



# EC (PRE-K – KG2) STUDENT/PARENT HANDBOOK

## 2023/2024

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

*The purpose of the 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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# **SECTION 1**

## **INTRODUCTION TO METROPOLITAN SCHOOL**

## VISION

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

## 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 of entrepreneurship.

## OBJECTIVES

In an outstanding school environment, Met develops vibrant community that recognizes the value of diversity and inclusion.

We 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 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.

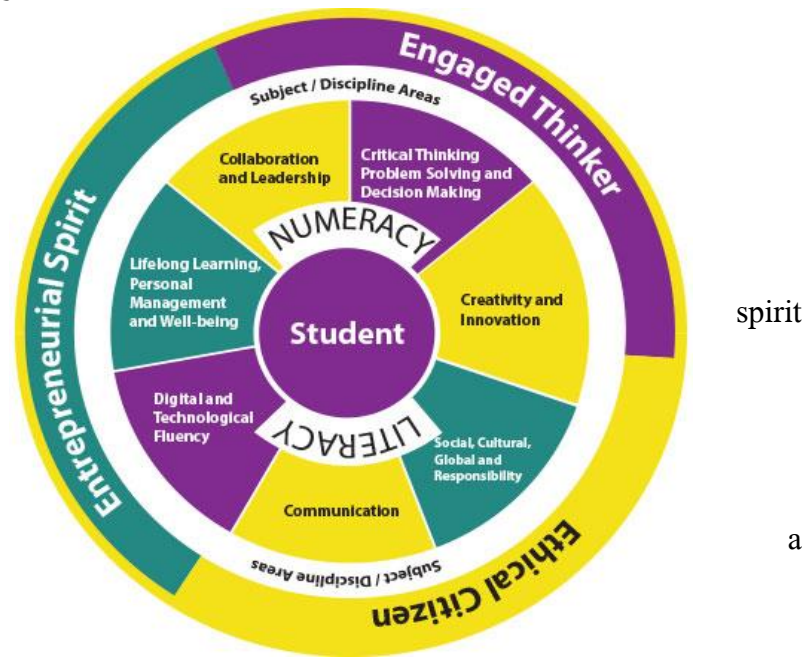
## MET CORE VALUES

Firmly grounded in our Egyptian culture, while 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 healthy 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 partnership agreement, which applies to all staff, parents and students.

## 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 an early age along with knowledge of our country's rich history and cultural development.



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## Community Service

Community Service will be required from all Met students, parents and staff. We will offer our students the opportunity to become involved in community service projects, helping people who are less fortunate than themselves.



offer

## Met Character Pillars

All Met students are expected to reflect the **8 Met Character Pillars** in order to achieve our goal of graduating students are not only academically strong, but students of high character.



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## ACCREDITATION & AFFILIATION

### Cognia

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 **Cognia** (Previously named as AdvancED).

### The Council of International Schools (CIS)

Metropolitan School proudly announces its MEMBERSHIP **The Council of international Schools (CIS)** which has approved and granted in 2021-22 academic year. This



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connects our school to a worldwide network of 1,370 schools and universities in 123 countries and attests to Metropolitan's commitment to the development of global citizenship through high-quality international education, promoting international and intercultural understanding and collaboration. <https://www.cois.org/>; <https://www.cois.org/membership-directory>

## MET / PARENT PARTNERSHIP

### PARTNERSHIP DEFINITION

*Being part of Met means parents accept:*



- ✓ A **PARTNERSHIP**, in working with the school. This means that, by having their children enrolled at Met, parents **AGREE** to follow all school rules and procedures as outlined in this handbook and to follow the advice given by the staff from the school.
- ✓ Modeling the **Pillars of Character** for their children both inside and outside of the school: **RESPECT, GOOD CITIZEN, SELF CONTROL, KINDNESS, TOLERANCE, HONESTY, RESPONSIBILITY, and COOPERATION.**
- ✓ That this **PARTNERSHIP**, which our school sees as a vital union, will ensure that both the school and the parents are setting the best example for the students.
- ✓ That if they would like to voice a concern are welcome to do so, however, they should mirror the Met Pillars and do so respectfully in a calm and professional manner.

## HOME SCHOOL PARTNERSHIP 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.
- ✓ Respond to any personal enquiries within **48 working hours**.

### As a Parents, I will...

- ✓ Support my 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 my children's learning outside of school and model a positive attitude towards the school and their learning environment.
- ✓ Set up a structured reading and study time at home.
- ✓ Refrain from completing homework duties on behalf of my children.
- ✓ Ensure to send my children to school appropriately dressed and adhering to the school's dress code.
- ✓ Ensure to send my children to school with all the equipment, stationery and resources they need.
- ✓ Check and **read** all school communication regularly to ensure that my child is equipped for lessons.
- ✓ Check the Website/Parent Plus Portal and MS Teams periodically to stay informed of all news, policies and systems in school.
- ✓ Attend all school requested meetings, parent conferences and school events.
- ✓ Support school policies and encourage my children to follow class and school rules, particularly those regarding uniform, home learning, behavior, and transportation.
- ✓ Ensure that school fees are paid on time.

- ✓ Ensure my children attend school regularly and on time.
- ✓ Keep current with the updates of the Student/Parent Handbook.

### **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.
- ✓ Support learning outside of school and model a positive attitude towards school and learning.
- ✓ Complete my class work, homework 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 and make every effort to be helpful to others.

## **MET/ PARENT COMMUNICATION**

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 accountability to our families very seriously. All staff endeavor to listen to what parents and stakeholders are saying and to work in partnership to resolve any problem or concern. Met recognizes that a student's education will be enhanced by the wholehearted support of parents and appropriate accessibility to its staffing.

### **Communication Methods**

#### **Parent Orientation Days**

A Parent Orientation is a yearly organized event before the school starts where an overview of responsibilities and expectations are provided to parents. Parents are expected to attend the orientation in an opportunity to become familiar with the school environment. Orientation dates depend on grade level/section.

#### **Parent/Teacher Conferences (PTC)**

Met will conduct Parent/Teacher Conferences, where student achievement data is shared with parents and specific growth plans for students are shared. Techniques to supplement academic growth at home may also be identified.

#### **Scheduled Conferences**

Additional conferences may be scheduled with individual teachers at any non-teaching period if the issue is particular to one subject (ex: understanding a specific assignment, a teacher's grading system, etc.).

#### **Student-Led Conference (SLC)**

During Student-Led Conferences, the student and parents jointly participate in the reporting process. The parent typically listens 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. They improve parent involvement and bring students to ask their teachers and themselves, "How can I make my work better?" (Please refer to the School's Calendar for exact dates).

#### **Email Communication**

Met normally communicates with parents by *e-mail* via Rediker. 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.

## Newsletter Communication:

### Academic Newsletters:

- EC has a **weekly** plan/academic newsletter. It shows the work plan, homework and any news such as upcoming field trips or events.

## Rediker /ParentPlus Portal Management System

Metropolitan School uses **Rediker** software as a *school's student management 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 and your children's classes, from knowing if the school is closed on a given day, seeing how well your child did on his or her last homework or exam. Trimester progress reports, end of trimester report cards, attendance, school calendar, important announcements and emails 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. Rediker Username and password will be sent to you on Orientation Days via email.

If you do not receive our e-mail messages, then chances are likely we do not have the proper email in the system for you. You cannot access the portal without a valid e-mail address. Please contact our Admissions Office via: [admissions@metropolitanschool.edu.eg](mailto:admissions@metropolitanschool.edu.eg) should you wish to update your contact information on our system.

You will be able to login to **PlusPortals** by copying and pasting this link into your browser:

<https://www.plusportals.com/MetropolitanSchool>

### ParentPlus Portal Guides

For more guidelines on how to navigate the system and view your child's information on ParentPlus, please visit this link: [http://metropolitanschooleg.com/en/?page\\_id=4092](http://metropolitanschooleg.com/en/?page_id=4092)

Please email: [redikersupport@metropolitanschool.edu.eg](mailto:redikersupport@metropolitanschool.edu.eg) should you have any technical issues in regards to your child(ren)'s Rediker Account.

## Communication Timelines

### As a School

The expectation is that emails are returned **within 48 hours during the work week**. If a teacher/ administrative staff receives an email from a parent/ guardian during the weekend, the expectation is that it is returned on the first

workday.

### **As a Parent**

Parents/ guardians are expected to check and **read** all school communication **regularly** to ensure that students are equipped for lessons. It is also expected to check the school's website/Parent Plus Portal and MS Teams periodically to stay informed of all news, policies and systems in school.

## **FEEDBACK AND CONCERNS PROCEDURES**

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 will be 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 or have a question. This policy advises 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 to the relevant class teacher or school section representative.**

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 should be communicated to that person to schedule an appointment to discuss the concern.

All concerns will be dealt with within a reasonable timeframe depending on the complexity of the concern.

## Escalation Procedure (Feedback and Concerns)

### Student Learning and Teaching Concern

- Stage 1 - Initial communication directed to the **Teacher** for feedback.
- Stage 2 - Forwarded to the **Assistant Principal** for investigation and feedback if needed.
- Stage 3 - Forwarded to the respective **Principal** for investigation and feedback.
- Stage 4 - Forwarded to the **School Director** for final resolution.

