do not create a financial burden.
8. Holidays.
9. Evaluation of group projects based on individual student participation.
10. Provision of ample time in class for completion of group projects.

Students will be responsible for:

1. Completing assigned homework as directed.
2. Returning homework to the teacher by the designated time.
3. Submitting homework assignments which reflect careful attention to detail and quality of work.

Parents'/Guardians responsibilities include:

1. Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of homework assigned.
2. Indicating an interest about assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
3. Supporting the school in regard to the students' being assigned homework.
4. Requesting assignments for students when short term absences are involved.
5. Assisting the school in stressing the importance of reading and its benefits.
6. Assuring that students read for a period of at least 30 minutes each day in addition to any other assigned homework.

CONSEQUENCES OF NOT SUBMITTING THE HOMEWORK ASSIGNMENTS ON TIME:

First time:

- 1st warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
- 2% deduction off participation & homework grades.
- Break detention to finish the homework.

Second time:

- 2nd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
- 2% deduction off participation & homework grades.
- Student will receive a five-school day break detention.

Third time:

- 3rd & last warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
- 2% deduction off participation & homework grades.
- Student will receive one day out of school suspension.

Fourth time:

- The student will not attend classes of that subject until the end of the term.
- The student will be placed either in the library or the detention room during this lesson.
- The student will receive a “0” in the homework grade for the term.
- All the missing work is the student’s responsibility.
- An immediate Parent-Administration conference will be arranged.
- **The school administration has the right to reconsider the student's enrollment for the following scholastic year.**

NBIS GRADING SYSTEM

The grade of each term consists of the following:

Term's Work		Final Grade		
Quizzes	30%	}	Term's Work	
Participation	40%			70%
Tests	30%			
		30%		

The participation grade contains the grades of:

- all given homework
- assigned projects
- class work
- behaviour
- abiding by school uniform
- getting supplies to class

THE STRUCTURE OF THE NATIONAL CURRICULUM

In each subject and for each Key Stage, programmes of study establish what pupils should be taught and indicators are used to determine the standard of each pupil's performance. It is up to each individual school to choose how it organizes the curriculum to include the programmes of study.

ASSESSMENT TOOLS AND LEVEL DESCRIPTIONS

Assessment tools define the knowledge, skills, and understanding that pupils of different abilities and age levels are expected to reach by the end of each Key Stage. These consist of eight level descriptors of increasing difficulty, plus a description for exceptional performance above Level 8. Each level description indicates the types and range of performance the pupils should be achieving.

The level descriptors provide the basis for judging pupils' performance at the conclusions of Key Stages 1, 2, and 3. At Key Stage 4, national qualifications are the main means of assessing progress in National Curriculum subjects.

NBIS follows the National Curriculum of England and Wales, which is the standard curriculum in all British schools worldwide.

Students at NBIS are taught the following core and non-core subjects of The National Curriculum along the four Key Stages.

Key Stage 1 – Age 5-7, Year Group 1-2

The following subjects are taught to students in this stage:

Literacy, Numeracy, Science, Information and Communication Technology, History, Geography, Modern Foreign Languages, Art and Design, Music, Physical Education, Citizenship.

Key Stage 2 – Age 7-11, Year Group 3-6

The following subjects are taught to students in this stage:

Literacy, Numeracy, Science, Information and Communication Technology, History/Geography, Modern Foreign Languages, Art and Design, Music, Physical Education, Citizenship.

Key Stage 3 – Age 11-14, Year Group 7-9

The following subjects are taught to students in this stage:

Literacy, Numeracy, Science, Information and Communication Technology, History/Geography, Modern Foreign Languages, Art and Design, Music, Physical Education, Citizenship.

Key Stage 4 – Age 14-16, Year Group 10, 11, 12

The following subjects are taught to students in this stage:

Literacy, Numeracy, Sciences, (Information and Communication Technology, History/ Geography), Physical Education.

The National Curriculum core subjects consist of Literacy, Numeracy and Science. All other subjects are considered non-core subjects.

In Key Stage 4, Students may take foreign languages, art and design and music but these subjects are taken upon advisement of a teacher counselor.

OTHER REQUIREMENTS

Arabic Language, Religion and Social Studies

Arabic Language curriculums of the Egyptian Ministry of Education are taught to all NBIS students starting in the Reception year. Religion starts in Year One as per the Ministry of Education regulations.

NBIS students are exposed to the social studies curriculums (Egyptian Ministry of Education)

LEARNING ACROSS THE NATIONAL CURRICULUM OF ENGLAND

Promoting spiritual, moral, social and cultural development

All National Curriculum subjects provide opportunities to promote pupils' spiritual, moral, social and cultural development. A significant contribution is also made by school philosophy, effective relationships through the school, and other curriculum activities.

