

2020

R C I S

**THE ROYAL COLLEGE
INTERNATIONAL SCHOOL**

60 Years of Educational Excellence
Member of AlHussan Network

Lifelong Learners

Parents Handbook



This Handbook Serves as:

A resource for basic information that students and parents need to know.

This Handbook Serves as:

to familiarize our parents with Centre policies and goals.

DEAR PARENTS AND STUDENTS

Welcome to The Royal College International School. This handbook is designed to inform parents and students with 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.

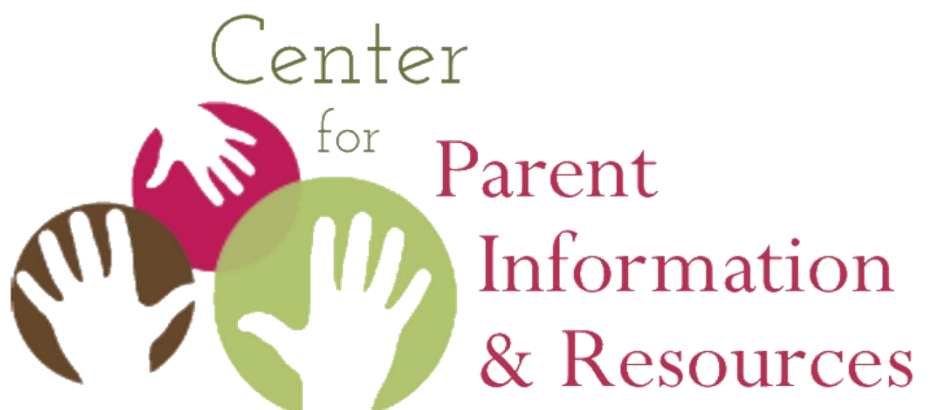
CONTACT INFORMATION:

**The Royal College International
School** South Investors End of Aljazeera
St.

Behind Concorde Plaza
EITeseen Aljanouby road
5th Settlement New Cairo
Egypt

Tel: 01066852631
01092856702
16811

E-mail: info@royalis.net
Website: www.royalis.net



The Royal College International School



OUR VISION

Leaders of Excellence in International Education.



OUR MISSION

The Royal College International School provide high quality education through a safe, stimulating, and multicultural environment to prepare leaders for a global society.









OUR BELIEFS:

We believe...

- × All students can learn and realize their full potential.
- × A safe and stimulating environment promotes quality education.
- × In respecting cultural and individual differences.
- × All stakeholders share the responsibility for advancing our mission.
- × In preparing students to pursue further educational goals.

AFFILIATIONS

| | |
|---------------------------------|--|
| 5. University of Cambridge |  UNIVERSITY of CAMBRIDGE International Examinations  |
| 6. Advanc-ED - Cogna |   |
| 7. Ministry of Education- Egypt |  |
| 8. The British Council- Egypt |  |





