A Student/Parent handbook is a document to inform students and parents of the policies and procedures of Metropolitan School.

The purpose of the Student/Parent Handbook is to set the guidelines of the relationship between the school and your families, ensuring our students’ safety and well-being and guaranteeing we are all part of a successful year at Metropolitan School.
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INTRODUCTION TO METROPOLITAN SCHOOL

Mission

Metropolitan School delivers an outstanding international education whilst ensuring that Egyptian values are central to school life, stretching the minds of our students to equip them with both a passion for learning and the ambition to make a difference to the local and global communities.

All students have the opportunity to become involved in community service projects making a difference to the lives of people who are less fortunate than themselves.

We educate with the philosophy of building a new generation of entrepreneurs, by encouraging the spirit of entrepreneurship.

Vision

*Inspiring a generation of engaged thinkers, ethical citizens and global entrepreneurs.*

Objectives

In an outstanding school environment, Metropolitan School will develop a vibrant community that recognizes the value of diversity and inclusion.

We will encourage creativity and the spirit of entrepreneurship, challenging our students and ourselves to achieve ever-greater goals.

In preparing our students for future prosperity, we will ensure that they understand the value in creating a sustainable world and serving the wider community.

Finally, we will ensure that our school is a happy place, where children and our staff, enjoy learning.

Values

Firmly grounded in our Egyptian culture, whilst embracing an international perspective, our values guide our behavior in building a successful community.

**Ethics and Manners:** Being respectful, demonstrating humility and choosing wisely.

**Pursuing Excellence:** Having high standards and being the best that we can be.

**Celebrating Diversity:** Expanding our horizons, listening to others and growing together.

**Entrepreneurial Spirit:** Creativity, exploring our passions and taking calculated risks.

*This is done most effectively when all parties understand their responsibilities and agree to work together towards the same goals, as detailed in the following home-school agreement, which applies to all staff, parents and students:*
HOME SCHOOL AGREEMENT

The School will:

✓ Maintain a high standard of education with a broad and balanced curriculum and endeavor to teach our curriculum in an inspiring and exciting way to engage the students fully in their learning.
✓ Provide opportunities for students to develop and extend their learning skills.
✓ Care for each child’s safety and well-being.
✓ Deal with any behavior issues so that no student will prevent others from learning.
✓ Endeavour to challenge and meet the needs of all students.
✓ Monitor and report students’ progress, attainment, attitude to learning and effort throughout each academic year.
✓ Arrange Parent/Teacher Conferences to discuss students’ progress, attainment, attitude to learning and effort.
✓ Contact Parents/Guardians if there are any concerns or celebrations regarding attendance/punctuality/progress/home learning/behavior/bus conduct, etc.
✓ Support Parents with informational sessions throughout the year.
✓ Provide an environment where students are encouraged to aim high, work hard and strive to achieve success.
✓ Celebrate success and encourage students to celebrate the success of others.
✓ Provide information to parents about school policies, news and activities through regular newsletters, meetings and opportunities to become involved in school life through the PTA.
✓ Respond to any personal enquiries within 48 hours.

As Parents, we will:

✓ Support our children’s academic and social development by following their progress at school, discussing what they are learning, and monitoring any home learning as per policy.
✓ Support learning outside of school and model a positive attitude towards school and learning.
✓ Set up structured reading and study times at home.
✓ Refrain from completing homework duties on behalf of my child.
✓ Send my child to school appropriately dressed and with all the equipment he/she needs.
✓ Check all school communication regularly to ensure that my child is equipped for lessons.
✓ Check the website periodically to stay informed of all news, policies and systems in school.
✓ Attend all school requested meetings/Student Led Conferences and events.
✓ Support school policies and encourage my child to conform to school rules and class rules, particularly those regarding uniform, home learning, behavior, and transport.
✓ Ensure that school fees are paid on time.
✓ Ensure my child attends school regularly and on time (See Attendance Policy).

As a Student, I shall:

✓ Have excellent school attendance and be punctual to school and to lessons.
✓ Bring all the equipment I need each day in a suitable bag.
✓ Complete my class work and home learning to the best of my ability and on time.
✓ Catch up on all work if a lesson is missed.
✓ Respect other students’ rights to learn.
✓ Share what I am learning with my parents at home and discuss any concerns.
✓ Follow the school’s uniform, behavior and transport policy.
✓ Speak to the School’s Counselor if I am worried, unhappy or in trouble for any reason.
✓ Deliver all school news and letters to my parents.
✓ Take responsibility for all personal valuables including my personal device.
✓ Treat others as I would like to be treated.
✓ Make every effort to be helpful to others.
MET CORE VALUES

Entrepreneurship
Metropolitan School educates with the philosophy of building a new generation of entrepreneurs. We do believe that tomorrow’s jobs and economy are going to be created by the leaders and entrepreneurs that we develop today. Our MetBiz program provides age appropriate, project-based, curricula based on those developed by Junior Achievement (JA) that promote work readiness, financial literacy, and entrepreneurship skills for all of our students.

Egyptian Values
Traditional values of respect, manners and ethics will be instilled in our students from an early age along with knowledge of our country’s rich history and cultural development.

Community Service
Community Service will be required from all Met students. We will offer our students the opportunity to become involved in community service projects helping people who are less fortunate than themselves. Using the foundations of the Prosperity Index, our students will work in teams to achieve specific goals, while engaging with the local and global communities.

MET CHARACTER PILLARS

All Met students are expected to reflect the 8 Met Character Pillars in order to achieve our goal of graduating High Academic, High Character, Egyptian Students.
ACCREDITATION

Accreditation is a process of recognizing educational institutions for their standards, performance, integrity, and quality. The accreditation program assists schools to achieve high standards as well as encourages them in a continuous process of assessment and development. Metropolitan School is now accredited by AdvancED.

SCHOOL INFORMATION

Parent/ Student Orientation

A Parent/Student Orientation is a yearly organized event before the school starts where an overview of responsibilities and expectations are provided to parents. Students are expected to attend the orientation in an opportunity to become familiar with the school environment.

Student ID Card

At Metropolitan School each student is issued with a Student ID card. Student ID Cards are distributed during orientation day. The ID card will be used for different purposes inside the school such as:

- Attendance
- Transportation
- Cafeteria
- School gate dismissal
- Field Trips

If the Student’s ID card is lost, the guardian is requested to contact the admissions office to report the loss of the card and request a re-issuing of a new card at a cost of 50 EGP, payable at the accounts department.

If a guardian fails to present the student ID card for three consecutive times, the school will automatically reissue a new Student ID that will be debited to the child’s school fees. The fees can be settled with the accounts department at any time or will be added to the regular quarterly payment schedule. If the bill is not settled at the end of each quarter by the guardians/parents, ParentPlus Portal / Rediker privileges will be revoked until settled.

Students are not allowed to be dismissed from the school’s gate without showing their Student’s ID Cards. All existing students will be issued with new Student ID Cards upon return to school each academic year.

Guardian Card

At Metropolitan School, safety is a priority one! Each family at Met is issued with 2 Guardian Cards. The cards are initially distributed ONCE to families when a new student is registered at Met on orientation day.

- Guardian Cards are mandatory to pick up any Met Student from the bus or school gate.
- Students will not be dismissed from the school’s gate/ bus without the guardian presenting both the Guardian Card and the Student ID Card to verify the student’s dismissal.
- It is the guardians’/ parents’ responsibility to always provide the guardian card to the school’s security personnel and/or the bus matron. Failing to do so, the guardian/parent will be requested to contact the front desk or admissions office for validation.
- If a guardian fails to present the Guardian Card for three consecutive times, the school will automatically reissue a new Guardian Card at a cost of 50 EGP per card that will be debited to the child’s school fees. The fees can be settled with the accounts department at any time or will be added to the regular quarterly payment schedule. If the bill is not settled at the end of each quarter by the guardians/parents, ParentPlus Portal / Rediker privileges will be revoked until settled.
- If the Guardian Card is lost, or a guardian/parent requests for additional cards, they are requested to contact the admissions office to report the loss of the card and request a re-issuing of a new card at a cost of 50 EGP per card, payable at the accounts department.
- Guardian Cards are valid and do not expire as long as a student is registered at Met. Therefore, guardians/parents are advised to keep the cards at all times. Families who register new siblings for upcoming new academic years will be issued with new Guardian Cards listing all siblings’ names.
- If a guardian/parent wishes another unauthorized person to collect his child from school gate or bus and the person fails to present the guardian card, it is the guardian’s/parents’ responsibility to send an email to notify the principals’ office. principaloffice@metropolitanschooleg.com before 2:00 pm stating the full name and national ID number of the person collecting the child in order to proceed with the dismissal. Failing to do so, the student will remain in school / returned back to school by bus until the authorized guardian/ parent arrives to pick up the child.
School Hours

Met school hours are from 07:40 am to 3:00 pm for all students. The school drop-off time is between 07:30 am and 07:50 am. Pick-up time is between 3:00 pm and 3:15 pm. The school principal’s office must be advised in advance of any change to a student’s travel arrangements (See Attendance Policy for details). Students being picked up by guardians or others must leave the school premises promptly at the end of school or school activities. Guardians/parents who are failing to collect their child(ren) more than three times on time, their ParentPlus Portal / Rediker privileges will be revoked.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am</td>
<td>Staff Arrival</td>
</tr>
<tr>
<td>7:40 am</td>
<td>Student Bus Arrival: Gate 2 - Car Arrival: EC at Gate 1A/Elementary at Gate 1B</td>
</tr>
<tr>
<td>7:50 am</td>
<td>National Anthem</td>
</tr>
<tr>
<td>8:00 am</td>
<td>Start of the School</td>
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<tr>
<td>8:00 - 8:10</td>
<td>Morning Snack for Early Childhood ONLY</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>End of School day</td>
</tr>
<tr>
<td>3:00 pm - 3:15 pm</td>
<td>Pickup – EC from Gate 1A / Elementary from Gate 1B</td>
</tr>
<tr>
<td>3:15 pm - 4:15 pm</td>
<td>(CCA) Co-Curricular Activities (Sundays- Wednesdays)</td>
</tr>
<tr>
<td>3:15 pm - 5:00 pm</td>
<td>(ASC) After School Care Program (Sunday- Thursdays)</td>
</tr>
<tr>
<td>8:00 am - 2:00 pm</td>
<td>Ramadan School Day Timings</td>
</tr>
<tr>
<td>11:00 am</td>
<td>Teachers Prep Days Student Early Dismissal (Please refer to School Calendar for dates)</td>
</tr>
</tbody>
</table>

Lunch

Cafeteria/Food Services

Metropolitan School is providing the catering services of Food Job. Our meals are healthy and designed to nurture your children with the energy required to help them get through the day.

