



Dover American International School

STUDENT HANDBOOK

2019-2020



Purpose

Educating for Success in a
Changing World

Direction

DAIS guides students to
achieve success based on high
academic standards through a
culture of integrity and
diversity. Upon graduation, our
students are ready for an ever
changing world.

Diversity

Achievement

Integrity

Success





Dover American International School

Our Guiding Principles

Children learn best:

- in a safe, respectful and supportive environment where they feel valued and know that their teachers have confidence in their ability to learn
- in a challenging environment where they are inspired to do their best, to apply themselves to their studies, to take responsible risks and to strive for continual improvement
- when their teachers address their individual needs, thereby acknowledging that people have different kinds of minds, learn in different ways and progress at different rates
- when they are actively engaged and when their teachers employ a wide repertoire of teaching and learning strategies
- when they make connections, apply their knowledge and utilize higher level thinking skills in a well-prepared and resource-rich environment that integrates information technologies
- when they receive meaningful and timely feedback on what they do well and how they can improve
- when parents, students and teachers work together in a positive partnership



Welcome to a New School Year

Dear Students and Parents,

Dover American International School is excited to begin the 2019-2020 school year. Our faculty have been working diligently to create a challenging and motivating educational program for your child(ren). We strive to provide challenging academic instruction while cultivating a passion for learning, a capacity for critical thinking and a sense of civic responsibility.

As with any institution, we have rules and policies that must be adhered to in order to provide an orderly and conducive learning/work environment. We expect our students to follow our guidelines and our parents to support our goals. Therefore we ask that you familiarize yourself with the expectations and content of this handbook and discuss it with your child(ren). If you have questions, we encourage you to clarify with the division administration to avoid misunderstandings.

Parents are requested to make an appointment prior to the parents' meeting dates stated in the handbook. If a parent drops in on another day, a meeting with administration is not guaranteed; Dover is a busy place and as such our administrators have many commitments to ensure your child receives an exemplary education.

We appreciate your support over the year and look forward to working with you and your child.

DAIS School Administration

Dover American International School

Contact Information and School Hours

Street Address:	Hamza Ibn Abdel-Motaleb - Zone (9), El Shorouk City, Cairo, Egypt
Mailing Address:	Dover American International School PO Box 209 Misr Ismailia Desert Road El Shorouk City, Cairo, Egypt
DAIS Front Office	02 24796120
Fax	02 24796127
Mobile	0100 0028264
Email	dais@daisegy.com
Web Site	www.daisegy.com
School Hours	7:30 am – 2:25 pm Sunday – Thursday

Appointments are highly recommended. Drop ins are not guaranteed a meeting.

Parent Meeting Dates:

High School: Sunday

Middle School: Wednesday

Elementary School: Thursday

Contact Numbers:

High School Administration: 01000026734

Middle School Administration: 01098677733

Elementary School Administration: 01024998052



IMPORTANT POLICIES TO NOTE

1. Student Late Policy

Students should remain in school for the entire school day. Students arriving late to class miss valuable instruction as well as interfering in the learning of classmates. A conducive learning environment requires that students are prepared and arrive to class on time.

Late Procedures

1 st late	-verbal warning
2 nd late	- written warning and SMS to parent
3 rd late	- parent contact by telephone or scheduled meeting
4 th late	- suspension

Note: further lates will result in an immediate suspension.

Also Note:

- The school gates will be locked at 8:15 am and students will be returned home unless the principal or educational supervisor receives and accepts a valid excuse. If a parent recognizes that the student will be late due an emergency, it should be conveyed in advance to the administrator.
- Student appointments should be scheduled after school hours.
- Parents are discouraged from requesting an early dismissal. Early dismissals will be permitted at the discretion of the stage administrator.

2. Student Computer Use in Middle and High School

Laptop/iPad device must contain a USB port for flash drives. Each student will download the textbooks from the school's internal server. EBooks and supplemental online resources, such as Google Docs that will be used in the classroom each day. Hard copy textbooks will not be available. Failure to bring the device each day will have a negative impact on grades and learning

Technology has become an integral aspect of the learning process for all students. Students require the ability to research and have immediate access to information in order to complete the complex tasks required for the high school curriculum.

