HIGHLIGHTS ON SCHOOL RULES

2026 - 2027

Dear Parents and Students,

Kindly be informed that all students are expected to observe and comply with the following school rules and regulations throughout the academic year.

IMPORTANT REMINDER

Parents/Guardians and students are expected to read, understand, and comply with all school rules and regulations.

These rules are designed to ensure a safe, disciplined, respectful, and supportive learning environment for all students.

1. Positive Discipline & Safeguarding

- *We maintain a safe and respectful environment free from inappropriate discipline, in accordance with the "MOE Code of Discipline" and "Child Safeguarding laws and regulations".*



2. Attendance Policy

The academic year consists of 180 school days.

Grades 1–10

- Students must attend at least 171 out of 180 school days (95% attendance).
- Students who attend fewer than 171 school days will be required to attend a summer course.

Grades 11–12

- Students must attend at least 162 out of 180 school days (90% attendance).
- Students who attend fewer than 162 school days will be required to attend a summer course.



Absence & Medical Excuses

- For an excused absence, parents/guardians must submit a written excuse or medical report by email to: am-attendance@manaraschool.net
- When a student reaches their 10th day of absence, a formal attendance letter will be sent home with the student.
- Any medical report submitted more than 48 hours after the absence will NOT be considered and it has to be approved by the school doctor.
- When a student reaches their 20th day of absence, another formal attendance letter will be sent home with the student.
- Students with irregular attendance may also be required to:
  - Attend a summer course in the subject in which they achieved the lowest score.



Missed Classwork & Assignments

- An absent student is fully responsible for completing all missed assignments and classwork.
- Missed classwork carries a weight of 10 marks and must be completed upon the student's return to school.
- If a student plans to be absent for any reason, the school must receive written notice or send an email to am-attendance@manaraschool.net at least one day in advance.
- It is the student's responsibility to obtain and complete all work missed during their absence.

Classwork Rubric: (Total: 10 Marks)

- Attendance – 5 marks Per Week : Present and punctual.
  (If a student is absent, they receive zero in all components unless he completes the classwork tasks.)
- Participation – 3 marks
  (Actively engages in discussions and activities.)
- Textbooks and Tools – 2 marks.
  (Brings required books, notebooks, and materials.)
- Attitude Towards Learning – 2 marks
  (Demonstrates positive behavior, respect, and eagerness to learn.)
- Task Completion – 3 marks
  (Completes classwork accurately and on time. (individual or in group)



3. Late Arrival / Tardiness Policy

A. First, Second & Third Late Arrivals.

- Students other than KG students who arrive between 8:05 a.m. and 8:20 a.m. will be detained in the Social Worker's Office.
- They will be allowed to start school from the second session.



B. Fourth Late Arrival

- On the fourth late arrival, if the student arrives before the start of the second period, the student will not be allowed to attend school for one day.



C. Arrival After 8:20 AM.

- Students arriving after 8:20 a.m. will not be allowed to attend school for that day.
- They will be sent home with their parent/guardian or the person who escorted them to school.
- If the parent/guardian is not available to pick up the student, the student will remain in the Social Worker's Office until an authorized pick-up arrangement is made.



General Tardiness Rules

- Late arrivals are recorded in the daily Tardiness Log.
- Tardiness is monitored and counted on a monthly basis.
- Exception: Late arrivals due to genuine emergency circumstances, supported by appropriate documentation, may be excluded from the above procedures.



4.Permission to Leave School During School Hours

- Students will NOT be allowed to leave school during school hours, except in emergency situations.
- In case of an emergency, the parent/guardian must come to school in person to collect the student for a valid reason with evidence.



5.Mobile Phone, Smartwatch, and Laptop Policy

5.1 Mobile Phones

- The use of mobile phones is strictly forbidden from 07:45 a.m. to 2:35 p.m.
- In case of an emergency, students may use the school's office phones.
- If a student brings a mobile phone to school, it must remain completely switched off throughout the school day.
- The school is not responsible for any lost, damaged, or stolen personal electronic devices or belongings.
- Any breach of this rule will result in the confiscation of the mobile phone until the last day of the academic year.
- Taking photos or videos anywhere on the school premises is strictly prohibited.



