



R C I S

THE ROYAL COLLEGE

INTERNATIONAL SCHOOL

60 Years of Educational Excellence

PARENTS HANDBOOK

2018/2019

DEAR PARENTS AND STUDENTS

Welcome to The Royal College International School. This handbook is designed to inform parents and students of the procedures and expectations at RCIS. All of our students are expected to observe and respect procedures set forth in this handbook. We encourage you to go through this handbook and discuss it with your child/ren before the school's first day, as it will help your child/ren to easily integrate into the school system.

We are here to help make your children's education a positive, rewarding experience. If you have any questions related to the content of this handbook, please do not hesitate to contact the management.

HANDBOOK AS CONTRACT:

By receiving and signing this handbook each student and student's parents have accepted to honor all the policies and regulations set forth in this Parent - Student Handbook and agree to comply with all school regulations. We reserve the right to amend this handbook at any time if the need arises without prior notice. Any new policies published during the course of the school year are considered to be an addendum to the student-parent handbook.

CONTACT INFORMATION:

The Royal College International School

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The Royal college international school

OUR VISION:

RCIS is a high-performing educational institute that inspires excellence and prepares learners for their future.

OUR MISSION:

Our mission is to provide our learners with a distinctive learning environment that builds knowledge, instills skills, and enhances character.

OUR BELIEFS:

We believe...

- That every student has a unique learning style.
- In using a variety of student-centered teaching and assessment techniques to build on each students' learning style
- In creating a climate of high expectation for success from all stakeholders.
- That our students will be able to demonstrate their knowledge and skills, using high-order thinking and problem-solving techniques.
- In preparing students to become well-rounded young people, ready to meet the challenges in an ever-changing world.
- That students will be able to transfer to other countries and/or systems, schools or universities, knowing that a firm foundation in knowledge, skills and values have been acquired.
- In professional development which leads to life-long learning
- In parents as partners in improving students' learning.
- That the school has a collaborative responsibility with the community.
- That the health and safety of our students is the responsibility of all stakeholders.
- That our students should develop an appreciation, tolerance, compassion and respect for the rights and cultures of all people.
- That the multi-cultural diversity of our students is an asset.
- In honoring the Universal Declaration of Human rights by not discriminating against anyone on the basis of race, color, sex, language, religion, national or social origin or other status.

BOOKS AND SUPPLIES

Textbooks

The school offers students all text books without paying any additional fee for the first year (2018/2019) only on the following basis:

- All books are returnable except the workbooks
- At the end of the year, students are requested to return back all the books in the same status they have received. In case of any damage or loss, Parents will pay the cost of such books.

Supplies

Supplies lists are sent one week before the beginning of the year.

Grade KG1-G2:

- The homeroom teacher receives the supplies of every student the first day of school.
- Supplies are used on pool basis.

Grade 3-5:

- Students must have with them their supplies to use them when needed.

School Diaries:

- Diaries are used by teachers to communicate with parents from KG1 till G2.
- Grade 3-5 students have diaries where homework information and teachers comments are recorded.
- All teachers-Parents correspondence will be through the diary.
- For further assistance, parents are requested to send an email with their inquiries to info@royalis.net

Books that go home:

Due to proven medical research and for the students' well-being, the following regarding books will apply:

1. KG1, 2: All books remain at school until they are finished.

2. Grade 1 and 2: All books remain at school. They will be sent home one week prior to assessment. However, when necessary, the teachers decide which books to send, depending on the academic requirements and child's need. Parents wishing to have their children's books sent home at any time must request that in writing.

3. Grades 3- 12: students in grades 3-12 will be provided with lockers where they can keep their books or other belongings that do not need to be taken home. The students in those grades are supplied with a timetable that shows them what subjects they have on which day. This will minimize the number of books to be carried on a daily basis.

Parents of students in Grades 3 and 4 should help their children in this regard, as needed.

ACADEMIC INFORMATION

School Program:

The Royal College International School applies an international standard and style of education that offers a rigorous curriculum aimed towards academic success. All courses are appropriate to students' developmental stages, and a well-rounded education is offered.

Our motto "Foundations for a Better Future" is a clear indication of our endeavor to provide all students with an excellent base of skills with which to confront their world. Our understanding of the ever-changing landscape of knowledge assists us in guiding the students towards a relevant base from which they can confidently face the future. It is our mission to make a difference in the lives of all those who come under our care.

Curriculum:

English Language, French, German, Mathematics, Physics, Chemistry, Biology, Social Studies, Information Technology, Science, Accounting and Business Studies/ Economics form part of the curriculum. Physical Education, Music, Art and Library Programs are also taught.

Arabic, Religion and S.S. in Arabic are taught under the guidance and supervision of the ministry of Education

The students are to choose whether they want to have the French language or German language as a foreign language.