Did you know that your child’s food preferences generally develop during childhood? Once your child hits adolescence, their eating habits will become more difficult to change. Since your child has at least one snack or meal at school daily, you can see how the school environment plays an important role in nurturing and sustaining good eating habits. The healthy meals at Met do just that – providing well-balanced meals at your child’s school cafeteria.

Early Childhood students are entitled to purchase a monthly Hot Meal package. This package includes a daily fresh hot main course, a starter, and dessert. All our food are prepared with healthy ingredients. No fried food, no processed food, little salt, adequate sugar for desserts.

Grades 1-6 students are entitled to charge their prepaid cards with a minimum of 200 EGP (non-refundable till the end of the academic year) to purchase the hot meal or other items from the All Day Menu. Hot meals are optional for G1-G6. However, the hot meals for Gr.1-6 are offered with the same price for the early childhood package, yet the meal contains bigger portions of the main course only (vegetables, carb and protein) and does not include the starter nor the dessert. Please share with us any special medical attention: allergies, diabetes.

Payment

If you wish to subscribe your child to the Hot Meal Monthly Package, our accounts department will be happy to welcome you and receive the monthly payment between the 22nd and until the 28th of each month. Payments after the mentioned date will not be accepted.

It’s the parents’ responsibility to check on a frequent basis and monitor the their child(ren)’s cafeteria account balance by contacting the accounts department to avoid insufficient money in the card. The cafeteria/school will not sell food or any products with insufficient or zero balance in the student’s cafeteria account.

Food Allergies

Metropolitan School will not serve nuts. However, it is very important that you fill out the school medical form and all the proper documentation requested by the school doctor.

Can I send my child with a lunch and snack?

The daily hot meals are optional for children from Pre-K to Grade 6. You may send your child with a lunch and a snack from home ensuring the following are not included in the lunch bags: Fizzy drinks, bottled drinks, Red Bull, packaged chips, chocolate, candy, pop tarts or any other snack that the school deems unhealthy.

Students who bring unhealthy snacks to school will have them confiscated and those snacks WILL NOT be returned to the student.

Healthy Snacks Examples

Fresh fruit or vegetables, cheese, trail mix, pretzels, plain yoghurt, popcorn, whole grain cereal, crackers…
Dress Code Guidelines and Expectations

Met School’s standard school uniform consists of:

- Navy blue Met trousers / Navy blue Met cargo shorts/ Navy Blue Met Jupe Short
- Short/long sleeve purple polo shirt with navy blue collar and Met Logo embossed on the left
- Navy blue Met hoodie with purple interior
- Navy blue Winter Jacket
- Black rubber-soled shoes/black running shoes

Met School’s P.E uniform consists of:

- Navy blue P.E sweatpants / Navy blue P.E cotton shorts
- Short / long sleeve P.E Met white T-shirt
- Gray Met hoodie with purple interior
- Running shoes of student’s choice

✓ Students will be dressed in a Met school uniform at all times. Jeans jackets or other cover-ups are not permitted. Cold weather attire will be the regular school outerwear. All Met Students are requested to wear their P.E uniform to school on days when they are participating in P.E classes.

✓ Met students are expected to be properly groomed for school and to wear the school uniform daily unless otherwise announced. On non-uniform days or at after-school functions, clothing worn to school should be in keeping with the academic environment of the school. Students may select clothing and accessories reflecting personal taste and style while remaining within the school guidelines of adhering to conservative values, modesty, cleanliness, neatness, and respect for the host country norms.

✓ Girls are expected to tie long hair. No jewelry is allowed to be worn to school. Valuable items/accessories will be confiscated by the school and Parents are requested to claim their child’s belongings from the principal’s office. If a valuable item/jewelry was lost, the School has no responsibility and will not be held accountable for this loss.

✓ Parents are expected to exercise wisdom in ensuring that their children adhere to the dress code.

✓ Students will wear the school uniform on all field trips. Field trips requiring alternative attire will be communicated in writing as appropriate.

✓ In addition to the guidelines listed above, the administration will be deemed the final arbiter on any clothing or accessory’s appropriateness for school, ensuring it will complement the educational process, purpose, and values of the school.
STUDENT ACTIVITIES

Co-Curricular Activities (CCA)
Throughout the school year, Met teachers, parents and other community volunteers will provide a variety of Co-Curricular activities for students. These activities may include MetMusic, MetSport, MetArt, and other clubs. Activities will vary according to staff and volunteer expertise and interest. The School will provide regular updates of the CCA activities offered prior to each round for students to select their options.

Participation in CCA is a privilege and solely at the discretion of the School. (Please see CCA Dismissal procedure and Discipline Policy in the handbook.)

What is CCA?
Co-Curricular activities are activities that take place outside regular class teaching hours and yet are related to student learning. As such, they fall within the scope of the school curriculum.

Why CCA?
By allowing and encouraging students to participate in activities outside of the classroom, you’re paving a wide route to develop new interests, deepen their social, cognitive and intellectual growth.

Key benefits for students:
- Expanding and diversifying interests
- Learning time management and prioritizing
- Learning about long-term commitments
- Building self-esteem
- Building friendships and teamwork skills
- Enhancing the creativity aspect within learning through fun.

CCA Mission Statement:
We exist to create an Environment where our students’ senses are triggered and exploration is encouraged.

Our Philosophy:
The Metropolitan community understands the importance of providing our students with a safe and happy childhood/adolescences. Therefore, they rapidly develop, and experience a self-awareness of who they are now, and get fostered to make decisions in their future lives.
We use a Framework to set the standards for CCA. It provides the guidelines necessary to keep our students happy, safe, and learning the skills necessary for both life and school success.

Here’s a brief of what we do:
Since we all know that every student is unique, We offer diverse clubs and extracurricular activities that play an important role in our students life and future, all aim to develop, and expose them to as many activities as possible, so they would find their passion at the earliest age possible, thus reach their full potential in their early years of life.

CCA Field trips:
Field trips are a key component, to broaden the CCA experience and make things more relevant. Learning in multiple ways can appeal to varied learning styles, helping student to succeed whether they are visual, auditory or kinetic learners. For such trips extra fees are required.

Obligatory & Optional CCA:
Academic CCA classes are mandatory for students who need more academic support. All other CCA classes are optional, but as mentioned above we encourage CCA participation for all its added value to our children’s development and progress.

CCA Policy:
Operation days & times:
Hours of Operation: We are operating from Sundays to Thursdays from 3:15 pm to 4:15 pm. Round dates to be announced. CCA is closed during school holidays.
Enrollment information:

Enrollment policies:
- A CCA application should be filled and signed before the beginning of each CCA round (date to be determined ahead of time), **failure to meet deadline will result in failure of student to attend CCA**.
- Thursday of the first week of CCA is considered a drop and add day, **ONLY** for the previously signed in students and **Not for new enrollments**.
- Drop/Add requests are only done via emails, and you will receive a reply on email for confirmation purposes.
- Each student is only allowed to attend the clubs he has signed up for.
- Each class has a maximum capacity it will be announced/determined at the beginning of each round, accordingly, registration will be on a first come first serve basis.
- Absence of the student more than the accepted number of times (which will be agreed on at the beginning of each CCA round) may affect his engagement in the end of round performance.
- Reporting absence from attending CCA, should be sent via email **ONLY** to the principal’s office and CCA Department: principaloffice@metropolitanschooleg.com and CCA-ASC@metropolitanschooleg.com no later than 12:00 pm on the day, emails sent after 12:00 pm are disregarded. **No exceptions are permitted.**
- The Only way of communication is via E-mails for safety purposes.

Enrollment fees (in case of out sourced activity):
- Payment due dates will be announced by the beginning of each round. Payment must be made monthly.
- Enrollment after start of round will depend on availability and student assessment.
- Fees are **Non-refundable**.

Staff:
Members of the teaching faculty of the school will run the school clubs and we offer outsourced service of other sports and activities. All instructors are qualified and experienced in offering the scheduled activities.

End of Round Performance:
By the end of each round students will present their findings through shows, seminars, workshops, conferences, and any other related events.

After CCA Dismissal Procedures:
All pick-ups will take place from the basketball area at 4:15 pm, children collected after 4:30 pm more than one time will be penalized:
1st time is permitted, 2nd time children will lose the privilege of participating in end of round performance & 3rd time children will lose the privilege of attending the running round of CCA.

Transportation and Regulations:
Met offers bus transportation for students whose parents’ contract for these services. Within certain restrictions, buses offer travel from school to drop off points. This service availability varies from one round of CCA to another depending on demand and minimum number of registrations.

CCA Discipline Policy:
Participation in CCA is a privilege and solely at the discretion of the School. When a student’s behavior or attitude is in conflict with the standards of the school, CCA privilege will be provoked.
Administration will immediately notify a parent or request a parent conference and impose appropriate discipline that may include:
- Loss of participating in end of round performance.
- Loss of CCA privilege for the running round.

Feedback Procedure:
We aim to bring all concerns about the running of CCA to a satisfactory conclusion for all of the parties involved.
Please report any comments/concerns related to CCA Only to CCA-ASC@metropolitanschooleg.com
We anticipate that most concerns will be resolved quickly at this stage.
**After School Care Program (ASC)**

ASC is an additional monthly payable service offered by Met to facilitate pick up process for working parents. The program runs from 3:15 pm - 5:00 pm. It also offers the benefit of registering younger siblings who are not attending CCA and have the advantage of collecting both children once. Please visit the accounts department for the packages we offer to this service. (Please see ASC dismissal procedure under the Attendance section in the handbook.)

**Field Trips**

Field trips, as a learning experience, shall be planned as an extension of the classroom curriculum. When a field trip is planned, a parental permission including a signed release for each student will be sent home for approval.