### Student Behavior, Repetitive Misbehavior, Emotional Wellbeing or Support on Campus

- Stage 1 - Initial concern directed to the **Teacher** to be resolved and feedback provided.
- Stage 2 - Forwarded to **Dean of students** for investigation.
- Stage 3 - Forwarded to respective **Assistant Principal** and **Principal** for investigation and feedback.
- Stage 4 - Forwarded to the **School Director** for final resolution.
- Please see Discipline Policy in the handbook for more details.

### A Member of the Operation & Facilities Team

- Stage 1 - Forwarded to the **Chief Operations Officer (COO)** for investigation, and feedback.
- Stage 2 - Forwarded to the **School Director** for final resolution.

### Transportation

- 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 **School Director** for final resolution.

## MET PARENTS' CONDUCT AND EXPECTATIONS

At Metropolitan School (Met) we believe staff, parents and children are entitled to a safe and protective environment in which to learn and work. Behavior that will cause harassment, alarm or distress to users of the premises is contrary to the vision and mission of Met.

- ✓ Adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community. Parents should model the Metropolitan Character Pillars for their children.
- ✓ That no members of staff, parents or children are the victims of abusive behavior or open to threats from other adults on the school premises.
- ✓ Physical attacks and threatening behavior, abusive or insulting language both verbal or written, shouting, cursing or any other behavior considered as being disrespectful or rude to **ANY** staff members, parents, students and other

users of the school premises will not be tolerated and will result in withdrawal of permission to be on school premises. If needed, the school may take legal action.

- ✓ Refrain from filming and/or recording without prior written approval from school administration.
- ✓ Parents will not represent the school on social media (i.e. Facebook, Whatsapp etc.).
- ✓ School premises are private property and parents have been granted permission from the school to be on school premises. Any breach of the above expectations may result in the abuser being banned from entering the school in accordance with school policy and the MOE.

## SCHOOL INFORMATION

### STUDENT ID CARD/GUARDIAN CARD

Every academic school year, each student is issued with a Student ID card and 2 Guardian Cards, which are distributed on Orientation Days. Student's ID card will be used for transportation services as well as school gate dismissal. Student ID cards are to be used by the students inside the school and the Guardian Cards are to be used by the person who will dismiss the student(s) from school.

- ✓ If the Student's ID or Guardian cards are 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 accounting office. Additional copies may always be requested by following the same above-mentioned procedure at the same cost per card.
- ✓ Students will not be dismissed from the school's gate/ bus without the guardian/card holder presenting the Guardian Card and the student presenting the Student ID Card to verify the student's dismissal. Guardian Cards are **mandatory** to pick up any Met Student.
- ✓ The holder of this card takes full responsibility for the student he/she is representing at dismissal and once off campus.
- ✓ New Student ID Cards and Guardian Cards will be issued upon return each academic year.
- ✓ It is the guardians' / parents' / card holder's 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/ card holder will be requested to contact the front desk or admissions office for validation.
- ✓ 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 respective principals' offices emails before 1: 30 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.

## MET UNIFORM

### Met School's standard school uniform consists of:

- Navy blue Met trousers / Navy blue Met cargo shorts/ Navy blue Met Jupe short (Skort)
- 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
- Sensible closed toe 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 the student's choice
- 12<sup>th</sup> Grader Senior students have a separate uniform



### Met Dress Code Guidelines:

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- ✓ Garments must allow for participation in all regular school activities while maintaining dignity & modesty.
- ✓ All articles of clothing must be worn as they are designed to be worn.
- ✓ Undergarments should not be visible.
- ✓ Shorts that are of modest length, loose fitting, and hemmed may be worn by students.
- ✓ Skirts should be of modest length and fit.
- ✓ Hair, including facial hair, must be clean, groomed, and by the nature of the style does not intend to create a distraction.
- ✓ Hair color that is disruptive or distractive to the school environment is prohibited. Hair must either be a natural color or naturally tinted or colored in a blended and balanced manner.
- ✓ Hair must be kept out of the eyes and must not be a distraction.
- ✓ Sponsors/Chaperones of extracurricular activities may set individual dress and appearance standards with the approval of campus administration.
- ✓ Students are expected to wear the school uniform daily unless otherwise announced.
- ✓ Students are expected to wear their P.E uniform to school on scheduled P.E class days.
- ✓ Students are expected to wear the regular school uniform on announced class photo days. (No P.E uniform on class photo days).
- ✓ All Met Students are expected to wear the school uniform on all field trips. P.E uniform to be worn as normal, if the Field trip falls on a P.E scheduled date.
- ✓ Field trip requiring alternative attire will be communicated in writing as appropriate.

- ✓ On non-uniform announced days or at after-school functions, clothing worn to school should be in keeping with the academic environment of the school and adhering to conservative values, modesty, cleanliness, and respect for the host country norms.
- ✓ 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.

#### **Not Permitted:**

- ✓ No stud shoes/spikes.
- ✓ No crocs or flip-flops.
- ✓ No makeup or jewelry (expect stud earrings and non-device watches).
- ✓ Allowable jewelry includes stud earrings, watches that aren't classified as devices such as i-watches. If a valuable item/jewelry was lost, the school has no responsibility and will not be held accountable for this loss.
- ✓ Non-school outfits in any form (jackets, trousers, shirts etc..) are not permitted.
- ✓ Valuable items/ accessories/i-watches/ jewelry (Items will be confiscated by the school and handed to the Student Success Office. Parents are requested to claim their child's belongings from the respective principals' offices.
- ✓ Failure to meet dress and hair code expectation will result in consequences. Please see below or refer to **Infraction 1** outlined in the Discipline Policy in the Handbook.
- ✓ Visit our [website](#) for more school uniform and supplier information.

In the event of a specific item/size not available at the uniform shop (**Now available at school campus ONLY**), we ask that parents kindly email our Student Success Office with details of missing items and sizes.

#### **Consequences for violating the School's Dress Code:**

1. Meeting with the student for guidance and counseling.
2. Email to parents with a warning of suspension.
3. Student may be suspended up to 3 days.

## **SCHOOL SUPPLIES**

School supply lists have been developed to allow your child to fully access the curriculum. Please refer to our school's [website](#) for all grade level supply lists and **BYOD specification requirements**.

- ✓ EC supplies should be brought to school on Orientation Days.
- ✓ All students' supplies must be labeled with your child's full name/ grade level and homeroom.
- ✓ Supplies should be separated in plastic bags by subject areas, clearly labeled with the subject, child's full name, and homeroom. We will not accept any supplies combined together in one large bag.
- ✓ It's the student's responsibility to make sure his/her pencil case and backpacks are brought to school daily starting from the first day of school.
- ✓ Met does not accept liability for any personal items lost on school property due to theft, fire, water damage, or for any other reason.



- ✓ Please note that additional supplies might be requested by individual teachers throughout the academic year depending on consumption.

## MET FACILITIES/ SERVICES & GENERAL POLICIES

### CAFETERIA

#### Hot Meals

Students in EC are entitled to subscribe for **Weekly** or **Monthly Hot Meals** as an optional food service. These meals consist of a main dish, salad and dessert prepared with healthy ingredients.

**Hot Meal Subscription Payment:** is done only through a **Spare Application** from 'Lite Bite'. Students are expected to finish their meals during lunch break. Any remaining food will be discarded for HYGIENE purposes after lunchtime.

Our Food Services are optional. 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, Red Bull, packaged chips, chocolate, candy, pop tarts or any other snack that the school deems unhealthy. Students who bring unhealthy snacks to school may have them confiscated.

#### Healthy Snacks Examples:

Fresh fruit or vegetables, cheese, trail mix, pretzels, plain yoghurt, popcorn, whole grain cereal, crackers. Please visit our [website](#) to view our menus.

### CLINIC & MEDICAL OVERVIEW

#### Medical Treatment and Medication Procedures

Metropolitan School has employed a school doctor. There is a fully equipped clinic for students who are ill or injured. The doctor 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.

#### Medication at School

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

**School Clinic:** [clinic@metropolitanschool.edu.eg](mailto:clinic@metropolitanschool.edu.eg) or [yalraii@metropolitanschool.edu.eg](mailto:yalraii@metropolitanschool.edu.eg)  
**Early Childhood Office (Pre-K - KG 2):** [ec@metropolitanschool.edu.eg](mailto:ec@metropolitanschool.edu.eg)

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**

#### Absence due to Medical Reasons

Following an absence of 3 consecutive days for medical reasons, parents/guardians are requested to:

- ✓ Notify the School Doctor and homeroom teacher by email, copying the respective principal.

- ✓ Accompany the student who has been absent along with his Met siblings and visit the School's Doctor prior to admitting the students back in class for clinic's prior clearance.

