



NILE VALLEY EDUCATION COMPANY

Student & Parent Handbook

School Year 2018–2019

Table of contents - Parent/student handbook

➤ Welcome Message	4
➤ A word from the Principal	4
➤ School information	6
➤	
➤ Daily Schedule	6
➤ Academic Program and Curriculum Description	7
➤ Parent – Teacher Communication	8
➤ After School Programs – Clubs and Athletics	8
➤ Special Events	8
➤ School Procedures and Polices	9
➤ New Students	9
➤ Arrival and Departure	9
➤ English Only	9
➤ Banned Items	9
➤ Leaving the Campus	9
➤ Penalties	9
➤ Bus Transportation	10
➤ Tutoring	10
➤ Library and Library Books	10
➤ Health and Immunization	11
➤ Diseases and Allergies	11
➤ Accidents	11
➤ Illness	12
➤ First Aid	12
➤ Medication	13
➤ Grievance Procedures	13
➤ Visitors to the school	11
➤ Address or Mobile Phone Number Changes	11
➤ Student use of the school phone	11
➤ Safety and emergency plans	11
➤ Use of student photos	13
➤ Loss of personal property	13
School policies	16
1. Academic Policy	16
2. Academic Performance	16
3. Report cards	16
4. Parent teacher/student conferences	16
5. Learning support /SEN	17
6. Homework	18
7. Extra help	18
8. Academic honesty	18
9. Computer use	18
10. School supplies and classroom materials	18
11. Textbooks and Workbooks	17
12. Homework	17
13. Assignments	17
14. Attendance Policy	18

15. Reporting an absence	18
16. Excessive Absence	18
17. Make – up work	18
18. Late Arrival at School	19
19. Dress code	19
20. Appropriate uniform clothing means	19
21. Cell phones and personal electronic devices	20
22. Discipline	20
23. Detentions	20
24. Suspensions	21
25. Basic Respect	21
26. Bullying and Harassment	22
27. Fighting	22
28. Student code of conduct	22
29. Parent code of conduct	23
30. Parent Co-operation	23

Welcome to Nile Valley School!

The Board of Directors, Senior Management Team, teachers and staff would all like to welcome you to what will surely be an exciting academic year!

The entire Nile Valley School team has been working diligently to prepare for the upcoming school year and we believe that we have created a positive, student focused learning environment for our students. Part of our philosophy is based on education being a partnership between the school, the home and the community. Nile Valley School seeks to ensure that a collaborative bridge exists between all the major stakeholders. We have planned a rigorous academic schedule for our students but have complemented this with a positive, supportive and fun learning environment. The school has planned a series of events throughout the school year and we would encourage you to refer to the school calendar for additional information.

We want you to know that we understand and value the trust you place in us to educate your child. We work passionately to create an atmosphere that is rich in learning, is safe, and supportive. Our number one focus here at Nile Valley School is the individualized growth and development of each one of our students.

We understand and appreciate that families invest considerable resources in providing a quality education for their children. As a result, the Nile Valley team is committed to providing the very best for all our students. We are committed to doing our upmost in providing every learning opportunity possible. We will seek to do this in a positive way in order to encourage each child to reach their full potential.

Our mission at Nile Valley School is not just to have our students excel in academics but to become compassionate, thoughtful, global minded and high achieving individuals. We believe every child has great potential, and we want to develop that to the fullest extent. Ethics and academic excellence is our motto and we truly believe in holding students to a high standard of character and honesty that is combined with taking responsibility for their actions.

The only reason Nile Valley School was created and exists today is because of our parents and students. We are here to provide a quality education for our students, help serve our community, and encourage our students to explore the world around them and to think globally.

As we partner together, we shall observe the growth and maturity of all our students. Thank you for allowing us to be a part of your family's life. We are committed to doing our best as we expect the best!

Warmest regards,
The Senior Management Team

A word from the principal

Dear Parents and Students,

Welcome to Nile Valley School!

This is the sixth year of our existence and as a community we have grown in number and you are the ones who will shape the culture and the environment of the school along with all of us.

During this academic year, our students will enjoy the adventure of learning and the journey to becoming people who can make a difference wherever they may go. The first step on this journey is to understand that all of us have a big role to play in meeting the aspirations and living out the values of the school. Parents and children should carefully read this handbook together and read the guidelines so that misunderstandings will not arise. We all need to work as one strong team to benefit our students. "It takes a village to raise a child."

This handbook will provide you with extracts of information; about the policies, rules and regulations of the school. It will also give you as parents, an opportunity to communicate any comments and concerns.

I wish you an exciting journey of discovery as you experience this year at NVS as we look forward to graduating our second batch of IGCSE students.