A Foreign language Replacement test is to be done for all students during the first two weeks of the academic year to determine the proficiency level of every student.

Students will be divided into groups according to the results of the test.

Continuous Assessments

Our students are assessed frequently on each subject throughout each term. Assessing trains students in sustained mental effort for long periods of time, a training that is essential for future success. Frequent assessment allows the teachers to monitor students' performance and identify gaps that need re-teaching. Classwork and homework performances are also weighted in the final assessment marks. Continuous Assessments grades account for 60% of the total grade that is reflected on the report card.

Final Exams

The students of Grades 1-12 sit for final exams in all subjects at the end of each term. The final exams grade account for 40% of the total grade that is reflected on the report card.

Report Cards

Report Cards for all students are issued for each Term and can be collected from the receptionist Office. The report cards may be withheld in cases where tuition fees have not been paid.

TIPS FOR PARENTS

We believe in parents as partners in education. When we work together, we make a strong team, to improve students' learning. Here are some homework tips and other general tips for parents to help the school and their children do a better job:

- See that your child attends school regularly and arrives punctually.
- Be involved and attend parent-teacher meetings to follow up on your child's performance.
- Support the school's discipline policy
- Show an interest in your child's homework assignments. Be positive about homework.
- Help your child with time management.
- Establish a set daily plan for doing homework.
- When your child asks for help, provide guidance not answers. Let your child develop a sense of responsibility and self-dependability.
- Praise your child for successfully completing homework to build his/her self-esteem.

PARENT TEACHER MEETING

In compliance with our belief in parents as partners in their children's learning, the school holds Parent-Teacher meetings and encourages continuous parental contact with the school. School at the end of terms 1 and 2 to discuss students' performance and progress. Furthermore, parents are encouraged to schedule appointments to meet staff members whenever necessary. These appointments can be arranged with the school's receptionist.

School Day:

The school day consists of 8 sessions with a total of 40 sessions per week & 2 breaks as follows:

Time Table 2018-2019

| Primary Timings | | | | KG Timings with 3 30' breaks | | | |
|-----------------|-------|-------|----------|------------------------------|-------|-------|----------|
| | From | To | Duration | | From | To | Duration |
| Line | 7:45 | 8:00 | 15' | Line | 7:45 | 8:00 | 15' |
| 1 | 8:00 | 8:40 | 40' | Breakfast | 8:00 | 8:20 | 20' |
| 2 | 8:40 | 9:20 | 40' | 1 | 8:20 | 9:00 | 40' |
| Break 1 | 9:20 | 9:50 | 30' | 2 | 9:00 | 9:40 | 40' |
| 3 | 9:50 | 10:30 | 40' | 3 | 9:40 | 10:20 | 40' |
| 4 | 10:30 | 11:10 | 40' | Break 1 | 10:20 | 10:40 | 20' |
| 5 | 11:10 | 11:50 | 40' | 4 | 10:40 | 11:20 | 40' |
| Break 2 | 11:50 | 12:20 | 30' | 5 | 11:20 | 12:00 | 40' |
| 6 | 12:20 | 1:00 | 40' | 6 | 12:00 | 12:40 | 40' |
| 7 | 1:00 | 1:40 | 40' | Break 2 | 12:40 | 1:00 | 20' |
| 8 | 1:40 | 2:20 | 40' | 7 | 1:00 | 1:40 | 40' |
| | | | | 8 | 1:40 | 2:20 | 40' |

Kg students have a breakfast snack at the beginning of the day.

Students are not allowed to leave school during breaks.

Parents are not allowed to visit students during school days without a permission from the school principal & for an urgent issue.

Subjects Distribution:

| 40 session timetable | | | | | | | | | | | | |
|----------------------|----|------|----|-----|-------|-----|-------|----|-----|-----|--------|----|
| | E | S.S. | M. | Sc. | Ar/Re | ICT | Fr/Gr | PE | Mu. | Art | S.S.Ar | |
| KG | 16 | | 5 | 2 | 7 | 2 | 2 | 2 | 2 | 2 | | 40 |
| G1,G2 | 11 | 2 | 6 | 4 | 7 | 2 | 2 | 2 | 2 | 2 | | 40 |
| G3 | 10 | 2 | 6 | 5 | 7 | 2 | 2 | 2 | 2 | 2 | | 40 |
| G4,G5 | 8 | 2 | 6 | 5 | 7 | 2 | 2 | 2 | 2 | 2 | 2 | 40 |

Cafeteria, Canteens and Snack Requirements:

- Canteen facilities are available for all students and staff members.
- A price list with all items is to be sent before the school begins to show parents all items available in the cafeteria.
- Parents could determine which items are to be served for their child/ren & during which break. All items are fresh, healthy & well served.
- No junk food is offered.
- Students are free to get their own meals or snacks. No junk food, sweets, chips, soft drinks are accepted.
- Parents will be provided with the price list once the canteen is operative. Till then students have to bring their own snacks with them.