- Students must wear school dress to field trips, unless otherwise advised.
- If a field trip falls on a P.E uniform day, students to still wear their P.E uniform on the field trip.
- Parents will not be allowed to pick up their children from the fieldtrip destination. No exception.
- Students are not allowed to carry their mobile phones or any personal devices during a school trip. In case a device was found with a student, the device will be confiscated and parents will be required to collect the device from the principal’s office.
- All school rules and procedures will apply to off campus activities including field trips.
- The School WILL NOT accept any registration payments for trips after the announced payment deadlines.
- Students who are not registered in a field trip should remain home on the day.
- All field trips are school functions.
- Participation in field trips is a privilege and solely at the discretion of the school.

**Physical Education**

Physical Education (P.E) is an integral part of education and the school requires student participation. P.E helps to instill healthy habits and fitness in students.

Met indoor swimming pools are both heated. Swimming participation is obligatory for all Met Students except Pre-K students. Grade 1 students and up are expected to dress themselves during swimming classes.

If for any reason the student is unable to participate in a physical activity during recess or P.E periods, a parent note is required to be sent to the P.E teacher, school clinic and principal’s office via email. The note should explain the reason and should be accompanied with a letter from a doctor if the problem is likely to exist for a prolonged period of time.

Students unable to participate in a physical activity will be seated in the same area with the rest of the class and work on separate activities such as reading, coloring etc.

**ATTENDANCE POLICY**

Metropolitan School maintains extremely demanding academic and developmental expectations. In order to meet these expectations, it is expected that every student must be in school every day. While some missed assignments may be made up, the dynamics of classroom interaction are valuable to the learning experience. Students exceeding 10% of total school days of absence per academic year are at risk for retention in their respective grade level. Attendance requirements begin and end with the school calendar. Students will have one day to make up the work for each day absent. Normal School day begins at 7:40 am and ends at 3:00 pm.

**Arrival & Dismissal Procedure**

**Safety** is the most important factor taken into consideration when making all the procedures in Metropolitan School. Our arrival and dismissal policy has been developed with this in mind. As we grow and the year develops, if any alterations to these procedures are deemed necessary parents will be notified.
Pre-K Arrival and Dismissal:
- No morning line for Pre-K students. (Until second semester TBA).
- Parents to drop-off and pick-up their children from inside the classroom through Gate 1A and enter the building through the Front Desk entrance.
- The first week for Pre-K students will be a half day to allow children to adapt and settle in school.
- School day ends on the first week only at 11:30 am.
- Parents are expected to drop off and pick their children on the first week of school, no transportation service will be available in the first week for Pre-K students only.
- Normal end of school day time will apply from the second week onwards. School day ends at 3 pm.
- Parents are expected to collect their children on time.
- Parents picking up their child(ren) late, will be asked to sign out their child(ren) from the elementary building’s external corridor.

KG1 & KG2 Arrival:
- Students to be dropped off at Gate 1A.
- Parents are not allowed to pass through the pencil gate during drop off in the morning.
- Late students to be dropped off at the Front Desk entrance to be marked tardy and collect their tardy notes.
- Parents are not allowed to drop off late students inside the classrooms. Matrons will escort your child to his/her class.

KG1 & KG2 Dismissal:
- At pick-up time, all KG1 &KG 2 parents to enter through Gate 1A, go through the pencil gate and into the playground to sign out their children through the playground doors only.
- KG1 Students to be signed out from classrooms through the playground door only.
- KG2 classes located on the first floor, students will be stationed in the playground opposite KG1 classrooms to be signed-out and collected by their parents.
- No students will be dismissed from the classrooms from inside the building.
- Parents to collect their child and exit using the same route. This also applies if you are collecting other siblings from elementary. No other routes are accessible.
- Parents collecting elementary siblings to exit through elementary Gate 1B.

Grades 1-6 Arrival:
- Children to be dropped off at Gate 1B.
- Late students arriving after 9:00 am will NOT be permitted to enter the school gate, and will be asked to go home unless the school has been notified in advance by email and approved the excuse to arrive late.
- Parents are not allowed to pass through the Gate 1B during drop off in the morning.

Grades 1-6 Dismissal:
- School Day ends at 3:00 pm.
- Parents enter through Gate 1B to the pick-up their child(ren) from their assigned stations at the elementary playground (exit using the same route).
- Parents must sign out their children from their homeroom teacher.
- Children are the responsibility of the parent once signed out.
Applicable to all Grade Levels:

**Arrival:**

- ALL Parents of ALL grade levels are requested to **drop off** their child(ren) on the First Day of school **ONLY**.
- ALL Met students are expected to arrive to school daily at **7:40 am including Pre-K students**.
- National Anthem at 7:50 am in both Early Childhood and Elementary Playgrounds.
- Students arriving at **8:01 am** will be counted as tardy.
- Late students except for Pre-K students to be dropped off at the Front Desk door, **no parents are allowed to drop off their children inside the building or classroom**. Students in Grades 1 upwards are expected to escort themselves to his/her class.
- Late students arriving after **9:00 am** will NOT be permitted to enter the school gate, and will be asked to go home unless the school has been notified in advance by email and approved the excuse to arrive late.

**Dismissal:**

- Bus Service will start on the first day of school in the afternoon, all Parents are expected to drop-off their child(ren) on the first day of school.
- School day ends at **3:00 pm**.
- School gates will not open before **3:00 pm**. Parents are requested to wait outside the school gate to enter the playgrounds promptly at 3:00 pm.
- Children are the responsibility of the parent once signed out from their homeroom teachers.
- Parents are expected to leave the campus with their child(ren) once signed out from their teachers.
- Internal gates and doors will be locked at 3:05 pm so as to ensure the safety of all people on campus.
- Having only approved routes open will restrict the possibility of safety breaches and improve the monitoring of all people on campus.
- The only bathroom in use after 3:05 pm is located on the ground floor of the elementary building.
- Penalties will apply for persistent late pick-up.
- In the event of adverse weather conditions, alternative arrangements will be developed. When you arrive to collect your child(ren) the security team will inform you of the changes.
- Access to the inside of the school after 3.05pm is restricted to those who have previously scheduled appointments.
- Every visitor must check in at the Front Desk.
- It is the guardians’/parents’ responsibility to always provide the guardian card to the school’s security personnel and/or the bus matron. Failing to do so, the guardian/parent will be requested to contact the front desk or admissions office for validation.
- If a guardian fails to present the Guardian Card/ Student ID for three consecutive times, the school will automatically reissue a new Guardian Card/ Student ID at a cost of 50 EGP per card that will be debited to the child’s school fees. The fees can be settled with the accounts department at any time or will be added to the regular quarterly payment schedule. If the bill is not settled at the end of each quarter by the guardians/parents, ParentPlus Portal / Rediker privileges will be revoked until settled.
- In the event of losing the guardian card or the students ID, you are kindly requested to notify the admissions department and visit the accounts department to settle a payment of 50 EGP to reissue a new card.
**Early Dismissal**

If necessary, parents may withdraw a child before the end of the school day for reasons of student illness, medical appointment, or emergency only. When doing so, parents must follow the following protocol:

- Advance notice to be emailed solely to the Principal’s Office email address: principaloffice@metropolitanschooleg.com. Emails sent to any other emails in the school **WILL NOT BE ATTENDED TO**.
- The below mandatory information is requested in the email sent for an early dismissal:
  - **Students Full Name**
  - **Grade Level**
  - **Homeroom**
  - **Student’s Bus No. if applicable**
  - **or a Gate Student**
- As a priority set for student’s safety, we kindly ask you to send the emails no later than **2:00 pm** on the day.
- Email requests for early dismissal received after 2:00 pm will not be applied and without exception.
- Parents of all students must report to the school’s front desk attendees and they will help signing the student out early.
- A student will not be dismissed unless the Guardian Card/ Student ID are presented. Students may not sign themselves out.
- Parent to present the exit slip along with the student ID and Guardian Card to the gate security personnel upon departure from the school’s gate.
- Parents requesting to collect Bus students after 2 pm without sending an email to principal’s office will be **NOT** be attended to and Students will leave the School as normal by Bus.

**Clinic Dismissal**

In case a parent is contacted by the School’s Clinic to collect their child early due to any emergency or medical reasons that requires the student to leave the school, the following protocol will be applied:

- Upon the parents/ guardians arrival, the parent is requested to check in at the front desk to notify the clinic their presence.
- The parent will then visit the clinic and the Doctor will complete an early dismissal exit slip.
- Parent to collect the student from the clinic along with the exit slip and signs out the student from the Front Desk.
- Parent to present the exit slip along with the student ID and Guardian Card to the gate security personnel upon departure from the school’s gate.
Events Dismissal:
During all school wide events were all parents are invited to school, the dismissal process below will be followed:

- All students will head back to their classrooms with their homeroom teachers to be signed out by their parents at dismissal time.
- Bus service will run as normal on the event days.
- If a student is not signed out by his parent from the classroom, the student will be dismissed as normal and go home by Bus.
- For bus riders’ parents attending any school event or meeting that will end by dismissal time and wishes to pick their child(ren) instead of bus, the same early dismissal protocol mentioned above should be followed. A parent will not collect his child from school instead of riding the bus without notifying the school.

CCA (Co-Curricular Activities) Dismissal Procedure:

- All pick-ups will take place from the basketball area at 4:15 pm.
- Entrance and exit is from the Elementary Gate 1B.
- Please collect your child on time.
- Penalties will apply for persistent late pick-up.
- Any student leaving school early and not attending CCA, parents must inform both the CCA and Principal’s office by email no later than 2:00 pm on the day.

ASC (After School Care) Dismissal Procedure:

- We offer After School Care Service from 3:15 - 5:00 pm. This service is a payable monthly service to facilitate pick up process for working parents.
- For early childhood siblings who have brothers/sisters attending CCA, this is your chance to register the younger ones to the service and take the advantage of collecting both children once.
- Please visit the accounts department for the packages we offer to this service.
- Parents collecting registered ASC students to inform Security Personnel with their child’s name and collect the child from the School’s Gate 1B.
- After School Care ends at 5:00 pm. Students remaining in school after 5 will be kept with the security.

External After School Services Entrance and Exit Procedure:
Met Swimming pools and gym facilities are used by external sports service companies to offer Met and non-Met children with additional payable activities such as swimming/karate/gymnastics etc.