Thank you for your cooperation in ensuring that your child has the required technology. It is also important that your child has a lock and key to keep the device safe. No student should share a locker. Your child will be responsible to keep the device safely stored and used correctly. The school will not be responsible for any damage or theft.

If you have questions regarding these two important policies, please contact the division administrator.



DAIS GRADING SCALE

GRADING SCALE		
A+	97% - 100%	4.0 GPA
A	93% - 96%	4.0 GPA
A-	90% - 92%	3.7 GPA
B+	87% - 89%	3.3 GPA
B	83% - 86%	3.0 GPA
B-	80% - 82%	2.7 GPA
C+	77% - 79%	2.3 GPA
C	73% - 76%	2.0 GPA
C-	70% - 72%	1.7 GPA
D+	67% - 69%	1.3 GPA
D	63% - 66%	1.0 GPA
D-	60% - 62%	0.7 GPA
F	Below 59%	0.0 GPA
I	Incomplete	
Ex	Exempted	



GRADUATION REQUIREMENTS

DAIS requires a minimum of 24 High School units of credit, taken over eight semesters in Grades 9 through to 12 inclusively to graduate.

The courses listed below are required to achieve graduation at the High School level. A credit is defined in adherence to Carnegie credit hour standards. The minimum requirement for graduation is a (C) average (2.00 GPA) overall.

Required Courses

Students must complete the following courses successfully to graduate:

Course	Requirements
English	- 4 credits
Mathematics	- 4 credits
Science	- 4 credits
Social Studies	- 4 credits
Physical Education / Health	- 2 credits
Art / Music	- 2 credits
World Languages	- 3 credits
Arabic Language	- 4 credits *(unless exempt)
Technology	- 1.5 credits
*Electives	- 3 credits

*Any course taken beyond the number of units required in a given subject area is regarded as an elective in that subject area.



NOTIFICATION RE: Grade Point Average (GPA)

DAIS is altering its past practice of exclusion of art, music and PE from the GPA. Beginning September 2018, these three subjects will now be included in GPA calculations in Middle and High School. The rationale for the change is more students are seeking degrees in these subject areas.

Promotion Policy

Dover American International School's promotion policy is an integral component of its overall educational policy. In conjunction with achievement goals, it defines the levels of performance that permit students to move through the grade levels and graduate. Dover American International School believes that promotion from one grade to the next must indicate that students have passed a series of academically challenging courses and are prepared for the next grade. A student's promotion status is determined by academic performance and attendance.

Subject to any special considerations that might apply, the standards for promotion are listed below:

Elementary – Grades 3-5 Promotion Standards

To be promoted in grades three, four and five students must:

- Receive a passing grade of 63% (**D**) or above in the core subject areas (core subject areas are considered to be: English, Math, Science and Social Studies)

Elementary Failure Notation

- Students who receive an "**F**" as a final grade in one or two of the cores subjects will not be allowed to be promoted to the next grade without successfully completing a summer school course in those subjects.
- Students who receive an "**F**" in more than two core subjects will not be promoted to the next grade level regardless of taking a summer school course.
- Students who receive an "**F**" as a final grade in an elective course have the option of completing a summer school course (if offered) or re-taking an exam in this subject.

Middle School – Grades 6-8 Promotion Standards

To be promoted in grades six, seven and eight students must:

- Receive a passing grade of 70% (**C-**) or above in the core subject areas (core subjects are considered to be: English, Math, Science and Social Studies)

Middle School Failure Notation

- Students who receive a “**D+**” as a final grade in one or two of the core subjects will not be allowed to be promoted to the next grade without successfully completing a summer school course in those subjects.
- Students who receive a “**D+**” in more than two core subjects will not be promoted to the next grade level regardless of taking a summer school course.
- Students who receive a “**F**” as a final grade in an elective course have the option of completing a summer school course (if offered) or re-taking an exam in this subject.