Regards,

Jennifer Sharples
Acting Principal
Nile Valley School



Nile Valley School 2018 -2019 Student Calenda00r

August 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

September 2018						
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30						

October 2018						
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November 2018						
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December 2018						
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30	31					

January 2019						
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February 2019						
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March 2019						
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31						

April 2019						
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May 2019						
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June 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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23	24	25	26	27	28	29
30						

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

- 1 - Start of Term 1/Preschool Open House
- 4 - Main School Open House
- 16 Aug – 23 Aug – Eid al Adha
- 26 - School resumes
- 27- MAP Testing G2- G8 (2 weeks)

September

- 5 – International Charity Day
- 12 – Islamic New Year
- 22 – Primary event TBS
- 30 – Distribution of Report Cards

October

- 1-2 - Teacher/Parent Conference Week TBS
- 4 - End of Term 1
- 7 – Start of Term 2
- 31 - Fall Festival Event/Early dismissal

November

- 17 – International Day
- 18-29 - Fall Break
- 19 – International Child’s Day
- 21- Prophet Mohammed’s Birthday

December

- 9 – Human Rights Day
- 11-Distribution of Report Cards
- 16-18 - Teacher/Parent Conference Week TBS
- 20-End of Term 2
- 23 Dec- 8 Jan - Winter Break

January

- 1 - Sudan Independent Day
- 8 - Start of Term 3
- 19 – Sport Day
- 20-31 Literary Festival

February

- 16- Sudan Day Event
- 20- Social Justice Day

March

- 4 Distribution of report cards
- 6-7 Teacher/Parent Conference Week
- 7 – End of Term 3
- 7 – International Women’s Day
- 10 – Start of Term 4
- 16 – MS Event TBS
- 21 – World Poetry Day
- 24-28 Spring Break

April

- 11 – Art Exhibition
- 14- MAP Testing G2- G8 (2 weeks)
- 20- HS Event TBS
- 22- Earth Day
- 23- Distribution of Report Cards
- 24- High School Graduation
- 25-Distribution of Report Cards
- 28– Coptic Easter

May

- 09 Distribution of Report Cards
- 12-13 – Teacher/Parent Conference TBS
- 15 – Students Last Day/End of Term 4

	Regular School Day
	Early Dismissal-12PM
	Special School Event
	Holiday (No classes)
TBS	To Be Scheduled

SCHOOL INFORMATION

Issues	Person to contact
<ul style="list-style-type: none"> ➤ School programs and activities ➤ Concerns about your child ➤ School improvement ➤ Any other school related issues 	Principal : Ms. Jennifer Sharples Mobile : 0912739888 Email: principal@nilevalleyschool.com
<ul style="list-style-type: none"> ➤ Curricular/Co-curricular programs ➤ Primary school Program ➤ Middle school Program ➤ High School Program (IGCSE) 	Assistant Principal: Mr. Sean Leite Ms. Jennifer Sharples Mr. Sean Leite IGCSE Coordinator: Ms Huda Abbas
<ul style="list-style-type: none"> ➤ Discipline matters ➤ Security ➤ Health care ➤ Transport services ➤ Books and Stationery ➤ School fees/financial matters 	Assistant Principal Business Manager, Mr Faisal Financial Manager: Mr Yonas Kinfe Accountant: Ms. Walaa accounts@nilevalleyschool.com
<ul style="list-style-type: none"> ➤ Student/Parent Inquiries 	Registrar: Ms Sara Zain Email : registrar@nilevalleyschool.com
<ul style="list-style-type: none"> ➤ Sports Activities/ASAs 	Mr. Olen King. Email: sports@nilevalleyschool.com

Daily Schedule

Pre-School	
Gates open	07:00 – 7.15 am
Classes start	07:30 am
Dismissal - Nursery/JK	12.45 am
Dismissal - Kindergarten	2:00 pm

Main Campus	
Gates open	07:00 a.m.
Morning assembly/homeroom	07:15 a.m.
Classes start	07.30 am
Dismissal	2.45 pm

*Students may NOT stay at the school later than 2:45 p.m. unless they are involved in an extra- curricular activity. Parent consent forms must be signed and handed into the school. Parents of students who are not picked up on time may be subject to a penalty.

Academic Program

Curriculum Description

Elementary and Middle School

Nile Valley School's curriculum is based on the American system in the Elementary and Middle School years. We use the American Common Core Standards (CCSS California) to guide instruction. Our curriculum is comprehensive and connecting from Kindergarten to 8th grade. We take care to ensure all subjects are covered comprehensively and at the appropriate times. Students from Grades 2-6 undergo MAP testing three times a year to ensure they are meeting international standards.

Secondary School

In Lower Secondary, students will be introduced to Checkpoint exams. Our Secondary curriculum is based on Cambridge IGCSE examination leading to A-Levels or entrance to local universities. We offer a wide range of subjects including English as a first language, English as a Second Language, Sciences, Social Studies, Art, Economics, Business Studies, ICT, Sociology, Global Perspectives and Accounting.

Language Arts

We have a rigorous language arts program that develops strong skills in both spoken and written English. We use the Story-town curriculum from Harcourt Publishing. It includes a comprehensive leveled reading program. In middle school we use additional resources including Checkpoint that help students prepare for secondary school.

Mathematics

Our mathematics curriculum systematically develops the skills necessary to understand and effectively use math in future studies and in life.

Science

The science curriculum stimulates young minds to explore their world. We focus on age-level appropriate concepts for life science, earth science and physical science. The Harcourt Science series leads students through critical thinking and information gathering exercises.