## Vaccination Policy

To help keep the students safe, it is important that your children who are able to get vaccinated are fully immunized. This not only protects your family, but also helps prevent the spread of these diseases to your friends and loved ones. The school will supervise vaccinations for our students as per the recommendations of the Egyptian Ministry of Health. The protocol is as follows:

- ✓ The school will send a hard copy and a soft copy of a consent form that should be signed by the parent/guardian.
- ✓ Only students with signed consent forms will receive the vaccination.
- ✓ By signing and sending back the consent form, you officially and formally agree that your child receives vaccinations at the school's clinic.
- ✓ Forms returned after the deadline will not be accepted.
- ✓ The school is not held responsible for any side effects of any vaccination provided by the MOH.
- ✓ Some vaccinations might have minor side effects (pain, swelling, or redness where the shot was given, mild fever, chills, fatigue, headache, muscle and joint aches, etc.) It is the parents' responsibility to monitor these side effects and follow up with the child's pediatrician.
- ✓ After the form is submitted, the only way to cancel it for any reason is for the guardian to physically visit the school with his/her ID card and ask to urgently be directed to the clinic.
- ✓ School Doctor's email: [Yalraii@metropolitanschool.edu.eg](mailto:Yalraii@metropolitanschool.edu.eg)

## 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.

## Exclusion Policy

In case of contagious diseases (chickenpox, head lice, unexplained fever, gastroenteritis, hepatitis A etc.) the student is strictly prohibited from daily school attendance and is not to be back before full recovery and a certificate of recovery is received. The recovered student MUST be accompanied by their legal guardians/parents with NO use of the school bus facility on that day. This is dependent upon the diagnosed disease and mutual agreement with the school doctor.

The respective student will be examined in the clinic by the school doctor to ensure his/her recovery. In line with our school's policy, if we identify any students with high temperature or any infectious symptoms, they will be isolated until their parents come to collect them.

## 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.

## Food Allergies

Metropolitan School will not serve nuts. However, it is very important that you fill out the school medical form on Orientation Days and all the proper documentation requested by the school doctor if your child has a food allergy.

## Emergency Response

In the event of unforeseen circumstances, such as a pandemic or public health crisis, Metropolitan School reserves the right to implement emergency protocols and policies as deemed necessary for the health and safety of our students, staff, and community. These protocols may include remote learning options, enhanced sanitation procedures, modified schedules, and other measures in line with guidelines from health authorities and/or our school Doctor. We remain committed to transparent communication and will promptly inform parents/guardians of

any changes in our operations related to such emergencies. Please refer to our official school website or social media platforms for updates and details should it be needed.

### **In case of dismissal from School due to illness**

Upon return to school, students must report to the Met School Doctor for clearance before returning to class.

### **To pick-up a student early from the clinic after a call from School Doctor**

The School 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.

### **In case of hospitalization**

If a student is hospitalized for any reason, respective Principals Offices and Met School Doctor must be notified immediately. Medical reports must be submitted including an estimated time of return.

## **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, he/she is subject to disciplinary action up to and including removal from bus transportation. In such cases, refunds WILL NOT be issued (Please refer to discipline policy). There is a ONE minute wait time at the student's stop. If a student is not at his/her stop on the designated 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 respective Principals' Offices must be informed before 1:30 pm by email. If the above is not followed, the student will go home by bus.**
- ✓ 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 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 respective principals' offices emails 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.
- ✓ Students with contagious diseases are not permitted to travel on the bus.
- ✓ Students are not allowed to eat or drink on the bus except for water.
- ✓ 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.

## 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.

## WATER DRINKING POLICY

- ✓ Please provide your child with a refillable water bottle from home. This also encourages an environmental mindset to develop in our students, as less pollution occurs.
- ✓ Students may refill their water bottles from the **water fountains** available at several areas in the playground across the school.
- ✓ The school will not provide water though **water dispensers**.
- ✓ It is preferable that students fill their water bottles before the morning line, during recess/lunch and during transitional times.
- ✓ Mineral water is also available at the school's cafeteria for students to purchase with their prepaid Student ID.

## TOILET / WASHROOM USAGE POLICY

It is preferable that students use the toilets/washrooms during transition and recess times to maximize time in their lessons. When it is necessary to use the toilet/washroom during class time, students will be permitted to go, one at a time, using a bathroom pass. In case of an emergency, with which our teachers are well trained to recognize, students will be permitted to visit the toilets/washrooms immediately.

## 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 lose or find articles of clothing, purses, wallets, stationary etc. please check in the Security Office 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 trimester.

- ✓ Parents will be requested to sign for any items collected from the lost and found.
- ✓ Parents do not enter the security office during arrival or dismissal time.
- ✓ Parents may ONLY check the 'Lost and Found' after drop off time in the morning or before dismissal (i.e. After 8:00 am or before 3:00 pm). Security will not be able to attend you during those peak times, so please avoid asking to claim the same during those times.
- ✓ Clearly labeled items will be returned to students if identified by the school.
- ✓ Please make sure to label your child's full name and class for items to be identified. Labelled items by the first name only will not help identify the item.

## 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.

## 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 or 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.

## BIRTHDAYS

Birthday celebrations at Met will apply for **Early Childhood stage ONLY (Pre-K, KG1&2)**. A monthly group birthday celebration per class for students celebrating the occasion will take place following the below guidelines:

- ✓ Group monthly celebration details as in date, time and location 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 by the end of the school day and 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.
- ✓ **Met Siblings are not permitted to attend birthday celebrations in other classes. Parents should refrain from approaching homeroom teachers to take a child out of class or away from their recess.**

## 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 the homeroom teacher.

# **SECTION 2**

## **ATTENDANCE POLICIES & PROCEDURES**

## SCHOOL HOURS

Metropolitan School maintains extremely demanding academic and developmental expectations. In order to meet these expectations, it is expected that every student attend school every day. While some missed assignments may be made up, the dynamics of classroom interaction are **extremely valuable** to the learning experience. Students must attend everyday as written on the school calendar. The normal school day begins at 7:40 am and ends at 3:00 pm.

### Regular School Hours

As part of reinforcing our school’s mission of Egyptian Values, **all students are expected to attend the morning line, salute the flag and sing the national anthem daily.**

- ✓ Met regular school hours are from **07:40 am to 3:00 pm** for all students.
- ✓ Students arriving **before 7:40 am** will not be supervised.
- ✓ Respective Principals’ Offices must be advised in advance of any change to a student’s travel arrangements.
- ✓ Students being picked up by guardians or others must leave the school premises promptly at the end of school day or promptly after CCA/ASC activities.

| <b>Regular School Day Drop Off / <i>School Gates Close at <u>8:05 am</u></i></b> |  |
|--|--|
| <b>7:40 - 7:50 am</b>  | <b>All Met Students’ expected arrival time including Pre-K</b>     |
| <b>7:50 - 8:00 am</b>  | <b>Morning Line/ National Anthem</b>                               |
| <b>8:00 am</b>   | <b>Start of the School Day/ School Gates Closes</b>                |
| <b>8:00 am - 8:05 am</b>   | <b>Attendance Registration Time</b>                                |
| <b>Regular School Day Dismissal</b>  |  |
| <b>3:00 pm</b>   | <b>End of School Day</b>   |
| <b>3:00 pm - 3:15 pm</b>   | <b>Pickup (See School Gates)</b>                                   |
| <b>3:16 pm</b>   | <b>Late Pickup Consequences apply (See Dismissal Procedures)</b>   |
| <b>3:15 pm - 4:15 pm</b>   | <b>(SMC) Student Entrepreneurial Learning (Sundays- Thursdays)</b> |
| <b>3:15 pm - 5:00 pm</b>   | <b>(ASC) After School Care Program (Sunday- Thursdays)</b>         |

### Ramadan School Hours

| <b>Ramadan Drop Off / <i>School Gates Close at <u>8:20 am</u></i></b> |
|---|
|---|

|                          |   |
|--------------------------|---|
| <b>8:05 am</b>           | <b>Gates Open</b>   |
| <b>8:05 - 8:10 am</b>    | <b>Morning Line/ National Anthem</b>  |
| <b>8:10 am</b>           | <b>Start of the School Day/School Gates Closes</b>  |
| <b>8:10 am - 8:20 am</b> | <b>Attendance Registration Time</b>   |
| <b>Ramadan Dismissal</b> |   |
| <b>2:00 pm</b>           | <b>End of School Day</b>  |
| <b>2:10 pm</b>           | <b>Buses Leave School</b>   |
| <b>2:15</b>              | <b>Late Pickup Consequences apply (See Attendance Policy)</b>   |
| <b>Not Applicable</b>    | <b>No Student Entrepreneurial learning activity during Ramadan except for selected outsourced academies (SMC)</b> |
| <b>Not Applicable</b>    | <b>No After School Care Program during Ramadan (ASC)</b>  |

## Holy Month of Ramadan Procedures

### Arrival

- ✓ Students arriving beginning at **7:50 am - 8:05 am** will be kept under the security's supervision.
- ✓ Morning pick up times for bus routes will start 15 minutes later than the original pick up time.

### Dismissal

- ✓ It is essential that all parents collect their children promptly at **2:00 pm**.
- ✓ Students who are registered in outsourced academies such as Smash, Slimnastics, Ippon Judo Academy must be collected by their parents promptly at 2 pm, regardless of what time they will join their outsourced academy activity.