ATTENDANCE:

All students at RCIS are expected to attend classes regularly to maximize academic benefits. Both parents and the school have a responsibility for enforcing this rule.

A student should not be absent from school without the parents' knowledge and consent and for legitimate reasons.

In Grades 9 to 12 an attendance of 90% is required for graduation in Grade 12.

Late Arrivals (Tardiness)

Students are expected to be on school premises by 7:30 a.m. Classes commence at 8:00 a.m. Students arriving after 8:00 a.m. will not be allowed into the classroom without an admission slip from the supervisor. Repeated tardiness will result in a student not being allowed into the classroom until the next lesson.

Early Dismissal

Students wishing to leave school before their regular time have to present the school with a legitimate reason, parental approval and are required to obtain an exit slip from their supervisor before they are granted permission to leave.

HOMEWORK POLICIES

Properly assigned and monitored homework can have many benefits for students. It can improve remembering and understanding of school work. It can help students develop study-skills, responsibility, time management skills, independence and concentration.

The amount of studying to be done at home varies with the academic load, the achievement level expected in the course and the student's persistence. The school staff places importance on the

quality not quantity of homework given. Reading is expected to be done on daily basis for a short time span in the pre and primary school.

All homework assignments are expected to be handed in on the due date as specified by the teacher. Any delinquency will negatively affect the total grade of that subject.

Homework could be in the form of a research, Project, paper & pencil assignment

From Pre-k till KG2:

- Homework assignments are only given in weekends (or have a deadline of submission after a weekend).
- Online resources & games are to be done based on the instructions of the homeroom teacher

Grades 1-5:

- Homework shores depend on the subjects & topics given.
- Reading tasks are expected to be given & checked by the homeroom teachers through the reading log.
- Online resources & games are to be done based on the instructions of the homeroom teacher.

DISCIPLINE RULES

The main objective of students discipline is to create a safe and orderly school environment. Students are expected to demonstrate positive behavior, in a responsible manner and exercise good judgment in all areas and activities in which they are involved whether in the classroom, the hallways, the playground or elsewhere. The intention is to help students develop the self-discipline needed to become contributing and responsible members of the school community, respect for themselves and others, and to develop the responsibility and acceptance of consequences for their behavior.

Disciplinary action, which is always appropriate to the offense, is used in a positive logical and consistent manner. Corporal punishment is never used. Parents are made aware of disciplinary issues as the need arises and as necessary requested to be part of the solution.

Misdemeanors are categorized into 2 types and thus disciplinary action varies accordingly:

Minor misdemeanors such as:

- × Lateness to school, classroom, assembly and to the school bus
- × Classroom disturbance
- × Tampering with lights & A/C switches
- × Writing on desks or school walls

- × Inappropriate language against another student in school as well as on the buses
- × Non-completion of homework
- × Chewing gum on school premises
- × Inappropriate dress
- × Misbehavior in morning or break assembly
- × Horse playing
- × Misbehaving on bus and not following bus rules
- × Violating Clinic rules
- × Absence without excuse

Major Misdemeanors such as:

- × Bullying
- × Dishonesty such as cheating, plagiarism or knowingly furnishing false information
- × Theft of, damage to, or destruction of any property of the school or property of others while on school premises
- × Disobedience and confrontational behavior, fighting and causing physical injury to another student at school or on the bus
- × Very offensive and disruptive behavior
- × Using foul or abusive language
- × Public display of affection
- × Vandalism: littering, destruction of property
- × Violation of safety / housekeeping rules
- × Possession of tobacco and cigarettes
- × Intimidating staff members or students
- × Possession of knives or other dangerous items
- × Physical or sexual harassment towards any other student
- × Conducting any action or attitude that threatens the safety of the students/school premises or contradicts with the cultural & religious culture.

Disciplinary Actions

Generally, consequences and corrective measures will include but not be limited to the following:

- ✗ Case recorded / Parents to be informed
- ✗ Letter of concern to parents / Meeting with parents
- ✗ Thursday detention
- ✗ Warning / parents meeting
- ✗ One day suspension
- ✗ Three days suspension
- ✗ Final warning / Parents meeting
- ✗ Expulsion

Electronic Equipment Policy

Possession of any form of electronic equipment and any unnecessary items that may cause distraction is not permitted in school and results in schools action, some examples of these items are:

- ✗ Mobile phones,
- ✗ Portable CD & DVD Players,
- ✗ MP3 Players,
- ✗ Walkman,
- ✗ Camera,
- ✗ Video Camera,
- ✗ Game boy,
- ✗ IPOD
- ✗ Other Video games, or Toys.

If these items are found with students they will be confiscated and handed only to the parents. Second time offence will result in a period of confiscation to be specified by the Director before returning the item.