Social Studies

The Social Studies curriculum brings out concepts such as "My Family," "My Community," and "My World." We work hard to apply as much of the information as possible to the Sudanese and African contexts. At the Middle School level we focus on World History and Geography. We will make every effort to focus on various parts of Sudanese and African history.

Arabic

We offer a comprehensive Arabic program for both native and non-native Arabic language learners. New, recently developed materials are used to enhance our Arabic language program.

Religious Studies

We offer a comprehensive and rigorous religious program. We offer Islamic Studies to our Muslim students and Christian Studies to our Christian population.

Art

Students learn concepts and techniques of different art forms, art history and art appreciation. There will be opportunities for students to exhibit their art throughout the year.

Information and Computer Technology (ICT)

Students learn basic computer skills and reach a level of proficiency with different computer programs.

Music

Students learn to read and present musical pieces. This includes opportunities for special performances during the year.

Physical Education

In our PE program we teach students how to maintain healthy lifestyle habits through physical exercise, recreational activity and nutrition. Students will be encouraged to join team sports and participate in regular activities.

After School Activities (ASAs)

We offer an extensive ASAs program for all age levels. This may include debating, science, math clubs, French language, extra Arabic, gymnastics, roller skating, tennis, karate, cooking, board games etc. Parents are encouraged to sign their children up for these programs. The clubs are based on the abilities of the teachers and the interests of the students. When a club is offered, a note will go home with the students. Some clubs are limited by age or to a certain number of participants. Some clubs require extra materials, so there would be a small fee associated with it to cover those costs. Additionally, some clubs will require special equipment that may be the family's responsibility to provide. The cost of each club will vary.

Field Trips

Classes are encouraged to go on at least two field trips each year. If you have a good idea for a field trip, or could arrange an interesting destination, Please let your child's teacher know. Field trips have to relate to an academic area of study and parents must sign permission slips or a student will not be allowed to go. Chaperones will be responsible male and female teachers with strict safety rules in place.

Parent - Teacher Communication

Nile Valley School fosters communication between parents and teachers. We welcome questions and suggestions. We understand that the school, parents and students are in partnership, working together for the good of each student. We value open, honest and respectful communication. Both parents and teachers have the option of inviting an administrator to their meetings. If a parent would like to meet with a teacher, the parent should call the office and book an appointment. The administration does not allow teachers to meet with parents during instructional hours (7:30 a.m. to 2:45 p.m.) without an appointment. The teachers may schedule appointments during those hours at their discretion during their breaks or planning times.

Parents on Campus

Although we welcome parental interest, parents or maids and drivers may not stay around on the school campus during the day unless invited for a class activity or a special event. Appointments may be made to see teachers. Anyone entering the school premises must receive a visitor's pass and sign in at the gate.

Athletics

Nile Valley School competes against the other International Schools in Khartoum. These usually include Football and basketball for boys and girls.

Eligibility

To be eligible to participate in any of the sports programs, parents must sign a permission form. As well, students are required to regularly attend practices.

Transportation

The school provides the transportation for the team to and from the games and tournaments, but the parents can choose to pick up their children from the event.

Conduct

While students are at various sporting events, they are representing Nile Valley School. For that reason, the Nile Valley School rules apply at the event just as if the student were on the Nile Valley School campus. A high standard of behavior is expected of all students representing Nile Valley and misconduct of any kind will not be tolerated.

Special Events

We have many special events that help the Nile Valley School family come together. Some of the typical events include the Family Festival, Music Festival and Sports Day. The school website will post all upcoming special events.

School Procedures and Policies

We consider the staff, students and parents of Nile Valley School as one big family. For that reason we strive to give your children the best education we can and create an atmosphere that is structured, consistent and fair to all. Of course that demands a level of organization which leads to procedures and policies. We want you to know that these are in place to ensure the safety and quality of the experience for all students, staff and families.

New Students

Nile Valley School has a diverse student population. Although English is the language of instruction, many of our students have a language other than English as their mother tongue. We accept applications from new students each year in February and March.

Morning Arrival

Students may begin arriving in the morning at 7:00 a.m when the gate opens. The gates at the Preschool also open at 7:00 a.m. Teachers and learning assistants will be on duty and students must follow their instructions at all times. Assemblies may be held at 7.15 a.m. and classes start at 7:30 a.m. Students arriving late will receive a late pass and must check in with the office and receive a “late slip” to enter their classroom. Lateness will be noted on report cards.

Afternoon Departure

School ends at 2:45 p.m. Students are escorted to their designated waiting area until a parent or driver arrives. Students are not allowed to play during this time. On days when students participate in clubs or sports teams, they will know the exact pick up time. Most clubs will finish at 4.00 p.m. but confirm the time with your child. A note will always go home giving club details.

Parents of students who are not picked up 20 minutes after school dismissal time may incur a fee. Unpaid fees must be paid before report cards will be released.

English Speaking Only Policy

Because English language proficiency is a major reason students attend Nile Valley School, our policy is that English will be used at all times at school. This includes time between instruction and before and after school. The only way to attain “fluent” status is to practice, practice and practice! For that reason, only English will be spoken at school (except during the Arabic language and Religion classes of course!).