- Met students registered for external activities, MUST be signed out by their parents from school at pick-up time while following the same dismissal procedures announced above.
- No students are allowed to go directly to the swimming or to the gym without parental supervision.
- **Entrance and exit for all external sports service staff members, registered Met students and non-Met students to both swimming pools and gym will ONLY be through the Elementary Building Stairs.** Please ask security for directions.
- Entrance and exit to the swimming pools and gym will NOT be allowed from the Early Childhood Building.
- Your constant support and cooperation to the above is highly appreciated to help us protect your child.
**Tardiness**

Met has established attendance and tardiness standards to help students gain maximum benefit from the education provided. Attendance will be taken promptly at 8:00 am. **Students are late at 8:01 am.**

Late students arriving after **9:00 am will NOT be permitted to enter the school gate**, and will be asked to go home unless the school has been notified in advance by email and approved the excuse to arrive late.

Students are expected to arrive at school and to class on time. This is directly connected to teaching and learning. Individual teachers will communicate classroom specific expectations to students.

<table>
<thead>
<tr>
<th>Level of Behavior</th>
<th>Behavior</th>
<th>Action 1</th>
<th>Action 2</th>
<th>Action 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>Tardy to:</td>
<td>1) Monitoring tardies and absences with guidance from the teacher and the Principal’s Office.</td>
<td>1) Calling the guardian and re-emphasizing the already signed Home School Agreement. 2) Submit incident report.</td>
<td>Presenting the student to the school discipline committee to take the following actions: 1) Reducing the behavioral grade of the student not exceeding 10% 2) Warning the student that he/she will be dismissed from school for a period not exceeding five days and notifying the guardian of the warning 3) Dismissing the student for a period not exceeding five days 4) Value contract agreement.</td>
</tr>
</tbody>
</table>

**Notes:**
- Extenuating circumstances (e.g. traffic accident) may be excused at the discretion of the principal.
- Each student will start a new quarter with no tardies on his or her record.

**Extended and Planned Absences**

Please notify the school at least one day in advance if your child must be absent. Extended absences will only be permitted for reasons of sickness, or pre-approved essential travel need or a death in the immediate family. Extended (more than 9 school days) absences must be approved a minimum of two weeks in advance by the principal unless the extended absence is due to an illness or emergency situation. In the event of an illness or emergency, the school should be notified as soon as possible. The Parent will be asked for official documentation showing evidence of illness or emergency situation.

**Unexcused Absence**

<table>
<thead>
<tr>
<th>Level of Behavior</th>
<th>Behavior</th>
<th>Action 1</th>
<th>Action 2</th>
<th>Action 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>Unexcused Absence</td>
<td>1) Monitoring the absence cases. 2) Notifying the guardian of the absences and their durations.</td>
<td>1) Transferring the student to the Dean of Students and agreeing to value contract. 2) Contact parent/guardian</td>
<td>Presenting the student to the school discipline committee to take the following actions: 1) First dismissal notice/warning to the student and notifying the guardian. 2) Second dismissal notice/warning to the student and notifying the guardian 3) Dismissing the student for a period not exceeding one week.</td>
</tr>
</tbody>
</table>
COMMUNICATION WITH PARENTS

We, at Metropolitan School, strive to establish partnerships with our parents to support student learning. Strong communication is fundamental to this partnership and to building a sense of community between home and school. We take seriously our accountability to our families. All staff endeavor to listen to what parents and stakeholders are saying and to work in partnership to resolve any problems or concerns. Met recognizes that a student’s education will be enhanced by the wholehearted support of parents and appropriate accessibility to its staffing body, Grade Level Coordinators and the Upper Management Team.

Met normally communicates with parents by e-mail. This is good practice and the preferred method of communication for many schools. In an emergency situation the administration will attempt to contact parents with whatever appropriate means is available in a timely manner.

**Newsletters**

Each grade level has a weekly plan/academic newsletter that goes out. It shows the work plan and any news such as upcoming field trips or events. The school also publishes an online monthly newsletter (Met World Newsletter) to cover school wide events stories and activities that took place during the month. Highlighted important dates to mark for the upcoming month is also provided in our monthly newsletter.

**Student Led Conferences**

Twice each year, Met will conduct student led conferences to coincide with the end of the first and third quarter (Please refer to the School’s Calendar for exact dates). In student-led conferences, the student and parents jointly participate in the reporting process. The adults typically listen to the student report about the progress that has been made. Work samples are used to illustrate growth and connect work with standards and expectations. Student-led conferences spotlight the most important person in the process (the student); improve parent involvement; and bring students to the point where they ask their teachers and themselves, “How can I make my work better?”

Additional informal Parent Teacher conferences are encouraged and may be scheduled before and after school.

**Data Chats**

A conversation between the teacher and family where student standardized achievement data is shared with parents. Student specific growth plans are shared. And, techniques to supplement academic growth at home are also identified. These conversations will be held at least twice yearly to clearly measure academic progress.

**Rediker System (ParentPlus Portal)**

**What is Parent Portal?**

Metropolitan School uses Rediker software as a school’s system. The ParentPlus web portal connects parents and students with schools and teachers. As a parent, you can quickly stay informed about what’s happening at your school and children’s classes-from knowing if the school is closed on a given day to seeing how well your child did on his or her last homework or exam. Online quarterly progress reports, end of year report cards, attendance, school calendar, important announcements and notifications from school can also be viewed through the parent portal.

**ParentPlus Portal Access:**

Please ensure that you have a valid e-mail address on Rediker. If you have not been receiving our e-mail messages, then chances are likely we do not have the proper e-mail in the system for you. You cannot access the portal with an e-mail address.

There are two options to access ParentPlus Portal: Through [website](https://www.plusportals.com/metropolitanschool) or through the Parent Plus [Mobile App](https://www.plusportals.com/metropolitanschool).

   - First, download the app. Search for “Rediker” or “ParentPlus.”
   - For iPads, you will need to look under “iPhone Only” for ParentPlus Portal.
   - After downloading the app, it will ask you for the name of our school.
   - Our school name should appear as METROPOLITAN SCHOOL.
   - Finally, add your username/password you will receive for the portal.

   ![Add School](image)

   “Where can I find the apps?”
   The apps can be used on Android and iOS and are found on iTunes or Google Play by searching for “ParentPlus” and “StudentPlus” or just “Rediker” (among other keywords). To find the apps, you can also visit the ParentPlus or StudentPlus web pages.

   “I can’t find the apps on iTunes using my iPad.”
   Currently, ParentPlus is specifically iPhone and iPod app, but it can also be used on the iPad. To find the app when searching for it on iTunes using an iPad, just make sure that iPhone app is selected.
GRADING STRUCTURE

Met academic year consists of 2 semesters. Each semester is divided into 2 quarters to sum a total 4 quarters per year. Met student grading will be accessible online only as per the below system:

Progress Report Cards

Over the course of each quarter Progress Report Cards will be accessible online for all Met students via ParentPlus Portal accounts. Each family will be issued via email with a Usernames and password to access Parent Plus Portal accounts on the first day of school.

Report Cards

At the end of each quarter, Report Cards will be accessible online for all Met students via ParentPlus Portal accounts. It is the parent’s responsibility to print a hard copy of the student’s report card. The School WILL NOT provide hard copies of report cards requested by parents over the course of the year.

Final Report Cards will only be printed and delivered to Parents at the end of the academic year. Report Cards will not be issued nor accessed online until all outstanding debts are cleared and library books returned. The school has the right to revoke Parent Plus Portal Rediker access until all outstanding debts are cleared and library books returned.

Please see below illustrations to guide you on how to access your child’s online report card.

**Option 1: Through the Website:** [https://www.plusportals.com/metropolitanschool](https://www.plusportals.com/metropolitanschool)

- Sign in with your email and password.
- Select your child and click on more.
- Choose Report Card ---- Print Preview——and select include narratives , this will show up a soft copy of the Report Card. By clicking Print you will be able to have a hard copy.

- Open the App and login with your email and password after choosing METROPOLITAN SCHOOL.
- Select the Main Menu and choose Progress.
- The child progress will appear, select More as in figure 3 and choose Report Card.
- Now you can find all class grades, narratives and comments.

HOMEWORK POLICY

Homework is proven to help students develop skills and acquire knowledge. Parents must refrain from doing homework assignments for their children. Yet, they should also realize that they have a responsibility to assist their children by providing time and an appropriate place to study and concentrate. Homework should not exceed 30 minutes combined at home. Incomplete homework assignments will adversely affect the student's grades.
ASSESSMENT TOOLS

Measures of Academic Progress (MAP) are assessments that provide essential information about a student’s continuum of learning and growth.

MAP exams are multiple choice computerized tests that are adaptive and offered in Reading, Language Usage, Mathematics and Science. When taking a MAP test, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student’s achievement level.

MAP helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth. Students will be tested in reading, language arts, math and science. The test is untimed but a typical student completes in under 60 minutes. It is mandatory that all students are present for MAP testing.

What are NWEA (Northwest Evaluation Association) assessments used for? MAP assessments are used to measure your student’s progress or growth in school. You may have a chart in your home on which you mark your child’s height at certain times, such as on his or her birthday. This is a growth chart. It shows how much he or she has grown from one year to the next. MAP assessments do the same sort of thing, except they measure your child’s growth in mathematics, reading, language usage, and science skills. The scale used to measure your child’s progress is called the RIT scale (Rasch unit). The RIT scale is an equal-interval scale much like feet and inches on a yardstick. It is used to chart your child’s academic growth from year to year.

- Who will be tested? The test ranges from grades 1-6. This means that students in grades 1-6 will be tested.
- When will the test take place? The test will take place in the spring and the fall.
- Does my child need to study for this test? The test is based on skills and knowledge of the particular grade level that s/he is at. Therefore, you cannot help your child study.
- Will my child fail or be promoted to another grade level? No, as it is a tool to identify strengths and opportunities and focus instruction on the areas of greatest need.
- Do all students in the same grade take the same test? No. MAP assessments are designed to target a student’s academic performance in Reading, Language Usage, Mathematics and Science. These tests are tailored to an individual’s current achievement level. This gives each student a fair opportunity to show what he or she knows and can do. If a school uses MAP assessments, the computer adjusts the difficulty of the questions so that each student takes a unique test.
- How do teachers use the test scores? MAP tests are important to teachers because they keep track of progress and growth in basic skills. They let teachers know where a student’s strengths are and if help is needed in any specific areas. Teachers use this information to help them guide instruction in the classroom.
FEEDBACK AND CONCERNS POLICY

Many worries or concerns can be managed without the need for formal procedures, providing that the concern is taken seriously and addressed at an early stage. In many cases, the homeroom teacher will receive the first approach and the issue is resolved immediately. However, formal procedures will need to be invoked when initial attempts to resolve the issue remain unsuccessful and the person raising the concern remains dissatisfied and wishes to take the matter further.