The ranges of levels within which the great majority of pupils are expected to work are:

Key Stage 1 1-3

Key Stage 2 2-5

Key Stage 3 3-7

This may include modern foreign languages.

Using level descriptions to assess progress at the end of a key stage

In deciding on a pupil's level of progress at the end of a key stage, teachers should judge which description best fits the pupil's performance.

PROMOTING SKILLS

At all key stages, pupils learn, practise, combine, develop and refine a wide range of skills in their work through The National Curriculum. Some of the skills are subject specific and some are common to several subjects (Inquiry).

Some skills are universal. Communication, performance, and creative thinking are just a few that are found in The National Curriculum.

Pupils shall be encouraged to reflect on what and how they learn. They will have opportunities to apply these skills to different subjects.

There are 6 key skills in The National Curriculum. These particular skills encourage students to improve their learning in performance in school, in work, and life and apply these skills to real-life situations.

Students' spiritual development involves the growth of their unique potential, their understanding of their strengths and weaknesses, and their will to achieve. As their curiosity about themselves and their place in the world increases, they try to answer some of life's fundamental questions.

Students' moral development involves pupils acquiring an understanding of the difference between right and moral conflict; a concern for others and the will to do what is right. They are able and willing to reflect on the consequences of their actions. When they do this, they become critical thinkers.

Students' social development involves pupils acquiring an understanding of belonging to family and the community (local, national and global).

Culturally, students will acquire an understanding of cultural traditions and learn to appreciate and respond to a variety of aesthetic experiences. They develop respect for their own culture and that of others.

COMMUNICATION

This skill includes developing oral language, listening, reading and writing for a variety of purposes. Opportunities for developing this key skill are provided through English in particular and through pupils' use of language throughout the curriculum.

APPLICATION OF NUMBERS

This includes a range of mental calculation skills and the ability to apply them within a variety of contexts. Students learn to use mathematical language related to numbers and calculation. Opportunities for developing this key skill are provided explicitly in mathematics.

INFORMATION TECHNOLOGY

This includes the ability to use a range of information sources and ICT tools to find, analyse, interpret, evaluate and present information for a range of purposes. The ability to use ICT information sources includes enquiry and decision-making skills as well as information processing and creative thinking skills.

WORKING WITH OTHERS

This skill includes the ability to contribute to all group and whole-class discussion and to work with others to meet a challenge. All subjects provide opportunities for pupils to cooperate and work effectively with others in formal and informal settings. Students learn to appreciate the different perspectives of their peers.

IMPROVING OWN LEARNING AND PERFORMANCE

The key skill of improving one's learning and performance involves pupils reflecting on and critically evaluating their work and what they have learnt, and identifying ways to improve their learning and performance. They need to be able to identify the purposes of learning, to reflect on the processes of learning, to assess progress in learning, to identify obstacles or problems in learning, and to plan ways to improve learning. All subjects provide opportunities for pupils to review their work and discuss ways to improve their learning.

PROBLEM SOLVING

The key skill of problem solving involves pupils developing the skills and strategies that will help them to solve the problems they face in learning and in life. Problem solving includes the skills of identifying and understanding a problem, planning ways to solve a problem, monitoring progress in tackling a problem, and reviewing solutions to problems. All subjects provide pupils with opportunities to respond to the challenge of problems and to plan, test, modify, and review the progress needed to achieve particular outcomes.

THINKING SKILLS

By using thinking skills, pupils can focus on 'knowing how' as well as 'knowing what' - learning how to learn. The following thinking skills complement the key skills and are embedded in the National Curriculum.

INFORMATION-PROCESSING SKILLS

These enable pupils to locate and collect relevant information, to sort, classify, sequence, compare and contrast, and to analyse part/whole relationships.

REASONING SKILLS

These enable pupils to give reasons for opinions and actions, to draw inferences and make deductions, to use precise language to explain what they think, and to make judgments and decisions informed by reasons or evidence.

ENQUIRY SKILLS

These enable pupils to ask relevant questions, to pose and define problems, to plan what to do and how to research, to predict outcomes and anticipate consequences, and to test conclusions and improve ideas.

CREATIVE THINKING SKILLS

These enable pupils to generate and extend ideas, to suggest hypotheses, to apply imagination, and to look for alternative innovative outcomes.

EVALUATION SKILLS

These enable pupils to evaluate information, to judge the value of what they read, hear and do, to develop criteria for judging the value of their own and others' work or ideas, and to have confidence in their judgments.

REPORTING

Teachers are required to report three times per year (by the end of each term) to parents regarding pupil's progress. Although not designed to be used at the end of each year across the key stage, the level descriptors can be used as a basis to describe pupils' progress. For some aspects of statutory assessment in Literacy and Numeracy at the end of Key Stage 1, Level 2 has been subdivided into 2a, 2b, 2c, so that it is possible to differentiate between the achievements of different groups of pupils who achieve level 2.