High School – Grades 9-12 Promotion Standards

To be promoted in grades nine, ten, eleven and twelve students must:

- Receive a passing grade of 73% (**C**) or above in the core subject areas (core subjects are considered to be: English, Math, Science and Social Studies)

High School Failure Notation

- Students who receive a “**C-**” or below as a final grade in one or two of the core subjects will not be allowed to be promoted to the next grade without successfully completing a summer school course in those subjects.
- Students who receive a “**C-**” or below in more than two core subjects will not be promoted to the next grade level regardless of taking a summer school course.
- Students who receive an “**F**” as a final grade in an elective course have the option of completing a summer school course (if offered) or re-taking an exam in this subject.
- Students may qualify to take a subject final exam(s) after the summer course. If the student passes with a grade of “**C**” or higher, the student will be able to remain at Dover American International School, however, the highest possible re-take exam mark is a “**C+**”, and the student will be placed on academic probation.

It should be noted that universities have their special entrance requirements that usually include a SAT standard level of achievement.

STUDENT POLICY

Dover American International School strives to develop and maintain a safe, respectful and caring learning and work environment. This is achieved by addressing specific outcomes, promoting respect, civility, responsible citizenship and safety. Students and staff must comply with this policy to ensure that a safe and conducive learning environment exists within our school.

We promote mutual acceptance and recognize appropriate behaviors. Preventative strategies are employed to assist students in making sound personal decisions and deter inappropriate conduct. This is supported through the use of effective staff development programs, student rewards and the implementation of a progressive discipline approach. This uses a whole school approach that utilizes a continuum of interventions and strategies that promote positive behaviors. Examples of rewards may include, enhanced privileges, certificates and peer recognition. Examples of progressive discipline consequences may include: break detentions, removal from class, missing P.E., removal from competitions and school trips, in school suspension and out of school suspension.

It is important to note that the nature of the student conduct determines the placement on the continuum the supervisor or principal will apply.

Intended outcomes:

- To foster a positive school experience for all students and teachers;
- Promote the safety of all people in our school;
- Ensure that all members of our school community are treated with respect and dignity;
- To create a supportive learning environment for all students with a focus on academic achievement and building healthy relationships;
- To promote, support and recognize positive student behavior;
- To address inappropriate behavior with corrective consequences applied within a framework of progressive discipline that are supportive in nature.

Examples of Behavior Expectations

The following should not be viewed as an inclusive list of behavior expectations. These are examples of how **progressive discipline** will be applied. It should be noted any behavior that does not represent the spirit and principles of the School can be addressed through a progressive discipline approach.

Behavior	Possible Consequences
<p>Tardiness/ Late Arrivals:</p> <p>Dover American International School administration and staff believe that regular and punctual school attendance is an essential component of a student's academic success. Attendance records are taken on a daily basis and checked for excessive tardiness and absences. To ensure that students understand the seriousness of regular attendance and punctuality, the late policy will be strictly enforced. Students are expected to be in school at 7:30 a.m. each morning since classes start at 7:40 a.m. Starting from 7:40 a.m., this will be considered a late arrival. The school gates will be closed to students at 8:15 am unless prior approval is provided by the division administrator. Please Note: Every 5 late arrivals will be treated as one day absent. In return, it should be noted that tardiness and absences will consequently affect the student's GPA and rank.</p>	<p>Late Procedures</p> <p>1st late -verbal warning</p> <p>2nd late - written warning and sms to parent</p> <p>3rd late - parent contact by telephone or scheduled meeting</p> <p>4th late - suspension</p> <p>Note: further late will result in an immediate suspension.</p> <p>*If a student is late during a Term Test or a Semester Exam, no extra time will be provided.</p>
<p>Absences:</p> <p>Excused /Unexcused Absences</p> <p>It happens that sometimes an unexpected situation takes place and forces a student to miss a day or more from school. When will the school consider it as an excused or unexcused absence?</p>	<p>What are the consequences for each case?</p> <p>These are the following cases when a student's absence will be considered as excused or unexcused with the following consequences:</p> <ol style="list-style-type: none"> 1. If a student is absent with an approved medical excuse from the school doctor and stage administrator, the student must take any quizzes missed within a week of his/her return to school. 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 it will be treated as unexcused absence. <p>If a student is absent for 5 days without a valid excuse, a letter of concern/email/phone call is sent to the parents. If absence reaches 10 days, parents will be called in for a meeting. If the parents fail to come to the meeting, the issue will be referred to the school director. Students should limit their absences to avoid grade deductions which will affect their GPA eventually.</p> <ol style="list-style-type: none"> 2. In case of any absence due to Championships and Sports tournaments, a letter from the club should be submitted to the school's stage administrator. Otherwise, the absence will not be accepted as the stage administrator has to be informed in advance. 3. If a student is absent due to his Residency renewal in any country, he/she will have to submit a copy of the visa, airline ticket, and the date of departure and arrival to the