General Feedback Procedure
It is inevitable in any institution that there are occasions when parents or other stakeholders are dissatisfied with the service provided. This Policy advises all persons on how to direct a concern and the potential escalation procedures around this.

It’s important for us to understand what our parents and visitors perceive as our strengths and likewise what recommendations for improvement to our service they would like to see take place. This can be achieved in the following ways:

- Email or verbal conversation with our Parent Relations Executive.
- Email or verbal conversation with the relevant class or departmental representative.
- Feedback via the generic school email address found on our website.

When it is felt that an issue is more pressing than simple feedback and an informal or formal concern is deemed necessary, then the Concerns Procedure outlined below should be followed.

Academic Concern Procedure
As an educational establishment, there are different categories of service which may warrant concerns, for example where feedback has failed to improve the service or expectation. To ensure that the right person deals with the right concern, it is important to outline the different categories as per the list below.

Concerns can be received formally in writing/email addressed to the relevant person. If a parent/guardian wishes to meet any team member based on the below stage level of escalation, then an email to be communicated to that person to schedule an appointment to discuss the concern.

All concerns should be dealt with within 2-7 working days. Where a concern is considered more complex and requires additional time for investigation, the lead investigator should inform the complainant in writing (either via email or letter) with a realistic timeline.

The below outlines the different escalation process when a parent reports:

A Students Learning and Teaching Concern:
- Stage 1 - Initial concern directed to the Homeroom Teacher to be resolved and feedback provided.
- Stage 2 - Initial concern directed to the Grade Level Coordinator to be resolved and feedback provided.
- Stage 3 - Forwarded to the Vice Principal for investigation and feedback.
- Stage 4 - Forwarded to the Principal for investigation and feedback.
- Stage 5 - Forwarded to the Executive Director for final resolution.

Student Behavior, Repetitive Misbehavior, Emotional Wellbeing or Support:
- Stage 1 - Initial concern directed to the Homeroom Teacher to be resolved and feedback provided.
- Please see Discipline Policy in the handbook for more details.

A Member of the Academic Team
- Stage 1 - Initial concern directed to the Parent Relations Executive (PRE).
- Stage 2 - Forwarded to the Principal for investigation, feedback and final resolution.

A Member of the Admin Team
- Stage 1 - Initial concern directed to the Parent Relations Executive (PRE).
- Stage 2 - Forwarded to the Chief Operations Officer (COO) for investigation, and feedback.
- Stage 3 - Forwarded to the Executive Director for final resolution.

Operations & Facilities
- Stage 1 - Initial concern directed to the Parent Relations Executive (PRE) to be resolved and feedback provided.
- Stage 2 - Forwarded to the Chief Operations Officer (COO) for investigation, feedback and final resolution.

Transportation/Student
- Stage 1 - Initial concern directed to the Transportation Manager to be resolved and feedback provided.
- Stage 2 - Forwarded to the Chief Operations Officer (COO) to be resolved and feedback provided.
- Stage 3 - Forwarded to the Principal for final resolution.
ACADEMIC INTEGRITY

Met will make every effort to ensure that academic honesty and integrity will be maintained.

Definitions

The following kinds of academic dishonesty and their definitions are not intended to be exhaustive, rather they are examples of inappropriate academic behavior.

- **Plagiarism** includes taking words, data, ideas, and others’ statements, without proper acknowledgment, and presenting them as one’s own.
- **Cheating** includes the use of improper means to gain credit or advantage. Forms of cheating include improper possession of unauthorized aids in an academic exercise or examination, the fabrication or falsification of data, the submission of the same work for credit in more than one course without permission, looking at another student’s work during an examination, or copying another student’s work for an assignment.
- **Collusion/Facilitating Academic Dishonesty** is assisting or attempting to assist another student in an act of academic dishonesty. This can include permitting another student to look at one's own work during an exam or in an assignment where collaboration is not allowed, providing information or material to another student for the purpose of academic gain, or if a parent completes assignments or homework on behalf of the child.
- **False accusation** is when a student falsely accuses another student of other forms of academic dishonesty.

A student is responsible for the academic integrity of work submitted. Ignorance of academic integrity standards will not be considered a valid excuse or defense. If a student is ever in doubt about a potential issue of academic integrity, the student should consult with his or her teachers.

Reporting Academic Dishonesty

All cases of suspected academic dishonesty must be reported to the principal. Additionally, cases of confirmed academic dishonesty should be reported to the parent or guardian of the offending student. A record of confirmed academic dishonesty shall remain in the student’s file for one year. Should a repeat offense occur within the one year, the original offense and subsequent offense shall remain on record for an additional two years.

Penalties

When a student engages in academic dishonesty, including cheating, plagiarism, or collusion he or she is in violation of Met rules. Consequences will apply.

ACADEMIC INTERVENTION POLICY

Met has established Academic Intervention standards to ensure that we can meet the educational needs of our students and to ensure that students and families are taking seriously the education that Met provides.

Student acceptance to Met is based on the assumption that programs being offered meet the needs of the student. When, in the judgment of the principal in consultation with the teaching staff, the school’s current programs and personnel resources do not adequately meet the needs of a student, the school must assess its ability to accommodate and meet the needs manifested. Efforts will be made to partner with parents to provide support systems in order to facilitate student success. These supports can include, but are not limited to, testing, tutoring, specific study times, additional assistance, provision of supplemental resources, access to online grades, the repetition of a full school year, and ongoing communication with the teacher and administration. If supports are not successful, a student may be placed on Academic Intervention where supports will continue.

The objectives of Academic Intervention are:

- to help students work towards achieving their potential
- to help students develop appropriate behavior, socialization and study patterns
- to identify if the student’s learning and behavioral needs can be met by Met
- to monitor students if there are doubts about their ability to cope in the next year
Students are also expected to maintain academic progress towards goals designed. In cases where students are not maintaining sufficient progress toward this goal, parents will be engaged in a conference to determine the best course of action. If the principal, after consultation with the teaching staff and the parents, determines Intervention is necessary, written and verbal evidence supporting a case for Academic Intervention will be gathered.

This should clearly demonstrate one or more of the following:

- Consistent underachievement
- Repeated disruptive behavior
- Significant and repeated failure to complete work and meet deadlines
- Educational needs which the school is not able to meet satisfactorily
- Written communication will delineate the reasons for the Academic Intervention placement and will clearly state student goals.

The student will have one quarter to show marked improvement. During this time, the principal and teaching staff will put the aforementioned support systems in place. After one quarter, if, in the judgment of the principal in consultation with the teaching staff, the school’s personnel, resources, programs and other support systems do not adequately meet the needs of a student, the director will notify parents of a termination of enrollment. Upon termination of enrollment, parents will be notified of their right to appeal the decision and may appeal to the Met Board in writing within one week of notification.

**RETENTION POLICY**

Research shows that, for the vast majority of students, transition to the next grade with ongoing appropriate support and educational planning is preferable to grade retention. Studies show that students who repeat a grade are consistently at a greater disadvantage in terms of their personal adjustment than those who are promoted with their peers. In addition, after repeating a grade, a student’s achievement tends to lag behind that of his or her peers. Retention also greatly increases the likelihood that students eventually will drop out of school. As a result, great care should be taken when making the decision to retain a student. If a student is retained, it is important to ensure that ongoing appropriate support is in place.

Using appropriate documentation, school staff, including administrators, classroom teachers, guidance counsellors, and grade level coordinators, must be involved in ongoing consultation with the student and the parents so that appropriate goals and timelines are clearly identified.

As soon as it appears that a student is not meeting curriculum expectations in any grade, early and ongoing consultation with the student and parent should occur and appropriate remediation efforts should take place.

**Grades 1-6 Program Interventions:**

A student may be retained only after all alternatives are exhausted and only in exceptional circumstances. The decision to retain a student does not mean that the student will repeat the entire program. The student must be provided with learning opportunities that will move the student from their current level of achievement of curriculum expectations.

If a student is retained, it is important to ensure that ongoing appropriate support is in place. The student needs specific program support to develop the knowledge and skills required for success in the next grade. Specifics could include:

- learning strategies
- literacy
- numeracy
- social/personal skills

A specific remediation program must be identified in writing and approved by the school Principal for these students to ensure that they receive the necessary intervention and support strategies.
Retention Criteria:

A. There is a significant gap between a student’s level of achievement and the grade expectations, particularly in the core subjects.
B. Said gaps cannot be appropriately remediated through the development and implementation of a collaborative student specific remediation plan.

Retention Procedures:

Students not identified as possible candidates for retention before January 15th cannot be retained without mutual consent between the school and the family.

A student may be retained only if it is likely to benefit the student and only after all alternatives are exhausted. As soon as it appears that a student is not meeting curriculum expectations in any grade, early and ongoing consultation with the parent, and with the student, where appropriate, should occur and the necessary remediation should take place.

In exceptional circumstances where students do not meet program expectations, they may be retained for an additional year, if it is deemed to be of benefit to them. Retention occurs only after all alternatives have been explored and all the appropriate supports have been provided.

Roles and Responsibilities

Principal:

1. Supervises the Retention process in cooperation with classroom teachers, students, parents, guidance counsellors, and ensures staff in-service and awareness.
2. Ensures a student specific plan with targets and timelines is developed and followed.
3. Make final recommendation to school Director.
4. Ensures that all efforts have been made to prevent the retention of any student.

Director:

1. Ensures that all efforts have been made to prevent the retention of any student.
2. Approves/Signs the Recommendation to Retain a Student and presents said case to Chairman/Board.

Guidance Department:

1. Coordinates the retention process
2. Coordinates and monitors student specific remediation plan aimed at preventing student retention
3. Monitors process and ensures all deadlines are met.
4. Informs Principal as to progress monitoring bi-weekly
5. Makes recommendation(s) to school regarding student retention

Parent:

1. Meets with teacher and/or Guidance contact to be updated on student’s progress;
2. Attends all meetings at the school at which time the procedures for promotion, transfer and retention are outlined;
3. Participates in the development and coordination of the remediation plan aimed at preventing retention.
4. Signs the retention form if student is to be retained.