IGCSE

International General Certificate for Secondary Education (IGCSE) provides all learners with high creative potential through which students can have a very crucial role in our country progress and prosperity. NBIS aims to provide students of above average academic ability with a learning environment in which their potential can be realized. Students work through the Cambridge International Examination syllabi at NBIS where they are taught in small classes by highly qualified and experienced lecturers, students have the opportunity to secure their futures by developing the skills and knowledge that students of similar age are developing all over the world.

The Cambridge system is highly flexible, allowing a unique curriculum to be designed for each individual student. The examinations held in June and November each year, are set and marked at the Cambridge University International Examinations Syndicate in the United Kingdom, and the qualifications are conferred by this prestigious educational institution. The Cambridge philosophy of education aims not only to provide students with knowledge and skills but encourages them to apply these to the real world in a critical and independent also way as well. The courses are demanding and challenging and thoroughly prepare students for University study and the demands of modern life.

ABOUT EDEXCEL INTERNATIONAL

Edexcel International is a unique combination of knowledge, resource and innovation that drives educational change and inspires people everywhere to achieve their educational and professional goals.

At Edexcel International, they believe that studying should be enjoyable as well as educational. Their experts make sure that their courses are:

- Up-to-date
- Relevant to the real world
- A valuable aid to career progression

Due to all these benefits, we chose to teach the best results of their IGCSE subjects such as English Literature, Biology, and English as a Second Language as well as Arabic as a first Language.

SYSTEM INTEGRATION

At NBIS, we firmly believe in the importance of the integration between the three major educational factors; Administration, Teachers and Students. Each one of these has its role to play in enhancing the educational cycle. The administration creates the ideal atmosphere for the other two factors. NBIS contains an excellent board of directors and educators who take over the responsibility of bringing up a knowledgeable generation that has the potential to cope with the requirements of the modern society.

Students of IGCSE usually complain that they seldom have fun. Therefore, we as administration members do our best in order to break the bitterness of such an atmosphere. Trips, scientific journeys and informal parties are all good ways to perform our job properly. We also encourage our students to have their independent opinion through the democratic atmosphere in which they are educated.

ACADEMIC PROGRAM FOR THE IGCSE

- **In the first year, students study 5 OL subjects:**

Math, Chemistry, Biology, English either Language or Literature. They can choose one subject out of three: {Arabic as a first language, Information Technology, French as a foreign language}.

- **In the second year**, students, preferably, accomplish three other OL subjects in order to meet the requirements of the national universities. They also may take one or two AS subjects according to the faculty desired.

- **In the third year**, A2 of the 2nd year studied subjects are required in order to upgrade the total grade of the three years and to meet the requirements of some faculties like: (Faculty of Medicine and Engineering...)

- Students who are looking forward to improving their grades, have the opportunity to re-sit for the subject desired in November or they can take one O level Subject or AS in order to lessen the number of subjects taken in IG 2.

- Starting from the academic year 2007/2008 the Supreme Council decided to minimize the number of subjects the students take. This is the ceiling of subjects; the students are given three different options in order to choose one of them. The first option is to take 8 O Levels with minimum grade (C) + 2 A Levels with minimum grade (E). The second option: Are 8 O levels with minimum grade (C) + 1 A Level + 2 AS with minimum grade (E), the third option is 8 O levels with minimum grade (C) + 4 AS with minimum grade (E).

INQUIRIES

If you have any queries or problems, kindly send us an e-mail or contact us on the phone.

We have an open door policy so please do not hesitate to inform us of it.

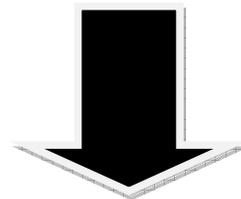
SCHOOL CHAIRPERSON

Mrs. Nadia Hafez will be glad to meet you according to an appointment fixed by the secretary.

The school staff and administration, parents or guardians and students have the responsibility for working together so that all students have the opportunity to develop to their full potential in a peaceful environment.

Students, regardless of age, have the responsibility for conducting themselves in a manner which does not violate the rights of other people. They share with administrators, teachers, and parents the responsibility of developing a climate within the school that is conducive to productive learning and living.

After having read and discussed the **Student-Handbook** thoroughly with your child, please print out the following page, sign it and send it to the class teacher the second day of school.



MANDATORY PARENTAL ACKNOWLEDGEMENT AND SIGNATURE FORM

I _____ The parent or
guardian of
_____, Year _____ attest that my child
and I have read, understood, accept and agree to abide by all
the rules and regulations of the Nefertari British International
School.

DATE: _____

SIGNATURE: _____