### Early Dismissal

- ✓ Please follow the normal procedure of early dismissals **by 12:00 pm maximum** during Ramadan days only. (Please refer to Early Dismissal Procedure in the handbook).

### Cafeteria

- ✓ Early Childhood packed meals will be distributed as normal.
- ✓ Please feel free to send healthy snacks with your child in case they need to break their fast at any time.

## TARDY POLICY

Met has established attendance and tardiness standards to help students gain maximum benefit from the education provided. Students are expected to arrive at school and to class on time. This is directly connected to teaching and learning. Attendance will be taken promptly between **8:00 am to 8:05 am**. **Students are Late/Tardy from 8:00 am - 8:05 am.**



## Tardy Procedure

- ✓ **School gates to close promptly at 8:05 am with no exception.**
- ✓ Late students arriving between 8:00 – 8:05 will be marked as **Tardy**.
- ✓ Late students arriving after **8:05 am** will not be allowed to enter the school campus
- ✓ **Each student has a maximum number of 3 TARDIES PER TRIMESTER.**
- ✓ **Principal Offices will keep track of tardy notification count and, following 3 counts per trimester, students will serve in-school suspension.**
- ✓ **Principal Offices will keep track of tardy notification count and, following 5 counts per trimester, students will not be allowed on campus.**

## Excused Tardy Procedure

Students will not be granted excused tardy unless respective principals' offices have been notified via email with a valid reason at least ONE day in advance and the excuse is approved from principals to arrive late.

## ABSENCES PROCEDURE

### Extended and Planned Absences

Please notify respective Principals' Offices/ Homeroom Teacher) **at least one day in advance** if your child must be absent. Extended Absences will only be permitted for reasons of sickness or death in the immediate family. *Travelling is not excused unless it is for visa renewal, medical reasons or bereavement.* In this case we will need the below documents to be emailed to the respective principals' offices emails for granting permission to excused or extended absence:

- ✓ **Copy of passport**
- ✓ **Copy of visa**
- ✓ **Copy of ticket**
- ✓ **Medical Report**

Extended (more than 2 school days at a time) absences must be approved a minimum of two weeks in advance by the principal unless the extended absence is due to an illness or an 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 an emergency situation.

### Unexcused Absences

An unexcused absence will influence the grades of the student (Please see 'Assessment and Grading Policy' in the handbook). This includes absences without proper medical justification. Any make up for missed work and assessments is at the discretion of the school.

| Level one infraction   | First  | Second  | Third   |
|--|--|---|---|
| Absence without <b>acceptable</b> reason (Unexcused absence) | <b>2 times in a month.</b><br>Parents will receive an email from the principal office with the exact number of absence days. | <b>3 times in a month</b><br><b>1)</b> The student will be referred to the counselor's office to know the reasons and address the root causes.<br><b>2)</b> Student and parent will have to attend a meeting with the stage principal to sign a pledge. | <b>4 times in a month or more than 10 days in the academic year.</b><br>Escalation to the School Director's office. |

## SCHOOL GATES

**EC** students to be dropped off and dismissed through **Gate 1A** at the **Pencil Gate**. Parents must wait in the designated "pick-up waiting area" by the Pencil Gate.

**All School - Tardy Students** arriving between 8:00 am - 8:05 am must enter through Gate 1A and pass through the front desk area. Students will be escorted to respective principals' offices and issued a tardy note before entering classrooms. Otherwise, they will be marked as absent for the day.

## ARRIVAL PROCEDURES

- ✓ All Met students, including Pre-K, are expected to arrive to school daily at **7:40 am**.
- ✓ Parents of all grade levels **including bus riders** are permitted to bring their child(ren) into the campus on **Day 1 of school ONLY**.
- ✓ **No transportation service will be available in the morning of Day 1 to school. Subscribed students will travel home by bus starting the afternoon of Day 1.**
- ✓ No parents are allowed to drop off their children inside the school buildings or classrooms **(except for Pre-K to Grade 2) on the first day of school ONLY**.
- ✓ Parents are not allowed to pass through the Gates during drop off in the morning.
- ✓ Late students arriving after **8:05 am will NOT be permitted to enter the school gate**.
- ✓ When inclement weather occurs, ALL students will be sent directly to classes.

## Arrival and Dismissal - PRE-K (First Week ONLY)

- ✓ For PRE-K, parents may drop off children at the classrooms on **DAY 1 ONLY**.
- ✓ Parents are to drop-off and pick-up their children by the class door entering through the Front Desk area during the first week only.
- ✓ 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 for PRE-K ONLY at **11:30 am**.
- ✓ **NO transportation service will be available on the first week for Pre-K students. Therefore, parents are expected to drop off and pick their children daily during the first week of school.**

## Arrival and Dismissal - PRE-K (Second Week Onwards)

- ✓ Pre-K students to be dropped off and picked up from the Early Childhood Garden through the Pencil Gate starting the second week from school onwards.
- ✓ The normal end of school day time will apply from the second week onwards. School day ends at **3 pm**.

## Arrival KG 1 & KG 2 (First & Second Week Onwards)

- ✓ For KG1 and KG2, parents may drop off children at the classrooms on **DAY 1 ONLY**.
- ✓ KG & KG2 Parents may stay in the class with the children for 10-15 minutes on the **first day** of school only to help them settle. Parents will be requested to depart after that in order for the students to get into their morning routine.
- ✓ Students are to be dropped off at **Gate 1 A**.
- ✓ Students are to be dropped off at **the Pencil Gate** from the second day of school onwards.
- ✓ Parents of EC will not be allowed to pass through the pencil gate during drop off in the morning.
- ✓ Parents are not allowed to drop off **excused late students** arriving after 8:05 am inside the classrooms. Please drop off your child at the Front Desk and our matrons will escort students to his/her homeroom.

## DISMISSAL PROCEDURES

### Dismissal - All School

- ✓ School day ends at **3:00 pm**. The school gates will not open before **2:55 pm**. Parents are requested to wait outside the school gate to enter the designated “pick-up waiting area” promptly at 2:55 pm.
- ✓ **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.
- ✓ **Academic staff will not provide supervision beyond 3:15 pm. Beginning at 3:15pm, all supervision will be the responsibility of the security staff.**
- ✓ Students are not allowed to re-enter the building once they are dismissed.
- ✓ Children are the responsibility of the parents upon pick-up and are expected to leave the campus with their parents once dismissed.
- ✓ 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.
- ✓ Some 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.
- ✓ Access to the inside of the school after 3:05 pm is permitted only to those who have previously scheduled appointments. **Every visitor must check in at the Front Desk.**
- ✓ No students are 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 respective Principals’ Offices must be informed before 1:30 pm by email. If the above is not followed, the student will go home by their scheduled bus.**

### Early & Gate Dismissal Procedure- All School

If necessary, for emergency, parents may request to withdraw a child before the end of the school day. Students may also be dismissed at the end of the day through School Gate pickup and not use the bus service on a specific day. When doing so, parents must follow the following protocol:

✓ Advance notice to be emailed to respective principals' offices via:

➤ **Early Childhood Office (Pre-K - KG2): [ec@metropolitanschool.edu.eg](mailto:ec@metropolitanschool.edu.eg)**

✓ The below **mandatory** information is required in the email sent for an early dismissal:

- ***Students Full Name***
- ***Grade Level***
- ***Homeroom***
- ***Student's Bus No. if applicable***
- ***Provide the reason***

✓ Emails sent to any other emails in the school **WILL NOT BE ATTENDED TO.**

✓ Emails must be sent no later than **1:30 pm** on the day of the request for the early dismissal/gate dismissal instead of bus. **After this time, requests will not be allowed.**

✓ Parents must report to the school's Front Desk attendees for help in signing their student out early.

✓ A student will not be dismissed unless the Guardian Card/ Student ID is presented.

✓ Students may not sign themselves out.

✓ Parents are 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.

✓ In case of gate dismissal and not using the bus service, the guardian will pick up the child with the normal end of day dismissal procedure.

## **Clinic Dismissal - All School**

When 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/ guardian's arrival, the parent is requested to check in at the Front Desk to notify the clinic of their presence.
- ✓ The parent will then visit the clinic and the Doctor will complete an early dismissal exit slip.
- ✓ The parent will collect the student from the clinic, along with the exit slip and sign out the student from the Front Desk.
- ✓ The parent will 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 - All School**

During school wide events where parents are invited, the dismissal process below will be followed:

- ✓ **EC** students will be signed out by their parents from the student's homeroom.
- ✓ Bus service will run as normal on event days.

- ✓ If a student is not signed out by their parent from the homeroom, the student will be dismissed as normal and go home by bus or gate at the normal pick-up time.

## **Inclement Weather & Early Dismissal Conditions - All School**

The health, safety, and well-being of the children and staff are always of paramount concern at Metropolitan School, but weather can be difficult to predict on any given day, especially during the winter months. In many cases, predicted weather may not materialize, while in other cases, weather could change quickly over the course of the day. Occasionally, and at management discretion, it may be necessary to keep the students indoors or dismiss students early in case of extreme weather. Staff define extreme weather as follows: Sustained heavy rain/High winds/ Sand Storms/ Thunder & lightning storms/ Heat.

