



DAIS

Dover American International School
El Shorouk City

Our Purpose

Educating for Success in a Changing World

Our Direction

DAIS offers an interdisciplinary curriculum that stimulates inquiry, academic achievement and independent thinking. Our students embrace collaboration, diversity, and integrity. They are prepared for the challenges of an ever changing world.

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 2018 – 2019 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.

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

School Administration

Contact Information and School Hours

Street Address: Hamza Ibn Abdel-Motaleb - Zone (9), El Shorouk City, Cairo, Egypt

Mailing Address:

Dover American International School

Misr Ismailia Desert Road - El Shorouk City, Cairo, Egypt

DAIS Front Office: 02 24796120 Fax 02 24796127 Mobile: 0100 0028264

P.O. Box 209

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KG contact number: 010 277 13776

School Hours

7:30 am – 2:25 pm Sunday – Thursday



STUDENT POLICY

Purpose

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Dover American International School offers an interdisciplinary curriculum that stimulates inquiry, academic achievement, and independent thinking. Our students embrace collaboration, diversity, and integrity. They are prepared for the challenges of an ever changing world.

Guiding Principle

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 smart choices and deter inappropriate conduct.

This is supported through the use of effective staff development programs, student recognition 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: student teacher talks outside the classroom to discuss expected behavior, teacher–parent conference to decide on behavior modification strategies to modify behavior and improve student achievement.

Intended outcomes:

- 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;
- create a supportive learning environment for all students with a focus on academic achievement and building healthy relationships;
- promote, support and recognize positive student behavior;

- address inappropriate behavior with corrective consequences applied within a framework of progressive discipline that are supportive in nature.

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

1st late – Written note to parent in the Dover Express

2nd late - written warning and sms to parent

3rd late - parent contact by telephone or scheduled meeting

Students with 20 unexcused absent days cannot be promoted to the next grade level unless they attend summer school. Parents will be responsible to pay for the expenses.

- 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.

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 principle of the School can be addressed through a progressive

Examples of unaccepted behavior	Consequence
Repeatedly breaking school rules and regulations:	If the student's behavior is persistent, parents will be immediately notified. The student will visit the school counselor for advice. In severe cases, the school will consider home instruction.
• chewing of gum or eating or eating seeds.	Student will be asked to throw it in the bin.
• throwing of objects.	Student will be asked to pick it up.
• use of foul or disrespectful language.	Teacher will take the student out of the class and talk to him about the issue. Parents will be informed
• bullying, fighting, intimidation, threats, mistreatment, or any type of physical aggression.	Teacher will take the student involved out of the class and talk to them about the issue. Parents will be informed
Touching other students' belongings including food.	Teacher will talk to the student and investigate why he is behaving this way. Parents will be informed.
Personal Items From Home For safety and the protection of personal property, <i>students are not to bring personal</i>	Items may be confiscated by the school administration and returned at the end of the day. Consequences at the discretion of the supervisor.

<p>items to school. Examples of these items include toys, laptops, roller blades, etc. Note: teachers may make exceptions if the items support instruction and student learning. Permission is granted ahead of time.</p>	
<p>Misbehavior Towards Teachers: At all times, students and teachers will conduct themselves in a manner that treats others with respect and dignity.</p>	<p>Teacher to document incident. Supervisor to interview student and witnesses if required. Progressive discipline to be implemented.</p>
<p>Vandalism/Defacing Property 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 school.</p>

2. Uniform Policy

All Dover American International School students are required to wear the school's uniform. Uniform is available for purchase exclusively from the store designated by the school administration. 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 **especially on trips**.

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:

- **Head shaving for boys:** minimum level of a #2 haircut will be allowed. Hair should be always trimmed as long hair is unaccepted in school as well.

If the hair is too long, he will be sent home for a proper haircut. These absences will be counted as unexcused absence and grades will be deducted.

- Long sleeve T-shirts under short ones are not accepted.
- 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.
- Only the school jacket is allowed to be used for cold weather. If a student wears other jackets, the parent will be contacted to investigate the reason.
- Slippers, open toe shoes or crocs are not allowed in school. Students seen with them will be sent home.
- Only small stud earrings for girls.

- Nail polish, makeup or accessories are not allowed during school hours.

3. 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 must wait on buses outside their homes at least 5 minutes before the bus arrival, as buses should not wait for students as this causes a 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' 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.
- 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 who are enrolled on the bus but for any reason are to be picked up at the gate MUST write a note to the teacher and send the student I.D. with whoever is picking up the student.

4. Library Policy

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

- Return books on the scheduled day after reading it with your of your child.
- Take good care of the books you have borrowed. Students will be billed in full for any lost or damaged books..

5. Pocket money policy

Students should have healthy snacks rom home including fruits and vegetables.

Money for buying food or drink from the cafeteria should be sent in the envelope provided in the Link Book stating what the student should buy. If the student has enough food the money will be returned home. Only food items sent in the cafeteria menu will be purchased.

Chocolate cookies, chocolate flakes, doughnuts or cupcakes will not be permitted.

Please note that the cafeteria does *not* serve breakfast, fresh fruit or vegetables.

6. Parent –teacher meetings

For emergency meetings it is highly recommended to call the department for an appointment.

They are scheduled any Tuesday not the week before or after parent conferences.

Drop ins are not guaranteed a meeting.

- Parents are discouraged from requesting an early dismissal. Early dismissals will be permitted at the discretion of the stage administrator. They are only allowed during the school day if the student is found to be sick and receives a note from the school doctor allowing him/her to leave.

7. Birthday procedures:

The KG department encourages students to share birthday celebrations at school with their class community.

Please bring the cake, plates, forks, a knife, candles and agree with the teacher on the day.

Dads, siblings and grandparents are always welcomed.

Celebrations take about an hour after lunch. Students will dance and play games to the music.

8. Trip policies:

Trips allow students to get to know each and their teachers other out of the school setting.

There will be educational and recreational trips. It is highly recommended that the students attend. There will be activities in the classroom prior and after the event to make sure students understand the purpose of the outing.

Trips will take place five times this academic year. Bookings have to be made by the school three days before the day.

A slip will be sent two weeks before the date. It will include information about the fees, place, activities, food and any special outfits needed from the student.

The ratio of adult supervision to student is 5:1.

Please send the exact amount of trip fees with your signature in the envelope and send it on the due date.

Payment after the due date will result in your child's missing the trip.

Payment on the day will result in sending the student home.

Students not participating on the trip will be asked to stay at home.

9. Clubs:

Clubs will take place in term 2 and 3. They will take place every Thursday. Students are required to change the club activity. They need to give their peers a chance to experience a new activity.

A slip will be sent for parents select their preferences. Places are subject to availability.

Your cooperation is highly appreciated

We wish everyone a successful year



Dover American International School

Student Policy Agreement Contract

DAIS 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.

I hereby state that I have received the DAIS Kindergarten 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: _____

Parent Signature: _____

Date: _____