Banned Items

Certain items should never be brought to school. These include mobile phones, weapons of any kind, lighters, matches, explosives or combustibles of any kind, laser pointers, tobacco or drugs. If a student brings a banned item to school, it will be confiscated and they will be referred to the office for further actions.

Leaving the campus

Students are **not allowed** to leave the campus at any time during the day. At the end of the day all students will be dismissed into the care of a parent or designated adult. Parents should ensure that adequate food and drink is sent with their children on days that they are staying late for a club or sporting event. Parents are discouraged from giving their son or daughter money to bring to school with them.

Staying after school

Staying back after school hours must be discussed with the teacher concerned. A teacher’s presence and supervision is essential. Unsupervised activity may result in disciplinary action. If you are staying for athletics, club meetings or music rehearsals please give information to the staff and arrange to be picked up late.

Penalties

Teachers will use a variety of deterrents as penalties for inappropriate behavior. They may suspend recess privileges, party privileges, or after school activity privileges. Please see the Behavior Chart at the back of book. Teacher and teaching assistants will never physically punish nor practice, corporal punishment at Nile Valley School. Also, staff members should never speak harshly to students or engage in any form of verbal abuse.

Bus Transportation

Nile Valley School does not provide transportation services. If you desire, you may “car pool” with someone who lives near you. We are happy to suggest possibilities. See the business manager if you need this information.

Children are expected to follow the school rules when using any multi-family transport. Drivers will not necessarily discipline your child, but they will notify you if there is a problem that you need to deal with. We also encourage them to do all that is possible to maintain a safe, controlled environment on their van. Ultimately, however, it is the parents’ responsibility to oversee this.

Tutoring

As a matter of policy, we do not allow our teachers or educational assistants to tutor any of their students for pay. If they choose to help without pay or any form of compensation, then that is their choice. They are not allowed to teach them at tuition centers outside of the school.

Library and Library Books

Students are responsible to abide by the library policies to keep their privileges. If a student does not abide by the library rules and policies, their library privileges may be revoked. Books that are loaned out from the library are entrusted to one student for a specific amount of time.

The student must return the book on or before the due date. If the book is not returned on time, the student’s library privileges will be suspended. To reinstate library privileges, the book must be returned or the replacement cost paid.

If the book is not returned at all, a replacement cost will be calculated and charged to the parents. Damaged books will also incur a repair or replacement fee.

Students will not receive their term report cards until all library books are returned or replacement fees is paid. If a parent pays to replace a book and the book is later found, the parent may return the book and if its condition is good, the fee will be refunded.

Health and Immunizations

Nile Valley School seeks to keep all students healthy by observing basic health practices. Parents should keep their children home if they are showing signs or symptoms of an infectious disease (eg. measles, pink eye, chicken pox, head lice).

All students are required to have the following immunizations and boosters as they age. Parents will be asked to provide written verification of immunizations. Polio or DPT (Diphtheria, Polio, Tetanus) Measles, Tetanus, Hepatitis B (Meningitis, if there is news of an outbreak in Sudan)

Diseases and Allergies

If your child has severe allergies or any other serious medical condition, please notify the office and your child’s teacher. Please give specific details about his or her condition and the exact names and dosages of the medicine they are taking or need in an emergency. This includes diseases like asthma, diabetes, and epilepsy (seizures). It also includes any serious allergies that may cause your child’s throat to swell closed (bee stings, peanuts, shellfish, etc.)

Accidents

Each student should have a parental release form and emergency contact numbers on file in the event of a serious injury and the school administration needs to seek medical attention for your child. If a student is injured at school, an injury report form will be filled out by the teacher or learning assistant. If the injury is serious enough to warrant medical attention, but not life-threatening, the administration will notify the parents to come and pick up their child.

Illness

Please do not send your child to school if they have a fever (before taking fever-reducing medications). Generally a fever means their illness is contagious. A reduced fever after taking medication does not remove the contagious nature of the illness. Even though the medication reduced the fever, the child may likely still be contagious.

First Aid

The school office has a supply of simple first aid items to help with bumps, scrapes and small cuts. These usually result from falls on the playground or at P.E. We will apply a disinfectant and a clean bandage if necessary.

Medication

The school office may not dispense any medication without written permission from the parents. This includes common medicine like Panadol.

Grievance Procedures

We consider the Nile Valley Community a family and we work hard to meet the needs of everyone. However, we understand that at times, just like in all families, someone may not be happy with a decision. The procedure is to first meet with your child's homeroom teacher. If the matter is not resolved, you may discuss it with the Assistant Principal. Hopefully matters will be resolved but if not, you may contact the Principal. If the Principal cannot deal with your issue, she will discuss the matter with the School Board. However, please do not contact Board members directly and bypass the school policy.

Visitors to the School

During school hours (7:15 a.m to 2:45 p.m) all visitors to the campus must sign in at the security desk to receive a visitor's pass. Parents may not drop in on classes without a prior appointment. Proper identification may be required to enter any Nile Valley School building.

Nile Valley School does not allow students to bring visitors to class with them for the day. However, students may arrange with the administration a time when they can show their guests the school. This works best after regular hours.