Teacher:

1. Identifies students at risk as soon as possible but before 15th of January, reports all concerns and implements high yield strategies and tracks effectiveness of same at the first sign of difficulty.
2. Involves student in process as developmentally appropriate;
3. Informs Grade Level Coordinator and guidance department of concerns;
4. Adapts program to meet needs; and implements remediation
5. Consults with parents on an ongoing basis; and
6. Consults with school team.
The Retention Conditions Pertaining to the Ministry of Education of Egypt:

1. Retention is only applicable from G3
2. If a learner fails any of the MOE subjects in Grade 1 and/or Grade 2, he/she will automatically be promoted to the next Grade and can’t be retained as per the MOE.
3. From Grade 3 onwards the learners could be retained if a student fails one of the following subjects (Arabic, Religion and Arabic Social Studies)
4. The specific learner will be allowed to repeat the exam and if the learner fails again he/she have to be retained
5. If a learner fails one of the American Curriculum subjects, he/she is eligible to repeat the exam and if failed again he/she has to repeat the year
6. However, this clause is subject to the rules of the accreditation donor (if they allow retention in case of failure.) For example, if a parent escalated a complaint to the MOE, they will be advised to revise the accreditation donor.

DISCIPLINE POLICY

Metropolitan School Definition for Discipline

At Metropolitan School, discipline is the process of teaching constructive procedures to guide us in making choices, taking responsibility and practicing self-management. Through discipline we are able to uphold the pillars of our community and inspire a generation of engaged thinkers, ethical citizens and global entrepreneurs.

Goals of the Disciplinary Process

The discipline process must be educational. We understand students of all ages test the limits of their environments, and our goal is to help them learn from mistakes. We aim to deal justly with students and support the majority who act within the spirit of the Metropolitan “Character Traits”. We value honesty and an ability to accept responsibility, and this is reflected in the discipline policy.

Student-Centered Interventions

When handling discipline, we work to balance what is best for the individual with what is best for the community. As an institution focused on leadership skills and character building, we address minor and serious violations on a case-by-case basis and in accordance with Egyptian law.

Students or parent/guardian, may encounter the following interventions:

- Incident reports are used as a starting point for dialogue with students when they have violated school guidelines, in both minor and serious situations. Our goal in using this sheet is to help the student understand why the behavior in question was problematic and reflect on ways to avoid repeating detracting behaviors in the future.
- Success planners may be used to help students to target specific areas of improvement or behaviors on a weekly basis.
- Good Citizen (Value) contracts are used in situations where it is essential that a student (and/or parents) formally agree to follow our guidelines in the future, particularly in serious situations or after repeated concerning behaviors.

Members of the School Discipline Committee:

1. **Head of Committee**: The school Principal.
2. **Deputy**: Dean of Students
3. **Member**: Vice Principal/s
4. **Member**: Grade Level Coordinator
5. **Member**: Teacher Representative
6. **Member**: Guidance Counselor

The Counselor is in charge of the Committees’ confidential records.
The School’s Discipline Committee shall be responsible for:

1. Meeting bi-weekly (or more frequently as needed) and reviewing school-wide collective disciplinary infractions.
   a. Preparing report to present to principal on trends and special cases.
2. Making recommendations as appropriate to address concerns.
3. Preparing written summary to be presented to the faculty on school-wide behavior trends (to be approved by principal in advance).
4. Providing support for individual student behavior plans as needed.

Metropolitan School Classroom Behavioral Procedures

Staff encourage and assist students in maintaining positive behavior. Most detracting behavior is able to be resolved within the context of the classroom. By providing immediate feedback and appropriate redirection to students, a teacher can modify behavior and provide positive reinforcement for expected behaviors. Teachers will assign in-classroom consequences that are fair and encourage students to improve. If a student consistently makes counterproductive choices despite the teacher’s intervention, or when an infraction is serious, further action may be taken by the administration.

Before Office Discipline Referral for Level 1 or 2 Infraction

1. Parents/guardians and students must know teacher expectations and procedures.
2. Parents/guardians and students must know the classroom teacher’s discipline plans and procedures.
3. Teachers must document unacceptable behaviors and implemented consequences, trying several strategies/interventions to prevent the inappropriate behavior. Parent contact must be made before an office referral is made.

The following website can be used for initial inventions before escalating the infraction:
http://www.interventioncentral.org/behavioral-intervention-modification

Metropolitan School reserves the right to include any disciplinary action on Rediker or in the student’s file.

Infraction / Consequence Schedule:

Discipline shall be maintained at Met in order to provide an environment conducive to quality based education and in order to maintain safety. It is the desire of Met to create a safe environment where all students may thrive. When a student’s behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to comply with these standards.

Students with medical conditions affecting their behavior are expected to align their attitudes and behavior to school wide expectations.

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<tr>
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<tbody>
<tr>
<td>Level 1</td>
<td>1) <strong>Student failing to do assigned school work</strong></td>
<td>1) Guidance and direction by the teacher.</td>
<td>1) Calling the parent/guardian to inform them of expectations.</td>
<td>1) Reducing student behavioral grades.</td>
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<td>• Failure to complete homework.</td>
<td>2) Conduct a meeting with student, teacher and the student guardian.</td>
<td>2) Value contract agreement</td>
<td>2) Temporary denial of school activities with parental notification (Including CCA)</td>
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<td>• Failure to bring school supplies to class (school books, and related activity tools).</td>
<td>3) Submit incident report.</td>
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<td>• Not following directions.</td>
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| **Level 1**       | 2) Student not complying with school uniform - or general appearance appropriate to school environment | 1) Meeting the student and teacher to identifying the reasons for non-compliance with the school uniform. | 1) Transferring the case to the Dean of Students.                          | Transferring the cases to school discipline committee to take one of the following procedures/steps:  
|                   |                                                                           |                                                                          | 2) Value contract agreement.                                               | 1) Warning the student of dismissal and notifying the guardian  
|                   |                                                                           |                                                                          |                                                                          | 2) Dismissing the student for a period not exceeding three days  
|                   |                                                                           |                                                                          |                                                                          |                                                                                                                                 |
| **Level 1**       | 3) Harming school environment                                                                                           | 1) Meeting between the student and teacher to guide/warning him not to infringe, and to address the problem. | 1) Transferring the problem to the Dean of Students to study the causes of the problem and develop mechanisms to address it, | 1) Taking a written pledge from the student and his guardian not to repeat the infringement.  
|                   | Examples: Throwing garbage, paper and poor hygiene/not taking care of hygiene |                                                                          | 2) Temporary denial of school activities (Including CCA).                    | 2) Engage the student in some activities that contribute to modifying/adjusting his behavior.                                           |
| **Level 2**       | 1) Truancy from school                                                                                               | 1) Meeting between the Student and Teacher to study the reasons for and effects of the infringement. | 1) Referral to the Dean of Students (DOS) who will warn the student and notify their parent/guard. DOS will also record this in the student’s records. | Transferring the student to school discipline committee to take the following procedures/steps:  
|                   |                                                                           | 2) Submit incident report                                                                 | 2) Temporary denial of school activities (Including CCA).                    | 1) First dismissal notice/warning to the student and notifying his guardian  
|                   |                                                                           |                                                                          |                                                                          | 2) Second dismissal notice/warning to the student and notifying his guardian  
|                   |                                                                           |                                                                          |                                                                          | 3) Reducing the behavioral grade of the student in a rate not exceeding 15%  
|                   |                                                                           |                                                                          |                                                                          | 4) Dismissing the student for a period not exceeding 15 days. 
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| **Level 2**       | **2) Sabotage: destroying school property by**  
  - Writing on the walls/desks  
  - Ripping. boards/portraits/paintings  
  - Breaking windows, doors, chairs and equipment etc.  
  - Generalized vandalism. | **1) Calling the student's guardian and request reimbursement for the repair or replacement for the damaged items.**  
**2) In case of non-compliance, legal action will be taken to collect any damages** | **1) The Dean of Students will perform remedial / corrective activities with the saboteur.** | **1) Transferring the student to the School Discipline Committee to consider his dismissal for a period not exceeding one week** |
| **Level 2**       | **3) Misuse of devices that impede school work in accordance with the classroom management system such as:**  
  - Mobile phones  
  - Personal devices  
  - School computers  
  - Cameras  
  - Electronic Games  
  - Others | **1) Confiscating the item until the end of the school day.**  
**2) Confiscating the item and contacting the guardian to collect the device in person.**  
**3) Submit incident report.** | **1) Confiscating the device to the end of the school quarter.**  
**2) Depriving the student of the behavioral grade by a percentage not exceeding 10%.** | **1) Transferring the student to the School Discipline Committee to consider his dismissal for a period not exceeding three days** |
| **Level 3**       | **1) Aggressive behavior against students.**  
Examples:  
- Bullying (including cyberbullying)  
- Hitting/Fighting  
- Ethnic Slurs  
- Obscene gestures  
- Inappropriate touching  
- Physical/Verbal assault  
- Threatening bodily harm | **1) Direction and guidance from the teacher and or the Dean of Students** | **1) Referral to Counselor.**  
**2) Calling the student's guardian for a conference to set up an action plan.** | **1) Transferring the student to the School Discipline Committee to consider his dismissal for a period not exceeding 15 days.** |
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| Level 3          | 2) Theft | 1) Teacher and Dean of Students to meet and discuss with the student the underlying reason for the infringement. This must result in the return of the items concerned.  
2) Submit incident report | 1) Dean of Student will call the guardian and taking the necessary action, including but not limited to Parent/School conference. | 1) Transferring the student to the School Discipline Committee to consider his dismissal for a period not exceeding 15 days. |
| Level 3          | 3) Behaving offensively towards school staff | 1) Guidance and direction from the observing teacher and/or the Dean of Students to seek an apology.  
2) Dean of Students to notify the parent/guardian and request parent conference. | 1) Reducing the behavioral grade of the student by 20%. | 1) Referral to the School Discipline Committee to consider dismissing the student for a period not exceeding 15 days. |
| Level 3          | 4) Violence/aggressive behavior (from student or parent) against school personnel including cyber bullying. | 1) Instant referral to School Discipline Committee which can lead to the dismissal of the student for a period of up to two weeks.  
In the event of a parent/guardian being the aggressor, they will be forbidden from entering the school premises for the remainder of the school year and legal action will be taken. | 1) If this behavior is repeated by the student they can be subject to dismissal for the remaining quarter. | 1) Taking legal actions against the aggressor |
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| **Level 3**      | **5) Self harm by:**  
- Smoking  
- Tattoos  
- Carrying or consuming drugs and other substances | **1)** The Dean of Students to study the case and develop a remedial program in cooperation with the Counselor.  
**2)** Calling the Guardian and notifying them of the infraction and take a written pledge from the student not to repeat the action. | Referral to the school discipline committee to take one of the following step:  
**1)** Dismissing the student for a period of 2 days.  
**2)** Dismissing the student for a period of 2 days  
**3)** Dismissing the student for a period more than 2 days up to one week  
**4)** Dismissing the student for a period of one to two weeks | NA       |