	<p>school's stage administrator upon returning to school, and the stage administrator has to be informed in advance.</p> <p>4. In case of absence due to Hajj, the procedures will be similar to the Residency renewal.</p> <p>5. If a first family member death takes place, a parent must inform the school with the student's absence.</p> <p>6. All students must follow the school's calendar posted on the website. The school holds no responsibility towards any student who is travelling with parents during school days for any trip (Omrah, business, or touristic trips). Student's absence will be considered unexcused and grade deductions for all subjects will take place.</p> <p>7. If a student is absent due to an embassy appointment, parents must notify the school and present the formal letter or email from the embassy stating the student's name and date of appointment. If the stage administrator does not receive this information, the absence will be considered an unexcused absence.</p> <p>8. Absences on unusual days (such as the last day of a shortened school week or a shortened school day) will be treated as a typical unexcused absence. Deduction will take place for all subjects.</p> <p>All students, whether excused or unexcused, are still held responsible and accountable for completing their school work, homework, quizzes and tests, as well as collecting all their missing materials.</p>
<p>Early Dismissal:</p> <p><i>Parents are discouraged from making appointments for students during school hours or requesting an early dismissal.</i></p> <p>No early dismissals are allowed during the school day unless the student is found to be sick and receives a note from the school's Doctor allowing him/her to leave.</p> <p>No Doctor's appointments during the school hours are allowed.</p> <p>If an acceptable family emergency matter takes place, parents, must contact the school in advance and the principal will decide on accepting or refusing the early dismissal.</p>	<p>In case a parent is insisting on dismissing the student, the principal has the right to apply the unexcused absence policy on the student and grade deduction will take place.</p>

<p>Homework:</p> <p>Student achievement is the ultimate purpose for our school. Homework is a vital piece in the learning process. Not completing this assigned work has a direct impact on student success, grades and GPA.</p>	<p>Homework and projects must be submitted by the due date. Delays will be counted as follows:</p> <p>1st day: late assignments graded out of 90% 2nd day: late assignments graded out of 80% 3rd day: late assignments graded out of 70%</p> <p>A grade of ZERO is given when the student exhausts all legitimate chances to deliver the homework. Homework is graded upon correction, not submission. Quality work is expected of our students. If the homework is incorrect, the student will receive a corresponding grade.</p>
<p>Academic Dishonesty:</p> <p>High achievement will be nurtured and celebrated in the school. This achievement will be completed using a high degree of integrity. Any form of academic dishonesty will not be tolerated. It should be noted that all students should be familiar with the academic dishonesty policy.</p> <p>Cheating or Plagiarism, both are acts of presenting another’s work or ideas as your own.</p>	<p>1st offense: 0% given to the assignment. 2nd offense: parent notification and 0% given to the assignment.</p> <p>Plagiarism and Cheating, will be treated exactly in the same manner and a ZERO % grade will be granted.</p>
<p>Field Trips:</p> <p>Dover American International School believes that field trips are an important and valuable teaching method and teachers are encouraged to arrange and implement field trips in conjunction with the class curriculum where appropriate and feasible. A field trip is considered to be an excursion off school property through transportation or walking. The educational purpose is required on the trip distribution form. It should include the educational objective as well as the destination.</p>	<p>Attendance for all educational trips is mandatory as it is part of the student’s educational achievement. Students who fail to attend these trips will be considered Unexcused Absence.</p> <p>Absences occurring on Fun based School Field Trips will be treated as Excused Absence.</p>
<p>School Suspensions:</p> <p>Following school rules and abiding with all regulations, are expected from all students all the time. Failing to do so, may lead eventually to out of school suspension.</p>	<p>An “Out of School Suspension” is considered an Unexcused Absence. Coursework will be graded to a maximum of 80%.</p>
<p>Breaking Class rules and regulations:</p> <p>To ensure a positive and orderly environment, classroom rules are to be respected.</p> <p>Examples of class rules include:</p>	<p>Repeated Offenses:</p> <p>If the student’s behavior is persistent, parents will be immediately notified. Disciplinary actions will be progressive and might reach the point of issuing a probation letter. In severe cases, the school will consider home instruction.</p>