Maids/Drivers: May not remain on the school campus during school hours or walk into classrooms.

Address or mobile phone number changes

Please help the school keep up-to-date records. If you change your mobile number, email address or home address, let the school know. It is very important that we have current contact information for you.

Student Use of the School Phone

Students may request a call home for emergencies only. All calls home will be made by the receptionist or another employee.

Safety and Emergency Plans**Fire Drills**

Fire drills are held 3 times per year. The general plan accommodates (1) the orderly and systematic movement of students and staff out of the building, (2) confirmed clearing of all rooms, (3) rally points and attendance confirmation for each class.

Lockdown

The general plan accommodates (1) assessing the danger, (2) notifying the classes, (3) securing each room and all students, and (4) clearing the threat. The School has an emergency committee of teachers.

Emergency Closing

In the case of any event that would warrant immediate dismissal of the entire school, parents will receive a SMS that reads, "NVA Emergency Pick Up." At that point make your way as quickly as possible to the school to retrieve your children.

Use of Student Photos

On occasion, Nile Valley School uses photos of students on the school's website, in newsletters, in brochures, in emails, etc. If you do not want your child's photo used in that way, let the administration know. If we do not hear from you, we will assume you give permission.

Loss of Personal Property

Nile Valley School works hard to protect the personal property of students. Any incidence of theft should be reported immediately to the administration along with the details of the incident. Nile Valley School will not be responsible for any loss of personal property

The School Shop

The school shop will supply the uniform shirts and a selection of healthy food and drinks. Students will not be allowed off campus to go to local shops and should not bring unhealthy food to consume at school.

INTRODUCTION TO SCHOOL POLICIES

Nile valley provides an environment that is safe and conducive to learning both for students and staff. It is a multicultural, multi –lingual and multi faith community where everyone can recognize, respect and celebrate diversities and differences .As a learning community we are responsible to and for one another and we have certain expectations from students. Expectations are mentioned in this handbook which everyone is expected to read carefully.

Social expectations

Our goal is to help students grow and learn from experiences both inside and outside the classroom .So we expect every students to

- Welcome students from different nationalities, faith and linguistic backgrounds
- Respect and celebrate cultural and individual differences
- Be ready and willing to ensure to assume their share of responsibility for the good of the school community
- Exercise sound moral judgement and practices
- Respect themselves and others
- Make an effort to protect the environment
- Avoid profane or obscene language or gestures
- Demonstrate respect by refraining from physical abuse, social harassment /ragging/bullying /or any other behaviour that disrupts the school environment
- Be respectful of gender and refrain from in appropriate sexual behaviour
- Respect school property and the property of others by not vandalizing
- Report missing objects immediately to the office concerned
- Respect yourself by refraining from substance abuse like smoking, drugs and alcohol
- Use laptops responsibly

Nile Valley School maintains ZERO tolerance to

- Drug abuse /drug peddling
- Bullying – verbal abuse /Physical abuse or social harassment.
- Possession and use of weapons or tools with intent to harm
- Plagiarism (copying the work of others or downloading work from the Internet and claiming it as one's own).

SCHOOL POLICIES

1. Academic Policy

Academic Performance

Nile Valley School takes academics very seriously. Our standards and expectations are high. We work diligently to create an atmosphere where students feel safe and challenged to explore and think critically, to be respectful and kind to others, and to tap into their full intellectual potential. It's challenging academically but it produces results that parents and students alike appreciate in the long term.

We expect students to work hard at school and to complete their homework. Homework is assigned based on the identified needs of the students.

All teachers have a system for tracking homework. Be sure to ask your child about that system. If anything is unclear, please consult the teacher. Teachers are encouraged to communicate with parents on a regular basis. Parents are expected to follow-up and ensure that homework is completed

Report Cards

Throughout the course of the school year parents receive reports that give an indication of their child's progress. We send home 4 report cards - one each term - and they are followed by teacher/student/parent conferences. Mid-term report cards will be sent home if there are academic concerns.

MAP Testing

Independent MAP testing takes place three times a year. This enables teacher and parents to monitor a student's academic strengths and weaknesses in the areas of reading, writing and mathematics and to compare the standards of our students to those internationally.

Parent/Teacher/Student Conferences

After each report card, we hold parent/teacher/student conferences. Parents must book an appointment and in every case we expect the student to be part of the conference. The purpose of the conferences is to discuss progress to date and to plan for improvement in the upcoming term.

Special Education Needs (SEN) and Learning Support

Students who have special needs will be under the supervision of the SEN Coordinator. Students who are not succeeding academically will be required to participate in an Academic Recovery Plan. Each student will have different needs, so the program will be individually customized. However, there are some requirements common to all students needing academic support. These include:

Homework: Students must complete and turn in all homework. The student's work must show evidence that time and care has been taken. At the teacher's discretion, the student may be asked to stay after school up to 3 times per week to ensure the homework is being properly completed. Prior arrangements will be made if this is necessary. Homework must be completed at a satisfactory level or the student will be asked to do it again.