| | | 1 Aug/Sep | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 1,2,3 September Parents Orientation |
|--|---------|-----------|------|------|------|------|------|------|------------------------------------|--|
| First Semester (8 September 2020- 24 December 2020) 77 days | | | | | | | | | | |
| First Semester 16 weeks | Week | Month | Sun. | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. | |
| | 1 | Septemb | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 8- September KG students Orientation Day |
| | 2 | Septemb | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 15 September -First School Day |
| | 3 | Septemb | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | 4 | Septemb | 27 | 28 | 29 | 30 | 1 | 2 | 3 | |
| | 5 | October | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Thursday 8 October Military Day |
| | 6 | October | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 7 | October | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 8 | October | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Thursday 29 October Prophet's Day |
| | 9 | Novemb | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 26 Oct- 4 November First Semester Mid Exams |
| | 10 | Novemb | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Thursday 5 Nov Teachers P.D. (Students OFF) |
| | 11 | Novemb | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 12 | Novemb | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| | 13 | Novemb | 29 | 30 | 1 | 2 | 3 | 4 | 5 | |
| | 14 | Decembe | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 15 | Decembe | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | 16 | Decembe | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 22-30 December First semester Exams |
| | 17 | Decembe | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 Dec Xmas Day (School Off) |
| 18 | January | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 31 Dec-7 Jan Winter Break | |
| Second Semester (10 January 2021- 17 June 2021) (113 days) | | | | | | | | | | |
| Second Semester 21 weeks | Week | Month | Sun. | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. | |
| | 1 | January | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Sunday 10 Jan Second semester begins |
| | 2 | January | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 3 | January | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Thursday 28 January Revolution/ Police Day |
| | 4 | Februar | 31 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 5 | Februar | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 6 | Februar | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 7 | Februar | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| | 8 | March | 28 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 9 | March | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 10 | March | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 11 | March | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 24 March- 1April Second Mid Semester |
| | 12 | March/A | 28 | 29 | 30 | 31 | 1 | 2 | 3 | |
| | 13 | April | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 14 | April | 11 | 12 | 13 | 14 | 15 | 16 | 17 | Wednesday 14 April Ramadan Schedule starts |
| | 15 | April | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 16 | April | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 29 April- 13 May Spring/ feast Break |
| | 17 | May | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 18 | May | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 19 | May | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 20 | May | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 21 | May/Jun | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| | 22 | June | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 23 | June | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 16-24 June Second Semester Final Exams |
| 24 | June | 20 | 21 | 22 | 23 | 24 | 25 | 26 | Thursday 24 June Students last day | |

* Total number of School Days: 190 Days

*National & Religious events are subjected to any change according to the MoE announcements

| Important Dates | |
|-----------------|--------------------------------|
| 1,2,3 Sep | Parents online Orientation |
| 8-Sep | G3,4,5,6,7 First Day of school |
| 13-Sep | KG1,2 First Day of School |
| 26 oct-4 Nov | First Semester mid Exams |
| 22-30 Dec | First Term Exams |
| 10-Jan | Second Term First Day |
| 24-Mar | Second Semester mid Exams |
| 16-24 June | Second Semester Final Exams |

| Days OFF | |
|----------------|-------------------------------|
| 8-Oct | Military Day |
| 29-Oct | Prophet's Day |
| 5-Nov | Teachers PD- Students are off |
| 24-Dec | X-mas Day |
| 31 Dec- 7 Jan | Winter Break |
| 28-Jan | Revolution Day |
| 29 Apr- 13 May | Spring Break/ Feast Vacation |



BOOKS AND SUPPLIES

Textbooks

The school offers students all text books (Hard copies, soft copies, digital, inhouse booklets) without paying any additional fee on the following basis:

- All books are returnable except the workbooks & inhouse booklets
- 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 KG1-12.

The homeroom/class teacher receives the supplies of every student the first day of school.

For hygiene reasons no Supplies are used on pool basis for the coming academic year.



Grade 3-12:

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

For full details of the academic plan, please check the academic guides that would be sent separately & uploaded on the school website.

For any enquiries, parents are welcome to communicate with the Academic Coordinator through any of the school communication means or a scheduled meeting.

SCHOOL STAGES

| GRADE | STAGES |
|----------|--------------------|
| KG1 | Kindergarten Stage |
| KG2 | |
| Grade 1 | Primary School |
| Grade 2 | |
| Grade 3 | |
| Grade 4 | |
| Grade 5 | |
| Grade 6 | Middle School |
| Grade 7 | |
| Grade 8 | |
| Grade 9 | High School |
| Grade 10 | |
| Grade 11 | |
| Grade 12 | |



Curriculum:

English Language, Arabic, French, German, Mathematics, Physics, Chemistry, Biology, Social Studies, Information Technology, Science, Accounting and Business Studies/ Economics form parts of the curriculum. Physical Education, Islamic Education, music, drama Art and character building are also taught.

Arabic is compulsory from KG I through Grade 12 where French, and German are optional for Grades KG2 to G12.

Kindergarten Stage:

The school offers English, Math, Arabic, Science, Foreign language (French/German), Religion, Music, Art, & P.E.