5.2 Smartwatches

- Smartwatches are not allowed at school.



5.3 Laptops

- Students are fully responsible for their laptops, including their safe storage and condition.



6. School Dress Code

- All students are expected to attend school wearing the complete and proper school uniform.
- The P.E. uniform should only be worn on days when students have P.E. classes.
- Students who arrive wearing an incorrect uniform or inappropriate clothing will be required to change immediately to comply with the school dress code.
- No clothes changing is allowed during the school day, except in an emergency and under the supervision of the Social Worker.

Boys' Dress Code

The following are not permitted:

1. Dirty, stained, or ripped uniforms.
2. Any type of piercing.
3. Jewellery.
4. Extreme hairstyles, unnatural hair colors, or very long hair.
5. Tight-fitting or excessively baggy clothing.
6. Tattoos of any kind.



Footwear

Only the following footwear is permitted:

- Sports shoes. 

Not allowed:

1. Crocs and slippers are not allowed.
2. Sports shoes (in neon colors).



Girls' Dress Code

The following are not permitted:

1. Dirty, stained, or ripped uniforms.
2. Tight-fitting clothing.
3. Colorful headscarves.
   - Grades 1–5 ⏩ Beige or white headscarves.
   - Grades 6–11 ⏩ Gray or white headscarves.
   - Grade 12 ⏩ Headscarf color depends on the student's choice of senior uniform and must be approved by the school.
4. Multiple ear piercings or dangling earrings. One small stud earring per ear is permitted.
5. Any facial piercing.
6. Makeup or visible remains of makeup.
7. Nail polish.
8. Jewellery. Only a wristwatch is permitted.
9. Extreme hairstyles or unnatural hair colors.
10. Tattoos of any kind.
11. Untidy or unkempt hair. Hair must be neat, tidy, and well-groomed at all times.



7.Toys, Board Games & Balls

- All types of toys, board games, and balls are NOT allowed during regular school day.
- Any such items brought to school may be confiscated.



8. Missing Textbooks & Stationery

- Students who come without the required textbooks or stationery for the third time, parent teacher conference will be scheduled.



9. Recess & Food

- Students are allowed to eat or drink in the classroom only during the designated snack time, with the teacher's permission.
- Students are encouraged to bring healthy and nutritious food to school.
- Students must finish their food and drinks before the end of recess.
- Food and drinks should not be consumed in the classroom outside the designated snack time.
- For students in Grades 1–4, lunch boxes will be checked by the Social Worker to ensure that students are bringing appropriate and healthy food. We kindly advise AGAINST sending pocket money with students, as it may be used to purchase candy which may negatively affect their attitude, attention, and overall health.



10.School Bag & Personal Belongings

- Parents/Guardians are fully responsible for all items kept inside their child's school bag.
- We kindly ask parents/guardians to check the contents of the school bag daily and ensure that it contains only the necessary school supplies.
- Students should not bring unnecessary, valuable, or prohibited items to school.
- The school will not be responsible for lost or misplaced personal belongings.
- The Social Worker is permitted to check students' lockers when necessary, in accordance with the school's policies and procedures.



11. Weekly Online Quizzes & Assignments Protocol

11.1 Weekly Online Quizzes

- *Weekly online quizzes are open-book assessments designed to support the goals of formative assessment.*
- *Students are allowed three attempts for each quiz.*
- *The highest grade earned from the three attempts will be recorded.*
- *Students will receive feedback to help them identify areas for improvement.*
- *Requests to reopen a quiz after the two permitted attempts have been used will not be considered.*



11.2 Assignments

- *Assignments are designed to support learning, practice, and continuous improvement.*
- *Students will receive feedback on their submitted work on LMS or during class discussions.*
- *If an assignment is incomplete or contains errors, the student may be given extended time to correct and resubmit the work, as determined by the teacher.*
- *Students are expected to submit their own work.*
- *If a student copies a classmate's assignment, both assignments will be cancelled. Such cases may also be handled according to the school's academic integrity procedures.*