Extra Help: Nile Valley School will offer extra help to a student through the Learning Support program. It may be helpful also for parents to secure a qualified homework helper. A "tutor" is not necessary because the student will receive adequate instruction in the classroom and through learning support to understand the concepts. Students generally need someone at home to keep them accountable for the quality and consistency of their homework. Someone to answer questions as they arise is helpful.

Academic honesty and plagiarism

Students who submit written work that is not their own are committing plagiarism and will normally receive a FAIL on the project or assignment. We expect students to ONLY hand in for marking their own original work. It's also important to note that students are expected to do their own work. Tutors, parents and friends should not do the work on their behalf. It is generally obvious to a teacher when the work did not come from the student. This will usually result in a fail mark and the student will be asked to redo the work himself.

These are examples of academic dishonesty:

1. Plagiarism – submitting another person's writing as one's own
2. Obtaining or illegally accepting a copy of a test or test key
3. Giving or receiving test questions or answers to/from other students

4. Copying from another student's test or knowingly permitting another student to copy during a test
5. Using materials or means which are not permitted during a test
6. Copying – having someone other than the student prepare the student's homework, paper, project, report or take home exam for which credit is given
7. Permitting another student to copy one's work or ideas
8. Tampering with grades
9. Engaging in any action intended to obtain credit for work that is not one's own
10. Impersonating another student to assist him academically

Anyone caught engaging in any of these dishonest behaviors will (1) discuss it with the teacher who may assign a zero to the assignment or test; (2) discuss it with the parents; (3) discuss it with the administration who may then choose to issue a suspension.

Computer Use

Students are given the privilege of using the school's computers during computer class and in the computer lab with the understanding that they will respect the equipment and use it only for assigned work. Students are not allowed to access Facebook or any social networking site or send/receive email on school computers unless it's part of the lesson for the day. All students must sign a "**Permissible Use of Computers**" policy statement.

School Supplies and Classroom Materials

The first week of school each teacher will notify parents and students what supplies will be required, such as notebooks, folders, pencils, erasers. Students will need to supply their own water bottle, book bag, locker lock (Middle School) and calculator. Additional items may be required by specific teachers.

Textbooks and Workbooks

Students are assigned textbooks for the year. If they lose, damage or deface a textbook it will be the family's responsibility to pay for the replacement. Replacement costs for most textbooks is between US\$60 to \$100. Do not cover textbooks with tape, plastic or contact paper. A removable book cover is acceptable. Students are also given various "workbooks" as part of their class activities. Those are provided at no extra charge. However, if a student loses or destroys his workbook, he must pay for a replacement copy.

Homework

Homework is the time to practice the skills a student learns during class time. It is also a time to explore new ideas and concept on their own. Repetition is important to learning. Often there is not adequate time in the class to do large amounts of reinforcement of a new concept. For that reason teachers may assign homework for extra practice. Homework may or may not be evaluated by the teacher. If it is purely for the student's practice, then the student should ensure the answers are correct by checking the answer key in the back of the textbook where available. They will also often be given a chance for "peer review" of their homework; they should use that time to their advantage.

Make sure your child has a quiet comfortable place to do his or her homework that is free from distractions. Ensure the chair and desk or table is at comfortable height. Make sure there is no TV or radio playing in the room. Ensure there are no siblings running through and playing. Give your child a consistent space that will maximize their ability to concentrate and learn.

It's often good to give a short rest of about 20 minutes when your child arrives home before doing anything else. A small, healthy snack will also be helpful. Then go into a time of homework. Make the homework a higher priority than playing, watching TV or playing video games. Get it done while there is still daylight. Save the evening hours for family time or social time.

Keep your child accountable for their homework. Look over their work and confirm it is their "best." Ask them questions. Have them explain to you or demonstrate what they are learning. If they can explain or demonstrate it, that means they probably really do understand. Don't simply ask, did you do it? Actually look at it.

In general, homework should be about 10 – 15 minutes per grade level. A 6th grader should expect about an hour or one and a half hours of homework per night, while a 1st grader should be able to complete his or her work in about 10 minutes. If your child is taking considerably longer or shorter times, then find out why. Feel free to consult with the teacher.

Remember, sometimes, extra work is not beneficial. The teacher will give the correct amount to accomplish the specific learning objectives for the assignment. Most children benefit more from playing outside and being active than by doing a few extra math problems for practice beyond the homework.

Assignments

Students are responsible for obtaining and completing assignments missed as a result of absence. If a student is absent for one or two days the student should call a classmate for assignments.

It is the student's responsibility to obtain assignments when class is missed due to vacation / travel.

Failure to meet these requirements may result in the student receiving zero for the assignment.

No excuse will be entertained for missed assignments due to the tardiness on the part of the student.

2. Attendance policy

All students are expected to attend each class and to be on time. Absenteeism is a prominent cause of failure. Success in school depends on regular attendance and punctuality. Students are responsible for the information missed in their absence. They should see their teacher for make-up work. Missed tests will be rescheduled at the teacher's sole discretion, but must be completed within one week.

If at all possible, plan family vacations and other travel during the scheduled breaks of NVS.