### **Procedures during inclement weather conditions:**

- ✓ No morning line, students to enter their classrooms directly after drop-off.
- ✓ Students to remain indoors during recess and P.E classes.
- ✓ Parents/Guardians to collect students directly from their classrooms at pick- up time.

### **Early dismissal procedures during inclement weather conditions:**

- ✓ Parents are encouraged to come to school once school announces to collect their child(ren).
- ✓ Events Dismissal Process to apply: Please proceed to your child's homeroom to sign out your child directly from the teacher, ensuring you have your guardian card.
- ✓ All Met staff members will still be available for their normal working hours.
- ✓ Any students remaining in school will be dismissed as normal at 3 pm for parents who are not able to collect children early.
- ✓ Outsourced activities will be dismissed early.
- ✓ ASC care service will be dismissed early.

## **ASC - After School Care Dismissal**

- ✓ An (ASC) **After School Care** Service is offered from 3:15 - 5:00 pm. This is a payable service to facilitate the pick-up process for working parents. (Exclusive of events, Ramadan, PD days and Early Dismissal days.)
- ✓ Please visit the accounts department for the packages offered for this service.
- ✓ Parents collecting registered ASC students are to inform Security Personnel with their child's name and collect the child from the ASC assigned room.
- ✓ After School Care ends at 5:00 pm. Students remaining in school after 5:00 pm will be kept with security.

## **External Academies Procedures (After School Hours)**

The Met swimming pools and gym facilities are used by external sports service companies to offer Met and non - Met students additional payable activities such as swimming / karate/ gymnastics / soccer / etc.

Parents using these After School Services must abide by the following:

- ✓ Students are not permitted to be on campus from 3: 15 pm to 4: 15 pm as there is no supervision provided.
- ✓ Students must be picked up at 3: 15 pm and returned by or later than 4: 15 pm.
- ✓ If students wish to stay in the school from 3: 15 pm to 4: 15pm, they must register for ASC.
- ✓ No students are allowed to go directly to the swimming pool 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 allowed 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.

# **SECTION 3**

## **MET BEHAVIORAL EXPECTATIONS**

## OVERVIEW

At Metropolitan School we believe that education is of paramount importance and maintaining an environment that is safe, free of distractions and supportive of learning. Each child is expected to behave appropriately in all school settings and activities and accept responsibility for his/her actions and the consequences of those actions. Parents and staff share the responsibility for maintaining and supporting the school's behavioral objectives and working together to correct problems that may arise.

## MET POSITIVE BEHAVIOR - 3 B'S

Our school wide behavior expectations the “Three B's” are in alignment with the Met Pillars:



### School-Wide Expectations

- ✓ Treat adults and each other with respect and courtesy.
- ✓ Follow directions of all school staff.
- ✓ Walk quietly in the hallways.
- ✓ Keep hands and feet to yourself.
- ✓ Keep the school clean.
- ✓ Use appropriate language, gestures and behavior with adults and classmates.
- ✓ Refrain from physical and verbal aggression.
- ✓ Respect and take care of school property.
- ✓ Report any issues or problems to an adult.



## Behavioral Expectations by Setting

| SCHOOL SETTINGS                              | <b><u>BE RESPECTFUL</u></b><br>“Be kind and considerate to others and property”   | <b><u>BE RESPONSIBLE</u></b><br>“Follow directions and do your best”  | <b><u>BE SAFE</u></b><br>“Do no harm”  |
|--|---|---|--|
| <b>Classroom</b>                             | <ul style="list-style-type: none"> <li>○ Voice level 0-2<br/>(Use 3 when appropriate)</li> <li>○ Use kind and appropriate language</li> <li>○ Have a positive attitude</li> <li>○ Be a good listener</li> <li>○ Treat others with kindness</li> </ul> | <ul style="list-style-type: none"> <li>○ Follow classroom expectations</li> <li>○ Be ready to learn</li> <li>○ Participate in class</li> <li>○ Give your best effort</li> <li>○ Follow directions</li> <li>○ Turn off all personal technology when requested</li> <li>○ Be on time</li> <li>○ Bring materials to class</li> <li>○ Complete homework</li> <li>○ Ask for help when appropriate</li> <li>○ Keep your area organized</li> <li>○ Use time effectively</li> </ul> | <ul style="list-style-type: none"> <li>○ Keep hands &amp; feet to self</li> <li>○ Use supplies &amp; equipment correctly</li> <li>○ Keep all chair legs on the ground</li> <li>○ Walk</li> </ul> |
| <b>Hallway</b>                               | <ul style="list-style-type: none"> <li>○ Voice level: 0-1</li> <li>○ Use kind and appropriate language</li> <li>○ Greet others with a smile or hello</li> <li>○ Stay in your personal space</li> </ul>  | <ul style="list-style-type: none"> <li>○ Move with a purpose to my destination</li> <li>○ Carry a hall pass</li> <li>○ Keep hallways clean</li> <li>○ Use locker/backpack appropriately</li> </ul>  | <ul style="list-style-type: none"> <li>○ Keep hands &amp; feet to self</li> <li>○ Use the stairs appropriately</li> <li>○ Walk</li> </ul>  |
| <b>Water Cooler and/or Drinking Fountain</b> | <ul style="list-style-type: none"> <li>○ Voice level 0-1</li> <li>○ Stand in a single file line</li> <li>○ Wait patiently for your turn</li> <li>○ Use kind and appropriate language</li> <li>○ Be courteous of others</li> </ul>                     | <ul style="list-style-type: none"> <li>○ Return to classroom quickly</li> <li>○ Bring a water bottle</li> </ul>   | <ul style="list-style-type: none"> <li>○ Keep hands and feet to self</li> <li>○ Keep your mouth away from the water dispenser.</li> </ul>  |
| <b>Washrooms</b>                             | <ul style="list-style-type: none"> <li>○ Voice level: 0-1</li> <li>○ Respect others’ privacy</li> <li>○ Respect property</li> <li>○ Wait your turn</li> <li>○ Use kind and appropriate language</li> </ul>  | <ul style="list-style-type: none"> <li>○ Carry a hall pass</li> <li>○ Keep school supplies out of the bathroom</li> <li>○ Remember your purpose</li> <li>○ Flush</li> <li>○ Clean up toilet paper</li> <li>○ Return to class quickly</li> </ul>   | <ul style="list-style-type: none"> <li>○ Wash hands</li> <li>○ Keep hands and feet to self</li> <li>○ Keep water in sink</li> <li>○ Report problems to an adult</li> </ul>                       |

| <b>SCHOOL SETTINGS</b>                 | <b><u>BE RESPECTFUL</u></b><br>“Be kind and considerate to others and property”  | <b><u>BE RESPONSIBLE</u></b><br>“Follow directions and do your best”   | <b><u>BE SAFE</u></b><br>“Do no harm”   |
|--|--|--|---|
| <b>Cafeteria</b>                       | <ul style="list-style-type: none"> <li>○ Voice level 0-2</li> <li>○ Raise your hand if you need help</li> <li>○ Use kind and appropriate language</li> <li>○ Use good manners</li> <li>○ Respect others’ personal space</li> <li>○ Be kind to others</li> </ul>                    | <ul style="list-style-type: none"> <li>○ Wait your turn patiently</li> <li>○ Eat your own food</li> <li>○ Clean up after yourself</li> </ul>   | <ul style="list-style-type: none"> <li>○ Keep hands &amp; feet to self</li> <li>○ Stay seated</li> <li>○ Treat food and utensils appropriately</li> <li>○ Walk</li> </ul>   |
| <b>Playground</b>                      | <ul style="list-style-type: none"> <li>○ Use kind, encouraging, and appropriate language</li> <li>○ Include everyone and follow game rules</li> <li>○ Take turns and share</li> <li>○ Show good sportsmanship</li> <li>○ Line-up quickly and quietly when whistle blows</li> </ul> | <ul style="list-style-type: none"> <li>○ Follow adult directions</li> <li>○ Be a problem solver</li> <li>○ Collect personal belongings before going inside</li> <li>○ Enter the building quietly when the signal is given</li> <li>○ Use only playground equipment provided by staff</li> </ul>  | <ul style="list-style-type: none"> <li>○ Follow playground rules</li> <li>○ Use equipment safely and appropriately</li> <li>○ Keep hands and feet to self</li> <li>○ Stay within boundaries</li> <li>○ Tell an adult if you see an unsafe choice</li> </ul>   |
| <b>Before / After School Locations</b> | <ul style="list-style-type: none"> <li>○ Voice level: 0-2</li> <li>○ Use kind and appropriate language</li> <li>○ Greet others with a smile or hello</li> <li>○ Treat all property with care</li> </ul>  | <ul style="list-style-type: none"> <li>○ Report to your designated area</li> <li>○ Clean up your space</li> </ul>  | <ul style="list-style-type: none"> <li>○ Keep hands and feet to self</li> <li>○ Carry bags appropriately</li> </ul>   |
| <b>Bus</b>                             | <ul style="list-style-type: none"> <li>○ Voice level 0-2</li> <li>○ Greet bus matron</li> <li>○ Use kind and appropriate language</li> <li>○ Respect others’ personal space and property</li> </ul>  | <ul style="list-style-type: none"> <li>○ Obey bus rules</li> <li>○ Listen to and follow directions</li> <li>○ Keep track of personal items</li> <li>○ After exiting the bus, go to your destination</li> </ul>   | <b>Follow Transportation rules:</b> <ul style="list-style-type: none"> <li>○ Enter the bus one at a time</li> <li>○ Stay seated (No Standing!)</li> <li>○ Avoid distracting the driver</li> <li>○ Keep hands/feet to self</li> <li>○ Stay in your personal space</li> <li>○ Get on/off the bus carefully</li> </ul> |
| <b>Assembly / Special Events</b>       | <ul style="list-style-type: none"> <li>○ Voice level 0</li> <li>○ Listen to &amp; obey adults</li> </ul>   | <ul style="list-style-type: none"> <li>○ Be serious</li> <li>○ Follow directions carefully</li> </ul>  | <ul style="list-style-type: none"> <li>○ Stay in your designated spot</li> <li>○ Keep hands &amp; feet to self</li> <li>○ Walk</li> </ul>   |
| <b>Emergencies / Drills</b>            | <ul style="list-style-type: none"> <li>○ Voice level 0</li> <li>○ Listen to &amp; obey adults</li> </ul>   | <ul style="list-style-type: none"> <li>○ Be serious</li> <li>○ Follow directions carefully</li> </ul>  | <ul style="list-style-type: none"> <li>○ Stay in your spot</li> <li>○ Keep hands &amp; feet to self</li> <li>○ Walk</li> </ul>  |
| <b>All Settings</b>                    | <ul style="list-style-type: none"> <li>○ Voice level 0-2 (3 when appropriate)</li> <li>○ Use kind and appropriate language</li> <li>○ Respect everyone</li> <li>○ Respect all school &amp; personal property</li> </ul>  | <ul style="list-style-type: none"> <li>○ Follow school expectations</li> <li>○ Follow directions</li> <li>○ Be on time</li> <li>○ Give your best effort</li> <li>○ Keep all areas of the school neat, clean, and litter free</li> <li>○ Use time effectively</li> <li>○ Turn off personal technology when not needed for learning</li> </ul> | <ul style="list-style-type: none"> <li>○ Keep hands &amp; feet to self</li> <li>○ Report any issues/problems to an adult</li> </ul>   |