<ul style="list-style-type: none"> • For the safety of all, the throwing of objects during class is prohibited. • No use of foul or disrespectful language. • No incidents of fighting, intimidation, threats, mistreatment, or any type of physical aggression. • No bullying a fellow mate. See Bullying policy. • No misbehaving inside the classroom, class disruption, or throwing objects in the air that could be hazardous. • No bringing of toys to school. • No disrespect towards the teachers. • No cutting off and interrupting classes. • All students are expected not to interfere with the learning of others. • Students will not leave the class without teacher permission. <p>Note: Students who wish to clarify a situation with a staff member have an obligation to do so privately after class, after school or during break. Students may not disrupt class to settle differences of opinion, question consequences or a teacher’s authority.</p>	<p>Bullying Definition and Policy: Bullying is defined as a “a form of repeated, persistent, and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.”</p> <p>Bullying typically demonstrates repeated behavior by a child or youth where, they should know that the behavior would be likely to,</p> <ul style="list-style-type: none"> • cause harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual’s reputation or harm to the individual’s property, or • create a negative environment for another individual <p>DAIS believes that it is our responsibility to provide students with an opportunity to learn and develop in a safe, and accepting school climate. The school climate may be defined as the learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviors and interactions. A positive school climate is a crucial component of bullying prevention. Building and sustaining a positive atmosphere is a complex challenge requiring collaboration, communication, clear expectations and support.</p>
<p>Running in classroom or hallways:</p> <p>For personal safety and the safety of others, all students are expected to walk when moving throughout the school. For personal safety, students are not to be in hallways or a locker area during non-designated times.</p>	<p>1st offense: verbal warning 2nd offense: break detention 3rd offense: discretion of supervisor or principal</p>
<p>Personal Items From Home:</p> <p>For safety and the protection of personal property, students are not to bring personal items to school. Examples of these items include toys, roller blades.... etc.</p> <p>Note: teachers may make exceptions if the items support instruction and student learning and a permission is granted ahead of time.</p>	<p>Items may be confiscated by the school administration and returned at the end of the day.</p> <p>Consequences at the discretion of the supervisor.</p>