In case of absolute need for a cell phone, the phone must be handed to the supervisor in the morning and collected at home time. Any undeclared phone will be confiscated and returned only after contacting the parents.

DRESS CODE

Students at RCIS are expected to wear a school uniform to minimize the status given to clothes, and to allow for an evaluation based on the personal qualities of students disciplinary action will be taken against students not in school uniform.

Notes:

1. No coloured T-shirts or T-shirts with lettering on will be accepted. All clothing must be loose fitting.
2. Students are not allowed to wear hats, caps or sun glasses in the school building except for medical reasons (school doctor should be notified).
3. Students may be required to wear designated sportswear during Physical Education classes. The administration has the authority to determine specifically what the appropriate dress is for students enrolled at school.
4. Girls: No coloured nails, dyed hair or jewellery and long hair must be tied back.
5. Boys: Hair should be short, neat and tidy. Jewellery is not allowed.

GUEST POLICY

No guests are allowed to visit students on the school campus during school hours without written permission from the General Manager/Director.

LIBRARY

Is open daily for students to borrow books for up to two weeks at a time. The library is also equipped with computers and internet access for students' use.

Library use is a privilege and may be withdrawn from any student not complying with library use. The cost of damaged or unreturned books will be recovered from students' deposits or charged to the parents account.

Furthermore, a progressive reading system in the primary school is implemented where a leveled reading book is sent home on weekly basis with the students to read and exchange as they progress to the next level.

CLINIC

The school clinics are staffed with registered doctor qualified to handle cases of first aid such as minor aches, bruises and cuts. Emergency cases may be referred to the appropriate clinics/hospitals as needed and the parents will be notified accordingly.

If a student needs to take medications during the school day, the medication must be well labeled with correct name of the student, the dosage and the time to be given and a note from the parents granting permission for the medication to be given must be included. Only the school doctor will

administer all medication at school. No medicine is allowed to be in the possession of students at any time.

Furthermore, the school doctor will conduct health and hygiene screening throughout the year. The parents should always update the immunization & health records and send the current certificate to be kept in the files in the doctor's office.

TRANSPORTATION

The school provides transportation for the interested students for an annual fee. For further information please check with the accounting department. A high standard of behavior is expected of all bus users. Students are to follow the bus rules or they may lose the privilege of using the school-provided transportation.

PARENT COUNCIL

The Royal College International School Parent Council Constitution

Background

Parents' Committees were formed in each school following an invitation from the administration of RCIS.

Mission Statement

The council mission statement is to support the school in meeting the educational, social and physical health needs of children through effective and meaningful involvement of parents as partners.

Objectives

The objectives of the council aim at improving the school learning environment by:

- Representing collective parental views when advising the school;
- Promoting and maintaining a positive school environment through placing the overall interest of the school and all of its students first;
- Seeking the views, opinions and cooperation of the School Community in the operation of the school and the programs and services provided;
- Recognizing the diversity of the school population and community and encouraging and supporting active participation by all;
- Responding to requests for feedback and consultation from the school administration on the development and implementation of policies, programs and services affecting the school;
- Providing advice on the development, implementation and review of the school plan for continuous improvement;
- Developing, maintaining and encouraging communication between parents, students, educators and administrators;

- Promoting and developing good relations between the school and the community;
- Supporting, encouraging, and improving the quality of education and the well-being of students in the School;
- Raising funds for school equipment and activities;
- Providing the means of effectively organizing parent volunteers; and
- Acting in an advisory capacity and as a resource to the school director, senior staff, and, when appropriate, to the school president on such issues as:
 - School policy and procedures.
 - School curriculum.
 - School year calendar.
 - School code of students' behavior.
 - School community communication strategies.
 - Co-curricular activities.
 - School based services such as transportation, canteen, etc ...
 - Health and safety.
 - Facilities and equipment.
 - Learning resources.
 - Parents' Council constitution

Membership

If you are interested in joining the Parent Council ask for the parent council's constitution from the school.

FIRE DRILLS & EMERGENCY PROCEDURES:

An evacuation plan has been developed in cases of emergency. Emergency drills are conducted periodically in an effort to instruct students in safety procedures.

In cases of emergencies such as fire, earthquake and others; students and teachers are to promptly evacuate the building in an orderly manner and to proceed outside to the designated assembly area where everyone will be accounted for. No one is to go back inside the building. Further instructions will be issued according to each situation.

CO-CURRICULAR ACTIVITIES

At RCIS, a great deal of importance is given to co-curricular activities. Students are encouraged to develop their talents, interests, hobbies, skills and techniques through participation in physical, academic, scientific and artistic pursuits. The School organizes different activities for students throughout an academic year to emphasize the importance of co-curricular activities.

All activities are to be sent regularly through the Student's Diary.

This document has given you information about various aspects of the school. If you require any further information please contact the school management.