11.3 Personal Learning Device Policy

Laptops & Tablets - Grades 10 - 12

- ⭐ *Students in Grades 10–12 are permitted to bring a laptop or tablet to school when required for classwork, learning activities, or other academic purposes.*
- ⭐ *Personal devices may be used only with the teacher's permission and under the teacher's supervision.*
- ⭐ *Students must bring their devices fully charged and ready for use.*
- ⭐ *Devices must be used strictly for educational purposes during the school day.*
- ⭐ *Students are not permitted to use devices for gaming, social media, entertainment, photography, video recording, or any other non-academic activity during school hours.*
- ⭐ *Students must follow the teacher's instructions regarding when and where devices may be used.*
- ⭐ *Students are fully responsible for the security, care, and proper functioning of their personal devices.*
- ⭐ *Any misuse of a personal learning device may result in the confiscation of the device and/or appropriate disciplinary action in accordance with school rules.*
- ⭐ *Parents/Guardians are responsible for ensuring that the device brought to school is appropriate for educational use.*
- ⭐ *The school reserves the right to restrict or suspend the use of personal devices if their use interferes with learning, discipline, or the safe and respectful school environment.*

12.Artificial Intelligence (AI) Use Policy

- *Artificial Intelligence (AI) tools may be used only when explicitly permitted by the teacher.*
- *When AI use is permitted, students must use it as a learning and support tool, not as a replacement for their own thinking and work.*
- *Students remain fully responsible for the accuracy, quality, and originality of all work they submit.*
- *Submitting AI-generated work as the student's own work when AI use has not been authorized will be considered academic dishonesty.*
- *Students may be asked to explain, discuss, or demonstrate their understanding of any submitted work.*
- *Teachers may require students to identify or disclose the use of AI in an assignment or project.*
- *The school encourages the responsible and ethical use of technology to enhance learning, creativity, and problem-solving.*



13.Academic Integrity

- *Students are expected to demonstrate honesty, responsibility, and integrity in all academic work.*
- *Students must complete quizzes, assignments, projects, and assessments according to the instructions provided by their teachers.*
- *Copying, submitting another student's work, unauthorized collaboration, or using unauthorized assistance or technology may be considered academic dishonesty.*
- *Students are responsible for ensuring that all submitted work reflects their own learning and understanding.*
- *Consequences for academic dishonesty will be applied in accordance with the school's academic integrity procedures.*

14.Effective Channels of Communication

WhatsApp Groups

- Quick communication.
- Short announcements, reminders, urgent updates, and general information for each group.

Phone Calls – Same as WhatsApp Number

- Limited direct communication
- Personal or sensitive matters requiring a brief phone conversation, with calls handled by Social Workers when necessary.

Facebook page

- School community updates.
- Events, celebrations, announcements, achievements, and school news.6
- https://www.facebook.com/share/1EPTB8JpBj/

Instagram page

- Visual school updates.
- Photos, videos, activities, events, student achievements, and school highlights .
- https://www.instagram.com/manarat.maadi.american

Website

- Official information hub.
- School information, policies, calendars, announcements, academic information, and important resources.
- https://www.am.manaraschool.net

Email

- Formal communication.
- Official notices, detailed information, documents, individual follow-up, and matters requiring a written record .
- General Inquiries american@manaraschool.net

LMS – Parent Account

- Academic follow-up.
- Attendance, assignments, grades, academic progress, teacher feedback, and learning-related follow-up.

Home – School Communication Book

- Grades 1,2 & 3

IMPORTANT REMINDER

Parents/Guardians and students are expected to read, understand, and comply with all school rules and regulations.

These rules are designed to ensure a safe, disciplined, respectful, and supportive learning environment for all students.

Thank you for your cooperation and continued support.

Manarat El Maadi American Division

Academic Year 2026–2027