<p>Cellphone/Electronic Devices (Grade 1 to Grade 8):</p> <p>To ensure a safe, uninterrupted learning environment, students are NOT to bring their cell phones to school.</p>	<p>Please note: The school will not be responsible for the loss of any cellphone. If students fail to comply with the rules, the following action will be taken:</p> <p>1st offense: Phone is confiscated and returned the following day.</p> <p>2nd offense: Phone is confiscated for a week with parent’s notification that this is the 2nd time and if happens for a 3rd time, confiscation will last the duration of a term, 4th time it will be returned by the end of the year.</p> <p>Parents have to sign this letter by the 2nd offense. If the student fails to return the signed notification, he/she will not get the phone back even after the duration of week is over.</p>
<p>High School Students (Grade 9 – 12) – Rules for Cell Phones and Electronic Devices:</p> <p>We strongly believe in role models, leaders, and teaching our students responsibilities that will prepare them for the future. They are permitted to bring their cell phones to school under their FULL responsibility as the school will not be held responsible for any lost phone with the following conditions. Any breach to the rules will lead to consequences.</p> <ul style="list-style-type: none"> • Cell phones are NOT to be used at all during school hours from 7:30 am – 2:30 pm unless a permission is granted from the High School Principal. Apart from that, cell phones MUST be switched off or put on silent all the time and kept in students’ lockers until dismissal time. • Students MUST NOT use their cell phones to take videos or photos of any student or teacher on school premises. • Students WILL NOT be allowed to charge phones during class. • Cellphones/electronic devices are not to be kept for charging or storing in a class or an administration office. <p>Laptops/IPads are to be used in class for educational purposes and upon teacher agreement.</p>	<p>If High School students fail to comply with the rules, the following action(s) will be taken:</p> <p>1st offense: Phone is confiscated and returned the following day.</p> <p>2nd offense: Phone is confiscated for a week with parent’s notification that this is the 2nd time.</p> <p>3rd offense: confiscation will last the duration of a term.</p> <p>4th offense: It will be returned by the end of the year.</p> <p>Parents have to sign the notification by the 2nd offense. If the student fails to return the signed notification, he/she will not get the phone back even after the duration of week is over.</p> <p>If the student does not abide by the rules during class time or in the Hallway, Teachers are allowed to confiscate the cell phone to give to the Administration and progressive discipline will take place.</p>
<p>Unauthorized Selling:</p> <p>For the safety of all, students are not to sell unauthorized items at school.</p>	<p>1st offense: confiscate inventory and meet with parents.</p> <p>2nd offense: progressive discipline is implemented by the supervisor.</p>
<p>Misbehavior Towards Teachers:</p> <p>At all times, students and teachers will conduct themselves in a manner that treats others with respect and dignity.</p>	<ul style="list-style-type: none"> • Teacher to document incident. • Supervisor to interview student and witnesses if required. <p>Progressive discipline to be implemented.</p>

<p>Skipping Class:</p> <p>To ensure uninterrupted learning and to meet all program expectations, students will not skip class.</p>	<p>Progressive discipline is to be determined by administration.</p>
<p>Safety Hazards:</p> <p>It is prohibited to bring any material to school that could act as a safety hazard to the health and well-being of others. Fireworks are prohibited.</p>	<p>Disciplinary consequences at the discretion of the supervisor.</p>
<p>Vandalism/Defacing Property:</p> <p>To ensure a safe, inviting and useful physical learning environment, vandalism and the defacing of property will not be tolerated.</p>	<p>Financial restitution to be made for property damaged. Progressive discipline may be applied. Actions may include suspension or expulsion from the school.</p>
<p>Possession, Use or Distribution of a Controlled Substance (Tobacco):</p> <p>In adherence of law, the distribution or use of tobacco and other controlled substances is not allowed.</p>	<p>1st offense: out of school for two days. 2nd offense: to be determined by administration.</p>
<p>Possession of a Weapon (Includes but is not Limited to a Knife, Pocket Knife, or Chain):</p> <p>Safety is a number one priority for the school community. The school has adopted zero tolerance for anyone who brings a potential weapon to school. This includes items such as knives and chains.</p>	<p>Progressive discipline to be implemented at discretion of supervisor and principal. Actions to include but not limited to:</p> <ul style="list-style-type: none"> • Confiscate weapon. • Out of school suspension and parent meeting. <p>Student to be removed from school until a decision is made by school director.</p>
<p>Theft:</p> <p>All students should demonstrate respect for the possessions of others.</p>	<p>Progressive discipline to be implemented at the discretion of supervisor and principal. Actions to include but not limited to:</p> <ul style="list-style-type: none"> • Out of school suspension and parent meeting <p>Student to be removed from the school until a decision is made by school director.</p>

Uniform Policy:

All Dover American International School students are required to wear the school's uniform. Uniform must be well maintained at all times. Students' personal appearance in school demonstrates 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. Students with special sizes that cannot be found in the store, have to make a special order from the store at least a month before school starts. In this case, a signed letter from the store stating that the student's size is unavailable must be submitted to the school's principal, along with the time of receiving the altered uniform. 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:

- For boys, hair should be always trimmed and combed; it should always look neat and clean. Shaved or trimmed beards and moustache is a must.
- Suitable colored scarves are allowed for veiled ladies.
- Long sleeve T-shirts under short ones are allowed (Only white/Navy blue).
- No tight or slim pants. Students are not to change the cut or the style of the school pants. Students changing the style or cut of trousers will be considered as an out of school uniform and will be asked to purchase another pair of pants with the school design. A note must be sent to the principal if the student is not wearing the school's pants due to any incident or reason.
- Only the school jacket is allowed to be used for cold weather. No other jackets or color may be worn. If a student wears other jackets, the jackets will be taken and confiscated till the end of the year.
- Seniors may wear their special approved Senior Shirt.
- No slippers, open toe shoes or crocs are allowed in school. Students seem with them will be sent home immediately.
- Ice-Caps, caps and jacket hoods are not allowed inside the classes and school building.
- Only small stud earrings for ladies.
- No dark or bright colored nail polish (natural colors only are allowed), makeup or accessories is not allowed during the school hours.
- Students who come to school ~~with~~ out of uniform, will not be allowed to attend the day. They will be sent home, or parents can provide them with the proper uniform before the beginning of the second class at 8:30 am.

For Girls wearing dark or bright colored nail polish or make up, the consequences will be progressive and may include the following:

1st offense: a verbal warning and removal of the nail polish, or the makeup.

2nd offense: A written warning will be issued and a parent communication will take place, as well as a removal of the nail polish or makeup.

If the student's behavior is persistent, further disciplinary actions will be taken according to the principal's discretion.

For students who do not come to school in the described school uniform:

1st offense: Student will receive a verbal warning.

2nd offense: A written warning will be issued and a parent communication will take place. If the student's behavior is persistent, further disciplinary actions will be taken according to the principal's discretion.

Transportation Policy:

Transportation to and from school is an important part of the day. All rules and regulations of the school also apply to the bus. The rules stipulated, although may be deemed as common sense, must be obeyed at all times in order to ensure the safety and well-being of our children.

- Students should be ready for pickup by their bus at the agreed time. The bus will only wait for two minutes at the designated spot to avoid delay in the bus arrival to school.
- Students cannot stand, open doors, or exit the bus while moving. Such actions endanger the student's safety.
- Talking to or distracting the bus driver is prohibited. All students' music players or talking must be kept to the minimum.
- Students are to follow the matron's instructions all the time. Otherwise disciplinary action will be taken by the school administration.
- Littering or throwing objects in or out of the bus is prohibited. If such behavior takes place, consequences will be severe.
- Students must not stick their arms and/or heads outside the windows as injuries and accidents can take place.
- Students are not allowed to leave in their private cars or use another bus without prior parental consent **in the form of a written letter** submitted to the school administration signed by them **maximum first thing in the morning of that day**. This ensures students' safety. A phone call will be made by the school administration to the parent in order to confirm on the matter.
- Students are required to report to their buses directly at the end of the school day after the final bell rings. The bus will not wait for anyone. If a student misses the bus, transportation home will be his/her responsibility as such behavior causes a delay to the bus dismissal time. If this behavior is persistent, the bus will not pick up the student the next morning.
- In case of problems occurring on the bus with the bus driver, matron or students, the matron will report the incident to the school's principal and the Transportation supervisor so that the necessary action can be taken.
- In case of school closure due to bad weather or dangerous conditions, the buses will not be operating at all. If parents have any concerns, they may contact the bus matron or the school administration.

Students are expected to behave in a respectful manner at all times. Inappropriate behavior on buses will not be tolerated and actions will be taken accordingly:

1st offense: A verbal warning will be given and a parent communication will take place.

2nd offense: The student will receive a written warning to be signed by parents.