The ICT and Social studies are introduced through the English topics.

The Foreign language (French or German) is introduced starting from KG2

Grades 1-3:

The school offers English, Math, S.S. in English, Arabic, Science, ICT, Foreign language (French/German), Religion, Music/ drama, Art & P.E

Grades 4-5:

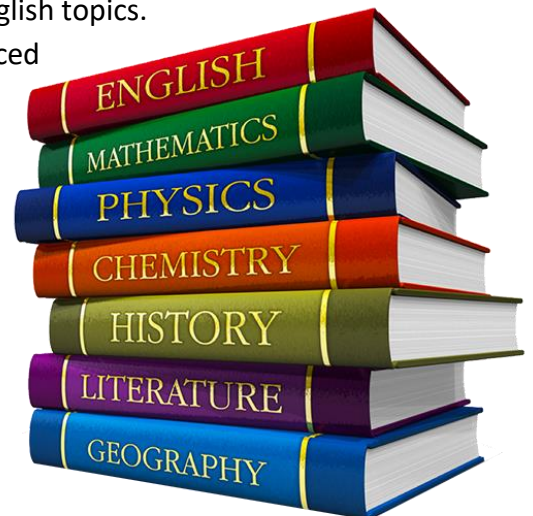
The school offers English, Math, S.S. in English, Arabic, S.S. in Arabic, Science, ICT, Foreign language (French/German), Religion, Music/ drama, Art & P.E

Grades 6 to 8:

The school offers English, Math, S.S. in English, Arabic, Chemistry, Physics, Biology, ICT, Foreign language (French/German), Religion, Music, Art, S.S. in Arabic & P.E

Grades 9 till 12:

According to the high diploma chosen & its requirements



Subjects Distribution

| Subjects Distribution | | | | | | | | | | | | | | | | | |
|-----------------------|-----|---------|------|---------|----------------|--------|---------------|---------|-----------|---------|----------------|-----------------|-------|-----|----|-----|-------|
| Class / Subject | HRT | English | Math | Science | Social Studies | Arabic | German French | Biology | Chemistry | Physics | Social Studies | Islamic Studies | Music | Art | PE | ICT | Total |
| KG 1 | 24 | 13 | 9 | 2 | | 4 | | | | | | 2 | 1 | 2 | 2 | | 35 |
| KG 2 | 24 | 13 | 9 | 2 | | 4 | 2 | | | | | 2 | | 1 | 2 | | 35 |
| Lower Elementary | | | | | | | | | | | | | | | | | |
| G1 | | 9 | 6 | 4 | 2 | 4 | 2 | | | | | 2 | 1 | 2 | 2 | 1 | 35 |
| G2 | | 8 | 6 | 4 | 2 | 4 | 2 | | | | | 2 | 1 | 2 | 2 | 2 | 35 |
| G3 | | 8 | 6 | 4 | 2 | 4 | 2 | | | | | 2 | 1 | 2 | 2 | 2 | 35 |
| Upper Elementary | | | | | | | | | | | | | | | | | |
| G4 | | 6 | 5 | 5 | 2 | 4 | 2 | | | | 2 | 2 | 1 | 2 | 2 | 2 | 35 |
| G5 | | 6 | 5 | 5 | 2 | 4 | 2 | | | | 2 | 2 | 1 | 2 | 2 | 2 | 35 |
| Middle School | | | | | | | | | | | | | | | | | |
| G6 | | 5 | 5 | 6 | 2 | 4 | 2 | | | | 2 | 2 | 1 | 2 | 2 | 2 | 35 |
| G7 | | 5 | 5 | | 2 | 4 | 2 | 3 | 3 | 3 | 2 | 2 | | 1 | 1 | 2 | 35 |

- Changes might be applied according to school plan needs.



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.