Reporting an Absence

Parents are required to call on or before the day of the absence. Calls are received by the main office during the normal school hours. To ensure accuracy, please provide the following information:

Student's Name, date(s) of absence, reason for absence, caller's relation to the student

Excessive Absences

Excessive absences will normally have an adverse effect on student achievement. Students who are frequently absent will be referred to the administration and parents contacted. Such absences will be noted on the student's report card.

Make-up Work

Two school days for each day of absence or suspension will be allowed for the completion of make-up work. It is the student's responsibility to request and complete all assignments within the allotted time. Tests will be rescheduled at the teacher's sole discretion and must be completed in 1 week or less from the student's first day back.

Tardiness

Students are expected to be on campus for lineup at 7:15. If a student is not in his or her classroom and ready to work by 7.30 a.m., he or she will be marked late. Punctuality is an important expectation of good student behavior. Punctual students show respect for their classmates as well as respect for their own learning. Coming in late disrupts the flow of learning taking place. Not only that, the late student misses initial instruction time that is given at the beginning of class. This policy recognizes that sometimes being late is unavoidable. In each marking period a student will be allowed three unexcused late starts. A student that is late will receive a card at the gate and must go and check in at the office and get a late slip to gain admission to class.

Although each case will be dealt with on an individual basis, excessive late to school or class may result in:

- Detention by the homeroom/classroom teacher
- Detention by the Assistant-Principal or Principal
- Half day or full day suspension either in or out of school

3. Dress code

Nile Valley School has a school uniform policy that reflects a sense of belonging and appropriate style for an educational environment. School uniforms are required. Students who come to school in clothes that do not meet the uniform standard will be asked to sit in the office until suitable clothing is brought from home. They

may not rejoin their class until they are wearing appropriate uniform clothing.

Appropriate Uniform Clothing Means:

All clothing must be clean

Clothes with holes or clothing that is ripped or torn is not permitted. Inappropriate headwear is not permitted (headbands, sweatbands, hats, etc.) Specific Requirements for Nursery, Reception and Kindergarten:

Top – light blue button shirt with a collar. The Nile Valley School t-shirt is only worn on PE days.

Bottom – dark blue (navy) trousers/long shorts/or skirt. Jeans or fabrics that look like jeans are not allowed.

Specific Requirements for 1st through 11th Grades:

Top – light blue polo shirt with a collar purchased from the school. The Nile Valley School round neck t-shirt is only worn on PE days. (Grade 11 students only, may substitute black).

Bottom – loose fitting dark blue (navy) trousers/long shorts/or skirt. Jeans or fabrics that look like jeans are not allowed. Students may be sent home to change if they infringe the uniform policy.

Specific Requirements for P.E. Days:

Top – NVS t-shirts only may be worn on PE days.

Bottom – loose fitting blue or black trousers or long shorts (to the knee). Jeans or fabrics that look like jeans are not allowed.

4. Cell phones and personal electronic devices (e.g. tablets, laptops etc)

Students are not allowed to bring mobile phones to school.

A student caught with a mobile phone will have it confiscated and turned in to the office.

First Violation: Forfeiture of the cell phone until the end of the last day of school.

Second Violation: The cell phone will be confiscated and given back only when the parent comes by to pick it up.

Third Violation: The phone will be returned to them upon paying a fine of \$50 for violating this policy.

5. Discipline

All disciplinary actions are directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. At Nile Valley we have a policy of progressive discipline.

Each classroom or subject teacher has his or her own specific classroom management plan. That plan includes clear rules and behavior expectations. Teachers also have a series of classroom procedures to create the best possible supportive learning environment. Your child will be given a written version of his or her teacher's classroom rules.

We fully expect each teacher to manage his or her classroom. Each teacher's discipline plan contains a series of steps to deal with students who disobey the rules and negatively affect the learning environment of the classroom. Those exact steps will vary from teacher to teacher. However, they will at some point include a call home. Once the teacher makes contact with the home, it is considered a serious problem that needs immediate attention by the parent. At that point we encourage the teacher and parent to communicate openly and completely about the situation. We are confident the student's performance will improve at that point. When a student reaches the end of the teacher's discipline plan, the student will be referred to the administration.

Direct disobedience and disrespectful behavior will not be tolerated and will be dealt with in the most firm way. All cases of direct disobedience will be referred to the Principal or Vice-Principal. In extreme cases this will mean a suspension from school.

Detentions

Students may be given a "detention" as a penalty for inappropriate behavior. A detention is time out of recess or lunch or may be scheduled on a weekly basis after school. During detentions after school, students are expected to do school work and parents will have to arrange a pick up time.

Suspensions

When a student is suspended, it is his or her responsibility to collect the homework from the teacher and turn it in within the second school day back. Missed tests may be made up within 3 school days of returning to school. For example, if the student is on suspension on a Monday, he or she must turn in missed homework by Wednesday and complete missed tests by Thursday.

Following are the general behavioral expectations of all students and the entire school community:

Basic Respect

Nile Valley School expects the entire school community to respect people and their property. This includes communicating respectfully without shouting, arguing or saying hurtful words or using gestures of disrespect. It means to be quick to obey instructions whether given by a teacher, learning assistant or any other authority figure at the school. It means a general attitude of cooperation. Respect means to speak with honesty and integrity. Basically, we live by the words, "Treat others the way you want to be treated."

