Dear parents, please be informed that all the following school regulations will be followed firmly during this academic year 2015/2016.
Vision

Our vision is to develop, through high quality education and a safe learning environment, young men and women with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs.

We stress the total development of each child: spiritual, moral, intellectual, social, emotional, and physical.

Mission

It is our school mission to:

1. Pursue continuous professional development for all school employees.
2. Discover talent and creativity in students and assist them reach their full potential.
3. Promote and instill in the student a commitment to principles and values.
4. Spread awareness concerning physical health through various physical activities.
5. Instill in the student the concept of community service through student participation in external community activities.
Disciplinary Procedures
School year 2015-2016

Due to the political events and outbreak of diseases in the past four years, the educational system has been negatively affected; thus, the school administration as well as the ministry of education has instilled new regulations to govern disciplinary procedures in the school premises. Consequently, the school administration has issued the following regulations:

**Morning assembly:**
- Students are to enter from GATE (4), main playground, which opens from 7:00am till 7:55am to attend the morning assembly which starts at 7:45am till 8:00am.
- For late students, GATE (3), will open from 7:55am till 8:30am. Late students will wait until the assembly is over in order not to disrupt the morning assembly. After the assembly is over, the tardy students will be penalized accordingly.

N.B.: parents are not allowed to enter through these gates.

**Tardiness for the 1st lesson without excuse:**
- 1\textsuperscript{st} time: A notice will be given to the student.
- 2\textsuperscript{nd} time: The parents will be contacted to confirm the reason behind tardiness.
- 3\textsuperscript{rd} time: The student will be suspended from school 1-3 days. Upon his/her return, the parents will be handed a written commitment that upon reoccurrence the student will be suspended for 3 days for each incident.

**Being late during the day without excuse:**
- 1\textsuperscript{st} time: The student will be warned and a note will be sent to the parent.
- 2\textsuperscript{nd} time: The parent will be handed a written commitment and the student is not allowed to join his class on that day.
- 3\textsuperscript{rd} time: The student will be suspended from school 1-5 days and the parents will be called for a meeting.
- Upon reoccurrence the school administration will look into forbidding the student from taking the final term exam due to exceeding days of absence.
Unexcused Absence:
- The school students’ affairs will be notified.
- The parent will be notified and handed a written commitment, and upon reoccurrence, the student will be dismissed from school.

Skipping school:
The school counselor will investigate the reasons behind this action and will arrange for advice and assistance. Upon reoccurrence the following will be applied:
- Student suspension from 1 to 15 days.
- Parents will be handed a written commitment

Failure to meet required performance:
In case student fails to meet the required performance pertaining to his homework, uniform, books and supplies, he/she will be verbally notified. Upon reoccurrence, the school counselor will contact the parents and marks will be deducted from student’s grades.

Vandalism
- The school counselor will investigate the reason and will arrange for advice and assistance.
- Parents will be handed a written commitment confirming their knowledge and will pay the cost of damage
- Upon reoccurrence: the first time, the student is to be suspended from 1 to 3 days
- If such an irresponsible behavior is repeated, the school administration will look into the situation, and the student could be suspended up to 10 days.

Bringing any items that can hinder the educational process
(Mobile – Game consoles – I Pads – tablets – laser pointers)
- 1st time: the items will be held by the school administration till the end of the school day.
- 2nd time: the parent will be notified, and the student will be suspended for 1-3 days, and the school will hold the confiscated item for the rest of the year.
- Upon reoccurrence, the school might suspend the student for 10 days.
Disruptive behavior:
- The school counselor will offer guidance.
- Parents will be called for a meeting on the 2\textsuperscript{nd} occasion and sign a written parental note.
- Student will be suspended for a day.
- 3\textsuperscript{rd} incident, the student will be suspended from 3-5 days.

Violence towards others:
- 1\textsuperscript{st} time: The school counselors will interfere and offer guidance, and the student at fault will be obliged to the wronged.
- 2\textsuperscript{nd} time: Suspension from school for a day.
- 3\textsuperscript{rd} time: Suspension from 1 to 3 days, and the parents are to be handed a written commitment.
- Upon reoccurrence, the school administration will discuss a suspension period of 15 days in addition to an apology.
- A legal action will be taken after that.

Misbehaving with school staff
(\textit{Teachers, supervisors and school administration}) or not following the directions given by any authority figure:
- 1\textsuperscript{st} time:
  - Student will be offered counseling, and the parents will be handed a written commitment.
  - Student will be suspended from 1-3 days and an obliged to apologize.
- 2\textsuperscript{nd} time: Student will be suspended from 3-5 days, and the parents will be handed a written commitment.
- 3\textsuperscript{rd} time: The student will be suspended for 15 days.
- Upon reoccurrence, the case will be looked into according to the law.

Deviant behaviour:
(\textit{Deviant behavior includes: bullying, fighting, verbal and physical harassment, foul language, sexual insinuation and indecent graffiti})
- 1\textsuperscript{st} time: School counselor will offer help and guidance.
- 2\textsuperscript{nd} time: The student will be suspended for 3 days.
3rd time: Parents will be notified, and student will be suspended for 10 days.