School Hours and Breaks:

| Kindergarten- Grades 1,2 Timings | | | |
|----------------------------------|-------|-------|----------|
| Session | From | To | Duration |
| Morning assembly | 8:00 | 8:15 | 15 |
| 1st | 8:15 | 9:00 | 45 |
| 2nd | 9:00 | 9:45 | 45 |
| B1 | 9:45 | 10:05 | 20 |
| 3rd | 10:05 | 10:50 | 45 |
| 4th | 10:50 | 11:35 | 45 |
| B2 | 11:35 | 12:05 | 30 |
| 5th | 12:05 | 12:50 | 45 |
| 6th | 12:50 | 1:35 | 45 |
| 7th | 1:35 | 2:20 | 45 |

| Grade 3- 7 Timings | | | |
|--------------------|-------|-------|----------|
| Session | From | To | Duration |
| Morning assembly | 8:00 | 8:15 | 15 |
| 1 | 8:15 | 9:00 | 45 |
| 2 | 9:00 | 9:45 | 45 |
| 3 | 9:45 | 10:30 | 45 |
| B1 | 10:30 | 10:50 | 20 |
| 4 | 10:50 | 11:35 | 45 |
| 5 | 11:35 | 12:20 | 45 |
| B2 | 12:20 | 12:50 | 30 |
| 6 | 12:50 | 1:35 | 45 |
| 7 | 1:35 | 2:20 | 45 |

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.

Students Arrivals

- All students are to use gate 3.
- Students are welcomed to school starting from 7:45 where supervision is available.

Late Arrivals (Tardiness)

- Late students coming from 8:00-8:15 are not permitted to attend the morning assembly & are to wait in the waiting area till the first session starts.
- Students coming after 8:20 are not permitted to attend the first session & are to wait in the waiting area till the second session starts (a notice is to be sent to parents)
- School gate is to be closed by 8:30 am.
- Repeated tardiness will result in a student not being allowed into the classroom until the next lesson, and will ultimately lead to a Thursday detention.
- For the current year, abiding by applying social distance & safety measurements, the morning assembly is canceled.

Students' Dismissal

- Dismissal time: Siblings use Parking while non siblings & walk-in use gate 3.
- No supervision is available after 2:45 pm.



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.

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.



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 school's 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 colored 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 colored nails or jewelry and long hair must be tied back.
5. Boys: Hair should be short, neat and tidy. Jewelry is not allowed.
6. In days of P.E. sessions, students are allowed to wear white/ black sports shoes while in other days, only black shoes are 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

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.

CLINIC

The school clinic is staffed with a 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 an email from the parents granting permission for the medication is to be sent one day in advance. Only the school doctor will administer all medication at school. No medicine is allowed to be in the possession of students at any time. Medication is either handed from

Furthermore, the 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' 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.

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.

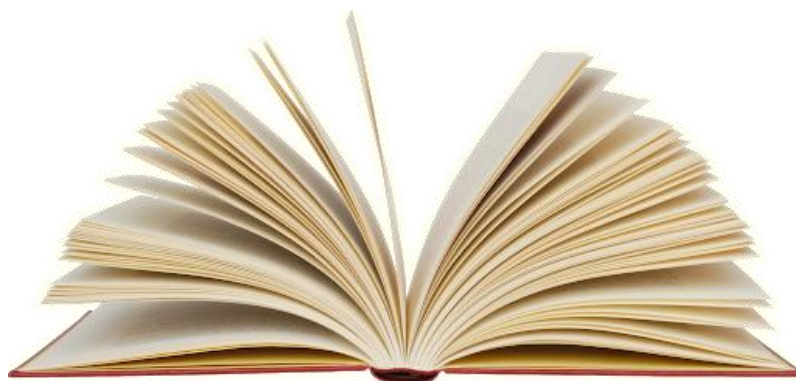
In cases of emergencies such as fire, earthquake and others; students and teachers are to promptly evacuate the building in an orderly manner and to proceed outside to the designated assembly area where everyone will be accounted for. No one is to go back inside the building. Further instructions will 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 the academic year, nevertheless, events are subjected to any changes based on the safety & hygiene procedures dealt with for the current academic year.

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



W e l c o m e A b o a r d