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| **Level 3**      | **6) Infringement/violation of national sovereignty by:**  
- Doing anything that is insulting to the country.  
- Incitement against the country. | **1)** Awareness, guidance and counseling by the Dean of Students/Counselor under the guidance of the Parent Relations Executive.  
**2)** Dean of Student will work with the student on the Met Core Values. | **1)** Involving the student in the appropriate activities for his proper age to develop loyalty and belonging.  
**2)** Notifying the student’s guardian. | **1)** If this is repeated, the student is transferred to the School Discipline Committee to take what it deems appropriate to develop loyalty and belonging |         |

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| **Level 3**      | **7) Inappropriate moral behavior by:**  
Examples:  
- Using offensive words and/or gestures.  
- Threatening bodily harm. | **1)** Direction and guidance by the Dean of Students.  
Including r-emphasis on the Met Pillars.  
**2)** The Dean of Students/Counselor to study the case and development a remedial program appropriate to their age. | **1)** Calling the Guardian and notifying them of the action.  
**2)** Temporarily depriving/denying the student of some school activities including CCA. | NA       |
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| Level 3          | 8) Inappropriate items in school:  
- Weapons  
- Weapon like toys  
- Lighters or other items that cause fire etc.  
- Dangerous instrument | 1) Dean of Students/Teacher to confiscate the item immediately, not to be returned. Guardian will be notified.  
2) Dean of Student will investigate the severity and reasons behind the incident. | 1) Transferring the School Discipline Committee to consider dismissing the student for a period of up to one week.  
2) School Discipline Committee to consider dismissing the student for a period of up to 15 days.  
3) School Discipline Committee to consider dismissing the student for the remainder of the school quarter/year. | NA |

**Specialist Classes**

Specialist teachers (Art, P.E. Music, French etc.) will follow the same level system of behaviors as the homeroom teacher. The specialist teacher will report behavior problems to the classroom teacher by sending the classroom teacher an email or logging issues.

**Note on Counseling**

Please note that our counselor is not responsible for discipline. All students sent to the administrative office for discipline issues will be referred to the Dean of Students or Vice Principal.

**Standard Behavior Expectations**

This is an outline of basic expectations for student behavior at Metropolitan School. All students at Met are expected to follow this behavior standards. This is to ensure that students are held to a basic standard of behavior no matter where they are in the school. There must be consistency in all areas of school, even in the absence of the classroom teacher, for behavior management to be fair and effective. It is important to remember that this is only a baseline – classroom teachers still have the agency to determine their individual classroom management systems beyond these expectations.

**Recess Rules**

The recess rules are listed below:

- Be polite and safety conscious.
- Use equipment properly.
- Keep shoes on during recess.
- Stay off fences, walls, and out of trees.
- Stay within the designated play areas.
- Watch out for slippery grass and wet equipment.
- No hardballs (leather or rubber-coated) allowed at school.
- No tackle football on campus.
- Keep the school campus neat and clean.
- Eat snacks in appropriate areas.
- Put trash into trash container.
- Students must report to the School Office if balls go off campus; they must not attempt to retrieve them.
Playground/Met Area

- Hitting/kicking/biting of any kind is not allowed. This includes any type of “play-fighting.”
- Playground structures are for everybody. They are to be shared by all.
- Slides are for one person at a time, going down only.

Moving within the school

- Students walk in the same place in line (e.g. no skipping places in line)
- Students move in a single straight line or 2 rows.
- Students hold the rails when moving up/down stairs.
- Students remain quiet so as not to disturb other classes.

Assemblies & whole school events

- Students sit or stand (depending on event) with their class.
- Students remain quiet and show respect to presenters.

Please encourage your child to report bullying to their teacher or principal. Please do not hesitate to call the school if you have any concerns.

CHILD PROTECTION POLICY

1. **Purpose**
Metropolitan School is committed to providing a safe environment for all children entrusted to its care. In a world where sexual and physical abuse of children is a sad reality, we are taking steps to assure that children are safe from such abuse. The primary goal of this policy is to reduce the risk of harm to children.

2. **Definitions**
Met recognizes that cultures and social contexts differ in their perspectives on what is considered to be abuse. Met defines abuse as follows below:

**Physical Abuse:** Violent act(s) intended to cause or likely to cause physical injury including but not limited to burns, bites, bruises, lacerations, bone fractures or head injuries.

**Emotional Abuse:** Chronic mental or emotional anguish or pain caused by humiliation, rejection, verbal abuse or isolation.

**Neglect:** Persistent neglect by the child’s care provider, with a failure to provide adequately for basic human needs - food, shelter, medical care and clothing. This includes failure to protect a child from any danger which may affect health and development.

If you have a concern, please contact the School’s Councilor or Doctor.
BRING YOUR OWN DEVICE (BYOD) POLICY

At Met, we have a vision for the integration of technology for the children at Met. We have the responsibility to fully prepare our children for the realities of the university and professional worlds into which they will move after Primary and Secondary education. As Parents, administrators and teachers, we recognize the importance of technology, now and in the future.

Indeed, the future is here, as forward thinking schools around the world have embraced the inclusion of technology as best practice in teaching and learning.

Metropolitan School is now moving to the next stage of BYOD implementation. Commencing September 2017, Met will allow students in KG2 and above to use their own devices in some lessons. We kindly ask students not to bring a device to school until their teacher asks for that to happen.

Wireless access is now available to students to enhance their learning experiences. Permission to bring and use personal devices is contingent upon adherence to Metropolitan guidelines.

Definition of Personal Device

For purposes of BYOD, a personal electronic device (PED) is a privately owned wireless and/or portable electronic hand-held device/equipment. This includes, laptop and/or portable internet devices (iPad, Kindle, Tablet PC, or Android Tabs). Smart phone technologies (such as iPhone, Blackberry, Android) are prohibited devices at Met. (Please see PED Policy below).

Student Conditions of Use:

- All students may use a personal electronic device (PED) on the Metropolitan School network by completing and submitting the BYOD Policy agreement available with the homeroom teachers on Orientation Day.
- The use of PEDs is solely limited to supporting and enhancing teaching and learning. They are to be used with the guidance of teachers, in and around the classrooms. PEDs should not be used for non-educational purposes in lessons unless the teacher gives the student permission to do so.
- The use of personal electronic devices (PED) shall not be a distraction to learning.
- Connecting a personal electronic device to the Metropolitan School network may not always be successful. It is not a guaranteed service/connection.
- Students may not record images (still or moving) of other students or members of staff.
- Students should be aware that staff will be able to ask a student if they can view the contents of their personal electronic device if there is reasonable suspicion that the student has violated the BYOD policy agreement, school rules or is engaged in any other misconduct when using the device in school. If such request is made, students will be required to provide the necessary password/security to enter said device.
- Students may not use a privately owned personal electronic device in lessons unless they have submitted a signed copy of this document to their teacher in advance.
- PEDs are not allowed during lunch and recess times.
- The teacher may request, at any time that PEDs be turned off in the classroom or outside. Failure to do so may result in revocation of access to the network.
- Sound should be muted on all PEDs during lessons unless the teacher authorizes the use of sound.
- No student shall use another student’s network login details and password.
- Students must take full responsibility for their PEDs at all times.
- Metropolitan School will not provide a repair service or software installation to any PED.
- This policy is in addition to any other technology-related policies and agreements that are already in existence (or which may exist in the future).
- Students will only be provided one network login, in the event their PED has been changed, please inform the homeroom teacher. Please limit the change of PED’s during the academic year.

Lost or stolen devices

Each user is entirely responsible for his/her own Personal Electronic Device. The device should be treated responsibly and used with care.

Metropolitan School will accept no responsibility for PEDs that are damaged, lost, stolen, or which have data infected/corrupted. Teachers will help students identify how to keep personal electronic devices secure, but students have the final responsibility for securing their devices.
MEDICAL OVERVIEW

Communicable Diseases
The health of every child at Met is important and, thus, all measures should be taken to ensure the well-being of the student body through limiting the spreading of sickness.

Students who exhibit signs of sickness will be sent to the school clinic for evaluation. Parents will be advised of the situation and if necessary asked to collect the student. Examples of sickness which the school requests parental discretion can be found in the exclusion policy.

Emergencies
Met has a plan in place for emergency situations. In an emergency, every effort will be made to contact parents as soon as it is appropriate to do so. In case of emergency, and if the parents/guardians are not reachable, the school will take action in transporting the student to a nearby hospital. The School will settle any immediate payments required in case of emergency and will claim the money from the guardian at a later stage.

Medical Treatment and Medications
Metropolitan School has employed a school doctor. There is a fully equipped clinic for students who are ill or injured. The doctor along with the principal will determine whether students should return to class or be sent home. If a student is to be sent home, parents will be contacted. The doctor may issue medicine on an emergency basis once parents have been contacted and have given approval.

Parents should advise the doctor if a student is on daily medication. Medication can be dispensed at the school’s clinic with written parental permission. All medications needs to be given to the School’s Doctor.

In order to give medication to your child in school, please send an email to the following:

School Clinic: clinic@metropolitanschooleg.com
Principal’s Office: principaloffice@metropolitanschooleg.com
Homeroom Teacher: Homeroom Teacher’s email available on website

Please include in your email the following information:

✓ Student’s full name, grade level, and homeroom
✓ Name of the medication
✓ Dosage of the medication
✓ Time(s) to be taken
✓ Diagnosis or reason for medication
✓ Possible medication side effects
✓ Emergency procedure in case of serious side effects
✓ Expiration date of the medication.

Immunizations
Before entering Met, students must provide pertinent immunization records as part of the application process as well as fill the School’s Medical Form.