Upon reoccurrence, expulsion will be considered by the school administration.

Theft:

- Any student found guilty of stealing will be reported to the school counselor who will deal with the case and contact the parents, and will be obliged to return the item
- Upon reoccurrence, student will be suspended. Student will be dealt with severely by the administration.

Cheating during exams:

- Upon discovery of the 1st cheating incident, the principal will be informed, a report of the incident will be filed, the parents will be notified, and the student won’t be allowed to complete the exam.
- The 2nd cheating incident, a written report will be filed, the parents will handed a written commitment and the student will not be allowed to complete the exam with the possibility of not sitting any other exam.
- The 3rd cheating case, a written report will be filed, and student won’t be allowed to sit the rest of the exams.

Disrespect to the country:

Any disrespectful action against the country icons; for example, disrespecting the flag or the national anthem.

- 1st time: A verbal warning and parents will be notified.
- 2nd time: Student will be suspended for 3 days and national, loyalty program will be applied.
- 3rd time: Student will be suspended for 15 days and national loyal program will be applied.
Notes to the parents

- It is mandatory that students follow OLS rules.
- Parents should make sure that students are punctual and regular attending school.
- 3rd secondary students MUST attend school; otherwise, school will be forced to apply regulations set by Ministry of Education.
- Students at fault must abide by all school disciplinary decisions.
- Parents should attend meetings set by school. In case of complaints, parents will be required to hand in a written complaint and to present it to the administration office.
- In case of a request to meet with the School Principal for an important matter, a written request should be handed to the administration office to set an appointment.
- Private tutoring by school teachers is completely forbidden.
- School will take all necessary procedures to raise the academic level of weak students, by the help of the subject teachers during the school day or through revision classes set by the school administration, which will be announced after the first term. Class teachers will present a list of weak students who require assistance.
- It’s the parents’ right to follow up their children’s academic and behavioral progress at the times set by the school.
- In case of student’s participation in any morning sports activities, which would result in his tardiness to the 1st lesson, please supply a written letter before school year.
- Classroom organization and students class lists are totally the school’s responsibility and parental interference will not be accepted.
School contact means:

- **Fax**: 02-25168300
- **Email**: ols@oroubaschools.edu.eg
- **School telephone**: 25168091 /27535270
- **The school students’ affairs**: 01099920131
- **Direct telephone numbers**:

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N.B.: **All Information and Educational guidance will be on the school website**: [www.oroubaschools.edu.eg](http://www.oroubaschools.edu.eg)
Instructions for New Year 2015/ 2016

SCHOOL TUITION PAYMENT:
Tuition payment can be paid at the school secretary office from 9:00 am to 12:00 am as follows:

First: Academic Tuition
A. First installment is due within the period from 14/6/2015 to 20/8/2015 to enable school to:
   - Announce class list
   - Accept the transfer students according to availability.
B. Second term installment should be paid by December 2015.

N.B: School Tuition, School Activity and Extra Fees as well as Books fees and Transportation fees are annual payment that should be paid in full regardless of student’s circumstances.

Second: Transportation Service
A. Students who have used that service before and want to continue using it, should pay the first School Installment and Transportation fees starting from Sunday 14/6/2015 till Thursday 16/7/2015.
B. Students who have not used the service before and want to join this year should pay the tuition for the first term starting from Sunday 19/7/2015 while priority will be given to those who pay first
C. The school bus second installment should be paid by December 2015

N.B: Transportation Service fees have to be paid in full to avoid disruption of service.

ACADEMIC YEAR:
The beginning of the academic year will be announced on 6/9/2015.

TEXT BOOK:
According to the announced schedules on 6/9/2015 text books will be handed to parents after submitting book payment receipt.
### SCHOOL UNIFORM:

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<thead>
<tr>
<th>UNIFORM</th>
<th>SUMMER</th>
<th>WINTER</th>
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<td>BOYS</td>
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<td>ROSE T-shirt</td>
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<td>Kakky Sweat shirt</td>
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**N.B: ONLY WHITE VEILS ARE ACCEPTED**

It is mandatory that students abide by school uniform with school badge. In addition students have to maintain an appropriate level of personal hygiene. Boys must come to school beard shaven and hair groomed. Girls are forbidden from wearing nail polish. Most importantly, we would like to assure the importance of a neat and proper attire.
General rules

1. Students without a written pre-excused note from their parents will not be allowed to leave the school until the end of the school day.

2. Parents should report their children’s absence, even if it is for only one day, to the secretary office especially, Preparatory and Secondary students in order to ensure the student’s safety. In case of medical reasons, the student should stay at home until recovering and should submit an official medical report.

3. Students who are not interested in joining external school activities should not come to school on that day.

4. Students are forbidden from staying outside the school either before or after the school day.

5. Valuable items (jewelry, mobiles, music players etc.) should not be brought to school. The school will not be held responsible for their loss. The school has the right to confiscate such items.

6. Please be informed that the secretary office will be open for your complaints and inquiries until 2:00 pm. Students are to be picked up at the end of school day from the main yard: GATE (2) for KG, GATE (3) and (4) for other students.

N.B: in case of changing the student’s address or phone number, kindly inform Student Affairs department.