It is important for your child to understand how to address his or her teacher and other students in a respectful way. We insist that all teachers, learning assistants, and support staff model respectful behavior when talking with students as well.

It is also important to note that anyone who breaks a rule is responsible for the outcome. It doesn't matter who said the first word or pushed first, both will receive the penalties. Just because someone else did something first does not give anyone else the right or permission to break a rule in response. This concept is not clearly understood by all students.

Please take time to communicate with your child about this expectation

6. Bullying and Harassment

Any form of bullying will not be tolerated. This includes on-line bullying, making threats, or intimidation. Bullying can happen anywhere—on the playground, on the bus, in the hallways, even in the bathroom. Bullying can take different forms. It is hitting, pushing, name calling, threatening, teasing, sending mean e-mails, taking or ruining another person's things, leaving someone out—and lots of other nasty stuff that's done on purpose to hurt someone. How can you tell if something is bullying? Just remember this:

It's bullying if... Someone is hurting another person on purpose (physically or emotionally) and the child who is doing it has more power.

We have heard from students that parents tell them, "If someone hits you hit them back harder. If someone says something bad about you or your family, say something worse about them." This is not the way Nile Valley School operates. Help your child understand that if they fight or bully anyone, regardless of what provoked the situation, they will be disciplined and suspended.

Fighting

Fighting is unacceptable and will result in an automatic suspension from school

7. Student Code of Conduct

1. The students will report on time for their respective classes
2. Students having leave should produce a leave letter before taking leave to the Principal or on the day of taking leave
3. Minimum attendance for any student is 90%
4. Students will maintain good discipline within the school premises
5. The students are required to be dressed in appropriate uniform or dress code shorts, Sandals and slippers are not allowed on premises
6. Students must be well groomed and maintain high personal hygiene standards
7. Girls are not allowed to have heavy makeup or wear jewellery
8. Students should not be loitering around the school premises when they do not have classes unless they have valid reason
9. Students should not be involved in any act which may endanger themselves or other students or school staff or other third party on the school premises threatening, intimidating, compelling, interfering, fighting, provoking etc.
10. Students should not indulge in making false or malicious statements about any student, the school or its provision.
11. Students should not paste, alter, delete or deface any poster or similar document from the school notice board or school property
12. Students should always obey the instructions of all teachers
13. Students are forbidden to remove any property within the school premises without proper authorization

14. Students should not conduct any acts of theft and vandalism or be involved in any immoral conduct, indecency, soliciting or political activity.
15. Students should not possess any fire arms, explosive, illegal items ,dangerous items within the school premises.
16. Students shall not solicit or collect contributions for any purpose within the school premises or outside using the school name without written authorization from the management of the school.
17. Students shall not be involved in any acts which may detrimental to the image of the school
18. Students should not be involved in gangster activities, bullying, kicking, pushing and biting.

8. Parent Code of Conduct

1. Parents are requested to co-operate with the Management in enforcing discipline, regularity, punctuality and systematic work. They should see that their child completes his/her homework /assignment every day.
2. Parents are not allowed to see their children during class hours. If any parent wishes to Meet his/her child, they should contact the Administration and get permission.
3. Parents can make use of the school planner/Class Dojo for communicating with the class and subject teachers. They are also asked to check the student’s planner every day to take note of the home-work assigned to the student. Class Dojo should also be checked for teacher communication.
4. Parents are requested not to allow their children to bring fancy items, playing things, money, comics, jewels, mobile phone, iPod etc.to the school. Such acts are considered as breach of discipline.
5. Parents should produce medical proof, if their children take leave on any medical grounds, prior permission must be optioned from the Head of the Institution.
6. Medical certificate as well as fitness certificate should be produced; if the child takes leave for more than 3 days on medical grounds.
7. Parents can meet the class teacher/ subject teacher between 2:45 to 3:30 p.m. after seeking prior permission from the principal.
8. Students going with their PARENTS by AUTO should leave the campus by 2:45 p.m. (School gate will be kept open only for 10 minutes).
9. Parents’ orientation program is **COMPULSORY FOR ALL**

Parental Co-operation

1. All the efforts made by the teachers with regard to the student’s improvement can bear fruit only if the parents co-operate.
2. Parents are not allowed to meet teachers during class hours.
3. Parents’ desires of discussing with teachers regarding the progress of their ward may meet them in the meeting room either before class hours or after class by prior appointment.
4. Parents will ensure that
 - a) **Fees are to be paid as scheduled and prior to the start of the school year or students may lose their place.**
 - b) Children attend the school in the prescribed uniform and with the required books and have sufficient sleep.
 - c) Children devote enough time in completing their lessons and assignments.
5. Parents are requested to examine the progress reports carefully and not to write any comments or suggestions on the progress report.

NILE VALLEY SCHOOL



STUDENT & PARENT HANDBOOK CONFIRMATION FORM

I _____ confirm that I have read and understood the Student & Parent Handbook and agree to adhere to the policies of the school and be supportive of all policies for the benefit of our community.

Signed: _____ Grade Level: _____

Name of Student: _____

Date: _____

Return to your homeroom teacher ASAP.