## Voice Level Guide

All of the charts and plans refer to teaching appropriate voice levels.

|          |   |
|----------|---|
| <b>0</b> | <b>Silence.</b> No talking.   |
| <b>1</b> | <b>Whisper.</b> Only 1 person can hear you.   |
| <b>2</b> | <b>Table talk.</b> Normal conversation. Only a few around you can hear you clearly. |
| <b>3</b> | <b>Loud.</b> Playground voice. Rarely used inside.                                  |

## Positive Behavior Acknowledgments/ Awards

### Phoenix of the week

- ✓ Early Childhood will award one student per classroom each week as the Phoenix of the week.

### Star of the Month

- ✓ Homeroom teachers will have the opportunity to check-in with specialist teachers and choose one student to receive the Star of the Month award each month.
- ✓ Student best representing classroom expectations and/or academic excellence
- ✓ Could be a student who showed a significant improvement in behavior and/or academics
- ✓ Students should not receive the award more than one time in an academic year
- ✓ Students will be announced during the morning line-up during the first week of the following month.

### Perfect Attendance Award

- ✓ Throughout the year, attendance awards will be given out to students who fit the following criteria:
- ✓ Perfect attendance -- Present at school full days for an extended duration of time.
- ✓ Zero tardies between classes or absences in an academic trimester.
- ✓ Early Childhood gives attendance awards every month.

### Science Fair Certificate

- ✓ Certificates are given to the winners per grade.

### Arabic Awards

- ✓ Met Arabic Department acknowledges students who achieve the highest academic grades in the Arabic Subject as well as students who progress and reflect high reading levels.

Additional awards & acknowledgements for embodying the character pillars & demonstrating the “Three B’s”.

# DISCIPLINE POLICY

## Metropolitan School Definition for Discipline

At Metropolitan School, discipline is the process of teaching constructive and reflective procedures to guide students in making healthy 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. All Met students are expected to reflect the **8 Met Character Pillars** in order to achieve our goal of graduating students who are not only academically strong, but students of high character.

### The Met Character Pillars are:

- Cooperation
- Self-Control
- Honesty
- Tolerance
- Responsibility
- Good Citizenship
- Respect
- Kindness



### 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 them to act within the spirit of the Met Character Pillars. We value honesty, learning to accept responsibility and the willingness to reflect on one's actions. These goals are 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. In accordance with the Ministry of Education (MOE), the school may take actions and/or develop mechanisms to address behavioral concerns. Such mechanisms may include a written pledge, remedial activities or other possible behavior modification tools. If needed, the school protection committee may be involved in designated cases.

## School-Wide Discipline Matrix

| Progression  | Infraction   | Interventions   |
|--|--|---|
| <b>Level One: Incidental</b><br>(Non-referred/Documented teacher notes) Brief, age appropriate, correctable, self-correcting with consistency)   | Brief Inattention/ Daydreaming<br>Student talk not disrupting classroom instruction<br>Running in hallway<br>Phone, iPad, or Earbuds in hallway (without adult permission)   | None (reaction would interrupt/distract)<br>Teacher Look (nonverbal cue)<br>Verbal or Physical Cue (redirection/proximity)<br>Quick Reteach   |
| <b>Level Two: Minors</b><br>(Non-referred/Documented in Rediker)<br>Behaviors contrary to expectations, may interrupt instruction/learning <i>Becomes major when same behavior occurs 5 times in a trimester</i> | Acceptable Use Policy (Mild)<br>Cheating/Plagiarism (Mild)<br>Insubordinate/Disrespect (Mild)<br>Disregard of Rules/Regs (Horseplay)<br>Unacceptable Language (Mild)<br>No Show Detention (After 2 missed)<br>Public Display of A? ection  | Student-Teacher Meeting/Coaching Session<br>Reteach expectations in the given setting<br><b>"Redirect time"</b> followed by student-teacher meeting/coaching session (outside classroom or with DoS, SSO)<br>Dean of Students/Student Success Officer Referral<br>Teacher Detention (Lunch/Recess)<br>Walk-n-Talk (deescalate and address behavior)<br>Parent Contact with response – (phone call, email, PTC)<br><b>*THREE REQUIRED (including parent contact) BEFORE Moving to LEVEL 3*</b>   |
| <b>Level Three: Major</b><br>(Referred/Documented in Rediker)<br>Moderate or chronic, disrupts instruction, repeated minor<br><i>(Level 2) behaviors 5 times in a trimester</i>                                  | Acceptable Use Policy (Severe)<br>Cheating/Plagiarism (Severe)<br>Cyber Bullying (on campus)<br>Threat to Another Student (Mild)<br>Immoral Conduct<br>Insubordinate (Severe)<br>Verbal Confrontation (Severe)<br>Unacceptable Language (Severe)<br>Inappropriate Touching<br>Vaping/Use/Possession of Tobacco<br>Bullying (on campus/investigation led by AP) | Admin Follows Progressive Discipline Based on Infraction:<br>Warning, Meeting/coaching conversation, ISS, OSS.<br>**Administrator phone call home (with documented response) in all progressive steps. (ISS & OSS are also progressive)<br><b>1st O? ense:</b> Warning and/or detention (depending on context of infraction), Parent/guardian contact/conference, 1-3 Days of ISS (In-school Suspension) (Teacher to be emailed regarding suspension)<br><b>2nd O? ense:</b> Parent/guardian contact/conference 1-3 Day(s) of OSS Suspension<br><b>3rd O? ense:</b> 3-5 Days of OSS Suspension<br>*Teacher must have reentry conversation next time in class. Principals/APs/DoS are the only ones authorized to issue redirect time. |
| <b>Level Four: Extreme</b><br>(Referred/Documented in Rediker)<br><i>Immediately referred to the school director. In the absence of the School Director the Deputy Director shall determine the next steps.</i>  | Assault/Battery-Sta?<br>Assault/Battery-Student<br>Sexual Assault<br>Possession with Intent<br>Possession of Alcohol/Controlled Substance/Weapons<br>Threat to Another Student/Sta? (Severe)<br>Distribution of Controlled Substance/Alcohol<br>Use of Alcohol/Controlled Substance  | Determined by School Director and the school's protection committee.<br>Recommendation for expulsion expected, but not mandatory<br>1st O? ense: Parent/Guardian conference, 5 Day Suspension, Recommendation for expulsion (unless principal, in writing, recommends otherwise), Contact law enforcement (if needed).<br>2nd O? ense: Recommendation for expulsion<br>Recommendation for Expulsion shall be based on one or both of the following:<br>1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct<br>2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others                                   |

**\*\*Please note that the Discipline Matrix outlines our general approach to maintaining a positive school environment. However, the school reserves the right to exercise discretion in deviating from the Matrix based on the unique context of each disciplinary incident. The administrative team also holds the authority to determine appropriate consequences. Furthermore, we value transparency in our approach to student discipline while also respecting each student's privacy. Please be aware that while consequences are assigned for various behaviors, we do not share specific consequences applied to other students. This ensures confidentiality while maintaining a positive learning environment. Our aim is to ensure fairness, uphold our values, and promote a safe and respectful community.**