If a student is still failing to comply and follow instructions, he/she will be receiving penalties of bus suspension that might progress to the point of banning him/her from using the bus till the end of the year.

Private Transportation:

Students who walk back home, or students who use private means of transportation such as Uber/private drivers/friends.....etc. Parents are requested to sign on the consent and send it back to school stating which mean of transportation their child(ren) will use. School will not be held responsible for these means of transportation.

Physical Education (P.E.) Policy:

- The P.E. uniform must be worn by all students scheduled to have P.E.
- Students not in uniform will lose grades, and will not be permitted to attend the class.
- Active participation is required by all students.
- All students must keep the courtyard and gym always clean. No littering or cutting flowers are allowed. Students must clean the tables after eating their lunch.
- Usage of balls and tools must be under the P.E. teacher's supervision.
- Any equipment in the gym must be dealt with carefully and under supervision.

Science Lab Policy:

- Due to the sensitivity of the lab, all 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 as instructed by the teacher.
- No food or drinks are allowed in the lab at any time.
- No school bags are allowed in the lab. Students must bring only the necessary books, notebooks and pencil case inside the lab.
- Students must not touch any lab equipment until instructed to do so.
- For safety reasons, it is essential that students follow the explicit instructions regarding each experiment. Any action determined by the teacher to be of a hazardous nature might lead to suspension from the lab class.

Computer Lab Policy:

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

Library Policy:

The library is a wonderful resource for all students. All students are expected to cherish it and keep it always well preserved.

- 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 any lost or damaged books.
- Before the end of the library lessons, return books to their proper places or give the books to the librarian to be shelved.
- Do not leave books on tables, and books are never to be placed on the floor.
- Chairs should be put in their proper place.
- Student voices must not rise significantly above a whisper in the library.
- Food and beverages are not permitted in the library.

Cafeteria Policy:

All students must comply with the cafeteria rules. These rules are very simple to follow:

- Students are expected to respect each other's turn in the buying queue.
- No pushing or cutting in line is allowed.
- Students are to purchase their lunch during break time only unless he/she has a note from the stage administrator.
- No student is to order food by the end of the break as by doing this they get late to their class and such late arrivals to classes lead to grade deduction.

Locker Policy:

Lockers are expected to be used in an orderly and organized fashion. In order to do so, all students are required to follow these rules:

- No sharing of lockers is allowed.
- Locker usage will be only during the 5 minutes transition between classes when the bell rings.
- Since students must be always ready and well prepared for their classes, all the needed materials must be taken from the locker before class. Students will not be permitted to leave the class for the lockers, as this will lead to losing grades from the subject.
- All the lockers must be kept closed and locked at all times.

The following procedures will be implemented if lockers are left open:

1st offense – verbal warning

2nd offense – 2 days suspension of locker privileges

3rd offense – a week suspension of privileges

4th offense – a term suspension of locker privileges

5th offense – loss of all locker privileges for the remainder of the year

- All the lockers must be well organized and clean.
- Any vandalism of lockers will be paid for by the student involved.

NOTE: No writing on the lockers or walls is allowed. Students will have to clean them or pay for repairing or replacement.

DAIS holds the right of considering Mitigating Factors when dealing with students and deciding on appropriate discipline e.g. age of student, cognitive ability of the student etc, as well as values parental support. It is important to work hand in hand to educate your child for the future Student success relies on teamwork that includes both home and school.

No students are allowed to come to school driving their own vehicles or motorcycles, as this endangers theirs' and others' lives.

Dover American International School

Student Policy Agreement Contract

I hereby state that I have received the DAIS Middle and High School Student Handbook that contains important student policy information. This handbook is posted on the school's website, dais@dasiegy.com to act as convenient reference.

I agree to adhere to the school rules and regulations at all times both in the school and on school excursions.

Failure to comply with the Student Policy will result in the application of consequences.

I am responsible to inform my Parent/Guardian of the policy and ask that they read it thoroughly.

Student Name: _____ Grade: _____

Student Signature: _____ Parent Signature: _____

Date: _____