Check Up plan
Full general checkup will be conducted each quarter (4 times a year).
GENERAL SCHOOL POLICIES

Lost and Found
Students are responsible for all personal items brought to school. All student belongings should be labeled with the student’s name. Metropolitan School does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If you have lost an item, check at the Front Desk in lost and found. If an item has been stolen, please contact the security officer or the school resource officer or other designated official. If you lose or find articles of clothing, purses, wallets, stationary etc. please check in the Front Desk for the location of the lost and found. Items left in the lost and found will be donated to charitable organizations one week after each quarter.

Library
- Students will have the opportunity to borrow and read books that are assigned in the library and the librarian will teach them library skills.
- Students are allowed to take home one book per week (with some exceptions such as book club members). They must return their Library book in order to take out a new book the following week. Book checkout can be done during scheduled Library class or Open Library Hours. Books should be returned within two weeks of original checkout, as stated on the checkout receipt. Metropolitan Library does not charge late fines, but when a book is excessively overdue parents will receive notification. The patron’s checkout privileges will be suspended until the book is returned.
- If a patron loses their Library book they will be charged a fine of 100 EGP for replacement and processing. The fee must be paid before they can take home a new book. Fines can be paid either directly to the Library during scheduled Library class or Open Library Hours, or paid to accounting. If paid at accounting please obtain a receipt to present to the Librarian in order to reinstate Library privileges.
- If book is found and returned before the end of the month in which the fine was collected full reimbursement is possible. If the book is found after the end of the month there will be no reimbursement.
- The patron will be billed for the cost of replacement of any severely damaged materials. If a student notices damage of any library item at the time of check out, it is their responsibility to bring it to the attention of the Librarian, who will make a note in the catalog to ensure they will not be charged for the damage upon return of the item.

For all KG students the above policies apply with one addition noted below:
- Library books are to be kept safely in their designated Library folder. This practice will aid in keeping the books in good condition.

Guided Reading Book Policy:
- Guided reading books are checked out directly to teachers. It is the teachers’ responsibility to keep track of which books are being used by each student in their class. In the case of a lost or damaged Guided Reading Book it is the student’s responsibility to pay the 100 EGP fine.

Class Distribution
Metropolitan School uses data from multiple sources to make critical decisions relative to student placements. We consider information on every student and make teacher placement and student placement based on what is best both academically and socially. Metropolitan School, reserves sole discretion in these matters in order to guarantee the quality of teaching and learning. We kindly ask parents/guardians to understand that we may not take parents requests into consideration and that the decision of distributing students among classes is solely done by the school management.
**Birthdays**
Each homeroom at Metropolitan School will hold a monthly birthday celebration for all students celebrating the occasion in class for that particular month following these guidelines:

**Early Childhood Birthdays**
- Group monthly celebration details as in date and time, will be communicated by the Homeroom teachers each month to the parents of students celebrating their birthdays of that particular month.
- Celebration will take place inside the classroom.
- Celebration will last for 10 minutes only.
- ONLY 2 parents/guardians per birthday child are allowed to attend the group celebration.
- Parents are allowed to bring ONLY cupcakes.
- Birthday Cakes are NOT allowed.
- Candies & Chips are NOT allowed.
- Toys, balloons & giveaways are NOT allowed.

**Grade 1 and up Birthdays:**
- Group monthly celebration details as in date and time, will be communicated by the Homeroom teachers each month to the parents of students celebrating their birthdays of that particular month.
- Celebration will take place 15 minutes prior to lunch time in the school’s cafeteria.
- ONLY 2 parents/guardians per birthday child are allowed to attend the group celebration.
- Parents are allowed to bring ONLY cupcakes.
- Birthday Cakes are NOT allowed.
- Candies & Chips are NOT allowed.
- Toys, balloons & giveaways are NOT allowed.

**Gifts**
Gifts are wonderful and are NOT mandatory. However, if a child would like to give a gift to a staff member please note that it should not be an extravagant gift. A box of chocolate, flowers, cards, candles and the like are appropriate. If a parent decided to give an extravagant gift, the school has no responsibility or liability over that decision.

**Toys**
No personal toys nor balls are allowed in school. If found, the toy/ball will be confiscated and handed to the Principal’s Office for Parents to claim. This is applicable for all grade levels including Pre-K students.

**Image Usage/ Media Release**
The school periodically takes photographs of the students in their daily routines and uses student images and names in various media (printed, photographic, social media, or video) to promote school activities and/or programs. Unless otherwise notified in writing a photo of a student in the context of school may be utilized by Met. Please sign the Photo Release Form available in the Parent’s handout during orientation day and return it to your homeroom teacher in case you are a new student joining Met.

**Evacuation Drills**
Met is required to hold regular fire and security drills to insure proper evacuation of the building in case of emergency. Use the exit route designated by the fire drill card in the room you are in at the time of the alarm. Students will be instructed when to return to class. Evacuations may be signaled by the fire alarm. Evacuation drills are a serious matter and should be conducted promptly and in all earnestness.

**Fires and Safety**
No person shall be allowed to possess or use flammable materials, matches, candles, cigarette lighters of any type of open flame in the school building except when using laboratory or domestic science equipment and under the immediate supervision and direction of an instructor. Such items as cigarette lighters, matches, or other flammables will be confiscated and returned only to parents. Students may be suspended/expelled for possession of these items.
TRANSPORTATION

Transportation and Regulations

Met offers bus transportation for students whose parents' contract for these services. Within certain restrictions, buses offer travel from door to door. Students who have not paid for the service are not eligible to ride the bus. School provided transportation is a privilege, not a right. Students are responsible for following and obeying the bus rules and regulations. In the event a student violates the established rules, s/he is subject to disciplinary action up to and including removal from Bus transportation. In such cases refund WILL NOT be issued

First Time: s/he will get a warning mail send to the parent
Second Time: s/he will get a warning and 2 days suspension from using the bus service
Third Time: s/he will get a warning and 4 days suspension from using the bus service
Fourth Time s/he will be suspended from the bus

If the bus driver is distracted by a student's behavior, he cannot pay strict attention to his driving and the road conditions. Bus rules also apply for field trips as well as for daily transportation. Please note that buses leave on time and one minute is considered tardy. There is a ONE minute wait time at the student's stop. If a student is not at his/her stop on the regulated time then the bus will leave. Buses will not return back to pick up a student. All students must ride their designated bus only.

The following rules must be followed:

✓ No student is allowed to go home on any other bus except their own designated bus. If a child will go home by car instead of bus, the Front Desk must be informed before 2.20 pm by a parental signed note or a parental email. If the above is not followed, the student will go home by bus.

✓ If any stakeholder breaks any school bus rule then the child will be prohibited from riding the school bus until the end of the school year and bus transportation fees will not be refundable. Informing the matron or the bus driver of any transportation changes will not be accepted or taken into consideration.

✓ Students must keep the bus clean at all times. All items not needed should be kept in their bag or thrown in the basket.

✓ Students may use their devices or cell phones on the bus rides to and from school.

✓ Students are not allowed to damage the bus. Students causing damage to the bus will pay the necessary fine and will be suspended from riding the bus. (The suspension time will be determined according to what the administration sees fit).

✓ Parents are required to inform the matron and the Front Desk if a student will be absent on a particular day.

✓ In case of change of residence, provision of transport service will be subject to the availability of seats on established routes.

✓ Children with contagious diseases are not permitted to travel on the bus.

✓ Children are not allowed to eat or drink on the bus

✓ Bus transportation fee is a two-way service only.

✓ Transportation Fees are non-refundable.

✓ To optimize transportation service, the school reserves the right to modify pick-up and drop off time at any time throughout the academic year. The parent will be informed beforehand about any modification.
WHO DO YOU SEE FOR WHAT AT METROPOLITAN SCHOOL?

(A note to display in your home)

Late to School/Tardy:
Starting 8:00 am. Student to report to the Front Desk to be admitted in class.

Reporting to school after an illness:
Send a medical note to clinic and contact clinic via: clinic@metropolitanschooleg.com

Absent/Planned & Excused Absence:
Email teacher and principal’s office via: principaloffice@metropolitanschooleg.com

General Inquiries:
Contact the Parent Relations Executive via pre@metropolitanschooleg.com

Academic Inquiries:
Contact your child’s teacher via messages through the ParentPlus Portal.

Payments in regards to cafeteria, school tuition fees and transportation fees:
Contact Accounts Department via: accounts@metropolitanschooleg.com

Pick the student early from the clinic after call from School Doctor:
Doctor completes an early dismissal exit slip. Parent to collect the student from the clinic along with the exit slip and signs out the student from the Front Desk. Parent to present the exit slip along with the student ID and Guardian Card to the gate security personnel upon departure from the school’s gate.

Pick the student early:
• Advance notice to be emailed solely to the Principal’s Office email address no later than 2:00 pm on the day: principaloffice@metropolitanschooleg.com. Email requests received after 2:00 pm will not be applied and without exception. Emails sent to any other emails in the school WILL NOT BE ATTENDED TO.
• The below mandatory information is requested in the email sent for an early dismissal.
  Students Full Name - Grade Level - Homeroom with the mention of the Student’s Bus No. or a Gate Student.
• Upon parents’ arrival, Parents are requested to wait in the waiting area for the matron to escort the child from class along with the exit slip. Upon student’s arrival, Parent to sign the student out at the Front Desk and present the exit slip along with the student ID and Guardian Card to the gate security personnel upon departure from the school’s gate.

Re-Registration/Sibling Admissions:
Contact Admissions Department via: admissions@metropolitanschooleg.com

Contact Information Updates:
Contact Admissions or PRE via: admissions@metropolitanschooleg.com / pre@metropolitanschooleg.com

Transportation:
Contact Transportation Department via: transportation@metropolitanschooleg.com

Co-Curricular Activities/After School Care (CCA/ASC):
Contact CCA Department via: CCA-ASC@metropolitanschooleg.com

Please follow feedback escalation process (P19). Your first point of contact is your homeroom teacher:

Curriculum Coordinator:
curriculumcoordinator@metropolitanschooleg.com

Dean Of Students:
deanofstudents@metropolitanschooleg.com

School Counselor:
counselor@metropolitanschooleg.com

Early Childhood Vice Principal:
Earlychildhoodvp@metropolitanschooleg.com

Elementary Vice Principal:
Elementaryvp@metropolitanschooleg.com

School Principal:
principal@metropolitanschooleg.com

Executive Director:
executivedirector@metropolitanschooleg.com