# Infractions Defined

|   |   |   |   |
|---|---|---|---|
| <p><b>ACCEPTABLE USE POLICY</b><br/>Any unauthorized, unacceptable, or inappropriate use of computers, access, software, equipment; and/or any activity that affects or disrupts the school or MET computer hardware, software, or computer systems. (IPads, cell phones See Pg 65 in Stu. HB)<br/><b>Mild</b>=Not on correct app/site<br/><b>Severe</b>=Graphic/violent/sexual in nature</p> | <p><b>ASSAULT</b><br/>Attempt to cause physical injury intentionally or behave in such a way that could reasonably cause physical injury to a person or group of persons.</p>   | <p><b>BATTERY</b><br/>Any willful and unlawful use of force or violence against a MET employee/student.</p>   | <p><b>BULLYING (CYBERBULLYING)</b><br/>Written, verbal, or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression, that is directed at a person or group of persons. (On campus) **</p> |
| <p><b>CHEATING/PLAGIARISM</b><br/>Cheating involves the improper taking of information from and/or giving of information to another student, individual, or other source.<br/><b>Mild</b>=Class assignment/assessments<br/><b>Severe</b>=High Stakes Testing (T-Exams, MAP, etc.)</p>   | <p><b>CLASS DISRUPTION</b><br/>Causing or participating in an event or action which interrupts or disrupts instruction.<br/><b>Mild</b>=Calling out, throwing paper, talking during lesson, etc.<br/><b>Severe</b>=Throwing item to harm, yelling obscenities to entire class, etc.</p> | <p><b>DISREGARD OF RULES AND REGULATIONS</b><br/>Behavior that disrupts the learning environment or is contradictory to school or classroom rules, policies and procedures.<br/>*Horseplay only.</p>  | <p><b>DRESS CODE VIOLATION</b><br/>Failure to observe the school's dress code as defined in MET ( Pgs. 14-15)<br/>(SEE STUDENT DRESS CODE)</p>  |
| <p><b>FIGHTING</b><br/>Engaging in physical contact for the purpose of inflicting harm on another person.</p>   | <p><b>GRAFFITI</b><br/>Writing, drawings, or symbols scribbled, scratched, or sprayed illicitly on MET property.<br/><b>Mild</b>=Writing on surface that can be erased.<br/><b>Severe</b>=Damage that requires cleaning by adult, sharpies, scratching of surfaces.</p>                 | <p><b>IMMORAL CONDUCT</b><br/>Behavior which the administration determines is not in conformity with the accepted principles of right and wrong and which is contrary to the moral standards of the community. This includes inappropriate, suggestive, or explicit sexual behavior.</p>  | <p><b>INAPPROPRIATE TOUCHING</b><br/>Touching or physical contact that is not suitable for the school environment/community.</p>  |
| <p><b>INSUBORDINATE</b><br/>A refusal to obey a direct or implied order, reasonable in nature, and given by and with proper authority; defiant of authority; disobedient to orders.<br/><b>Mild</b>=Ignoring directions, not seated, etc.<br/><b>Severe</b>=Adamant/blatant refusal to follow directions, disrupting instruction.</p>   | <p><b>NO SHOW DETENTION</b><br/>A student who is expected to serve a detention, but does not show-up, attend, and/or properly reschedule.</p>   | <p><b>NUISANCE ITEM</b><br/>Items which are disruptive to the educational/learning environment.<br/><b>Mild</b>: Playing with toy or item that is distracting to individual student (single occurrence) handled immediately in class<br/><b>Severe</b>: Item distracts student(s), items being used inappropriately, items confiscated and sent to dean's office (cell phones - call hall monitor to pick up device for liability purposes)</p> | <p><b>PUBLIC DISPLAY OF AFFECTION</b><br/>Acts of physical intimacy deemed inappropriate for the school environment/community.</p>  |
| <p><b>SEXUAL ASSAULT</b><br/>Forced, unwarranted, or unsolicited sexual penetration of any part of a person's body.</p>   | <p><b>TARDIES</b><br/>Arriving to class after the scheduled start time.</p>   | <p><b>THEFT</b><br/>Taking property that does not belong to the taker.<br/><b>Mild</b>=Small items of little cost, can be returned, pencil, glue<br/><b>Severe</b>=Large items that are not returned, larger cost (&gt;\$50), cash</p>  | <p><b>THREAT</b><br/>A statement of an intention to inflict pain, injury, damage, or other hostile action to another student or staff member.<br/><b>Mild</b>=Not injury related<br/><b>Severe</b>=injury related</p>   |
| <p><b>UNACCEPTABLE LANGUAGE</b><br/>Language which is disruptive to the school environment considered to be vulgar, abusive, and/or indecent. Coarse language is defined as any vocalization consisting of or including vulgarities,</p>  | <p><b>VANDALISM</b><br/>Willfully and maliciously destroying, defacing, or mutilating the property of another, or intentionally engaging in conduct which could reasonably result in</p>  | <p><b>VERBAL CONFRONTATION</b><br/>A disagreement between students consisting of words alone without action.<br/><b>Mild</b>=disrupts instruction, but can be de-escalated, high intensity, students must be separated<br/><b>Severe</b>=An adult must intervene before it becomes physical.</p>  | <p><b>THREAT</b><br/>A statement of an intention to inflict pain, injury, damage, or other hostile action to another student or staff member.<br/><b>Mild</b>=Not injury related<br/><b>Severe</b>=injury related</p>   |

**\*\*Please note that the Discipline Matrix outlines our general approach to maintaining a positive school environment. However, the school reserves the right to exercise discretion in deviating from the Matrix based on the unique context of each disciplinary incident. The administrative team also holds the authority to determine appropriate consequences. Furthermore, we value transparency in our approach to student discipline while also respecting each student's privacy. Please be aware that while consequences are assigned for various behaviors, we do not share specific consequences applied to other students. This ensures confidentiality while maintaining a positive learning environment. Our aim is to ensure fairness, uphold our values, and promote a safe and respectful community.**

|   |  |
|---|--|
| expletives, or words that are not age appropriate.<br><b>Mild</b> =Overheard profanity<br><b>Severe</b> =Profanity directed at teacher/student maliciously. | destruction or damage to the property of another. This includes "tagging".<br><b>Mild</b> =Small item broken, can be replaced, ruler box, etc.<br><b>Severe</b> =Large item broken (>\$50), computer, iPad, etc. |
|---|--|

| Dean of Students              | Sherif Othman |   |
|-------------------------------|---------------|---|
| Student Success Officer       | Robert Adel   | Middle School (can also help with investigations) |
| Student Success Officer       | Mark Moheb    | High School (can also help with investigations)   |
| Student Success Officer/SEL   | Marina Raouf  | Elementary (can also help with investigations)    |
| Student Success Officer/ICT   | Bishoy Wilson | High School (can also help with investigations)   |
| Hall Monitor                  | Waleed Afify  | Active ~ High School (Reports incidents to SSO)   |
| Hall Monitor/Redirection Room | Esraa         | Active ~ Elementary (reports incidents to SSO)    |
| Hall Monitor                  | Huda          | Active ~ Middle School (reports incidents to SSO) |

# BEHAVIOR MODIFICATION AT METROPOLITAN

The school Student Success Office, social counselor(s) and/or administration may use the following “mechanisms” to help improve student behavior.

## Redirection Room

The reflection room is-a safe space for learners to reflect their choices, behaviors, feelings and emotions. Students are required to fill a behavior sheet that reflects the Met Pillars of Character and the 3 B’s. Met Reflection Room is always attended by members from the Student Success Office and/or Met Teachers.

1. Students may be assigned to detention during lunch, recess and/or after-school.
2. Students will be expected to complete a reflection activity during detention.
3. Students are required to follow all Reflection Room rules posted inside the classroom.
4. All visits to the reflection room will be logged into Rediker.
5. Behavior contracts will be implemented after three (3) referrals within the same academic trimester. This is provided the proper Dean of students referral procedure was followed.

## Behavior Contract

- ✓ The purpose of the written agreement is to help a child reflect on the character pillars, learn positive behavior habits, and build healthy relationships with others in the Met community. In this process, students are expected to reflect on the Character Pillars.
- ✓ Parent(s)/guardian(s), homeroom teacher, student and Principal all agree to work in partnership to help the child achieve the goals of the contract.
- ✓ Student will receive positive reinforcement and acknowledgements for making progress or meeting goals.
- ✓ If any disciplinary infractions occur while on the contract, the child will receive consequences, as outlined in the discipline policy.
- ✓ The agreement is reviewed after 15 school days. This means, the Dean of students/ Assistant principal will gather feedback from teachers, support specialists, duty supervisors, transportation department (if necessary). A final decision will be made by the principal, as to whether the student can be removed, should stay on the contract or another strategy should be attempted to address the behavior.
- ✓ In the case of absence, the contract will be extended in proportion to the number of days of school missed by the student.

## Behavior Plan

- ✓ This may be implemented in an instance when a behavior contract and/or other intervention strategies/mechanisms have failed to help the student change her/his behavior.
- ✓ Parent(s)/guardian(s), student, homeroom teacher, counselor, Student Success Office and principal(s) all agree to work in partnership to further address underlying causes for the child’s behavior.
- ✓ The plan is reviewed on the agreed upon date by Metropolitan staff. This means, the team will gather feedback from the counselor(s), teachers, support specialists, duty supervisors, and transportation department (if necessary). A final decision will be made as to whether the student can be removed, should stay on the contract or another strategy should be attempted to address the behavior.
- ✓ The student may be referred to an outside assistance program to consider any additional support that may be needed in order to address the child’s behavior. Parent(s) and/or guardian(s) are expected to listen to and cooperate in these cases.
- ✓ Any requests for special accommodations must verified by an assessment from a reputable organization.

## Zero Tolerance Behavior

These offenses are extremely serious and will not be tolerated at MET. Parents will be notified immediately by the middle/high school principal and/or the Student Success Office when a student commits any of the acts listed below, and the student will receive the appropriate consequences as judiciously and quickly as possible. MET’s Director will be involved in all cases involving offenses of this nature.



### Examples of these offenses are (but not restricted to):

- ✓ Possession or use of drugs/Illegal Substances
- ✓ Possession of weapons, or the use of any object as a weapon
- ✓ Arson
- ✓ Any acts of extreme violence
- ✓ Assault on Teachers/Staff
- ✓ Harassment
- ✓ Pornography related incidents/ content

### Statement on Bullying

Metropolitan School is committed to providing an environment for children that is safe and welcoming. Bullying is unacceptable in our school and will be dealt with as per the discipline policy. The victim is never responsible for being the target of bullying. Bullying will not be tolerated or excused under any circumstances, whether by students, parents or staff.

#### What is Bullying?

Bullying is behavior that is intended to cause some kind of harm. The person doing the bullying purposely says or does something to hurt the target of his/her behavior.

Bullying behavior always involves an *imbalance of power* (physical or social) or strength between the person doing the bullying and the target of the behavior. The person doing the bullying may be physically bigger or stronger. It is a pattern of behavior usually repeated over time and can take many forms.

#### Preventing Bullying Behavior

The Homeroom teacher and the staff will make every effort to create a tolerant and caring environment in the school, where bullying behavior is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behavior will not be tolerated and what the consequences of bullying behavior will be. We work hard to promote cooperation and encourage students to take responsibility for the school and their behavior.

#### Dealing with Bullying Behavior

Despite all proactive efforts to prevent it, bullying behavior is likely to occur on occasion and the school recognizes this fact and will react appropriately. In the event of such incidents, the following principles will govern the school's response:

- ✓ All incidents of bullying will be addressed thoroughly and sensitively. All adults will be aware of the need for sensitivity when dealing with students.
- ✓ Children will be encouraged to immediately report any incident of bullying that they witness, or if they feel they have been a victim. They should report to the nearest member of staff, who will decide if the matter needs taking further. They will be reassured that what they say will be taken seriously and handled carefully.
- ✓ All members of staff, parents and other adults have a duty to report any incidents of bullying they witness involving children or adults at the school. Anyone who sees bullying happen and does nothing is supporting the bully.
- ✓ If a child or a member of staff tells someone that they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell.
- ✓ The individual who has been the victim of bullying will be helped and supported by staff. An individual will be identified whom the student feels comfortable talking to. They will be kept under close supervision and staff will check on their welfare regularly. Parents/care givers will be informed as soon as possible and kept informed of the situation until all parties are happy the issue has been resolved. If parents/caregivers do not feel satisfied with the resolution, they will be encouraged to meet with the principal.
- ✓ In most cases, bullying behavior can be addressed according to the strategies set out in the Discipline policy. The student doing the bullying will be encouraged to discuss her/his behavior and think through the consequences of his/her actions.
- ✓ Where bullying behavior persists, more serious actions may have to be taken, as laid out in the Discipline Policy. The Assistant Principal will inform the parents/caregivers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate, staff will facilitate a meeting between the relevant parents/caregivers. At all times, staff will handle such incidents with care and sensitivity.

- ✓ All confirmed incidents of bullying will be reported to the Assistant Principal and will be recorded in Rediker. In light of reported incidents, the Assistant Principal and other relevant staff will review the school's procedures regarding of bullying.

## ACADEMIC / BEHAVIOR INTERVENTION POLICY

Student acceptance to Met is based on the assumption that students can meet the requirements of the academic curriculum delivered at Met. Should a student not meet the academic/behavior requirements, an academic/behavior plan will be created. When, in the judgment of the principal in consultation with the teaching staff, the school's current programs and existing resources do not adequately meet the needs of a student, the school must assess its ability to accommodate and meet the needs manifested. Parents will partner with the school 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.

Our Student Success Counselor will also oversee academic concerns.

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 accommodated by Met.
- ✓ To monitor students if there are doubts about their ability to cope in the next year.

## ACADEMIC INTEGRITY AND HONESTY

Met will make every effort to ensure that academic honesty and integrity will be maintained. The following kinds of academic dishonesty and their definitions are not intended to be exhaustive but 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.**

### Reporting Academic Dishonesty

All cases of suspected academic dishonesty will 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.

## CHILD PROTECTION POLICY

### Purpose

Metropolitan School is committed to providing a safe environment for all children entrusted to its care. In a world where sexual, emotional 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.

## 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.

**Student Confidentiality:** When emailing or discussing in person with parents regarding an incident between their child and another child, staff will not mention the other child's name. The purpose of this is to respect the privacy of all Met families. If you have a concern, please contact the Dean of students or Doctor.

# SECTION 4

## STUDENT ACTIVITIES

### PHYSICAL EDUCATION

Physical Education (P.E.) is an integral part of education to which 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.

If for any reason the student is unable to participate in a physical activity during P.E. periods, a parent note is required to be sent to the P.E. teacher, school clinic and respective school principals' offices via email. The note should explain the reason and should be accompanied by a letter from a doctor. Students unable to participate in a physical activity will be seated in the same area with the rest of the class. (Please see the Policy for Eligibility for Sports under the Suspension Policy in the handbook).

## LIBRARY

- ✓ Students will have the opportunity to borrow and read books from the library and the librarian will teach them library skills.
- ✓ Students are allowed to take home one book per week. They must return their Library book in order to take out a new book the following week. Book checkout can be done during Open Library Hours in coordination with the class teacher. Parents will receive notification twice a year for the late returns, two weeks before Christmas break and two weeks before the end of the year. Checking out books will be suspended twice a year for all students during those two weeks for inventory purposes. The student's checkout privileges will be suspended until the book is returned or a lost fee is paid.
- ✓ If a student loses their Library book they will be charged the exact amount of the book for replacement and processing. The fee must be paid before they can take home a new book. Payment can be paid to accounting. Once paid at accounting, please obtain a receipt to present to the Librarian in order to reinstate Library privileges.
- ✓ If the book is found and returned before the end of the month in which the payment was collected full reimbursement is possible. If the book is found after the end of the month there will be no reimbursement. The student will be billed for the cost of replacement of any severely damaged materials.

**For all KG students the above policies apply with one addition noted below**

- ✓ Book checkout can be done during scheduled Library class only.
- ✓ 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 Books 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.
- ✓ Guided Reading books are not allowed to be used outside the school. In the case of a lost or damaged Guided Reading books are the teachers' responsibility to pay the exact amount of the book.

## THE STUDENT ENTREPRENEURSHIP CLUB (SMC)

### **What is SMC?**

#### **Develop Entrepreneurial Learning**

The student Entrepreneur Club (SMC) is a co-curricular activity to enhance student learning of entrepreneurial competencies.

It is a club in which students work in groups under the supervision of their teachers and SMC to manage the clubs as if their own businesses. It entails but not limited to promoting the clubs' activities, creating and selling products or services & raising money.

## Learning By Doing

By running a mini business enterprise "Clubs", students learn entrepreneurial competencies practically. Student will exhibit during different celebrations and events to be the practical assessment tool where students publicly demonstrate their skills, attitudes, and competencies.

## Open To All Students

The Clubs runs multiple different activities managed by Activities Coordinator, Teachers and Students from all grades.

## Students Lead Clubs

The club is student-led but is supervised by the teachers and Activities Coordinator. The clubs will have CEOs (student leaders) and club members from their cluster (Grade level bracket) to join. The CEO along with their team will regularly conduct club meetings to plan and coordinate on the distribution of tasks.

## Operation Days & Times

Hours of Operation: We are operating from **Sundays to Thursdays from 3:15 pm to 4:15 pm**. There will be multiple rounds of per year. Round dates to be announced. SMC program doesn't operate during school holidays.

## Enrollment Policies

- ✓ An application should be filled and signed before the beginning of each round (date to be determined ahead of time), **failure to meet deadline will result in failure of the student to attend.**
- ✓ Each student is allowed to attend only the club he/she has signed up for.
- ✓ Each CCA has a maximum capacity which will be announced/determined at the beginning of each round, accordingly. Registration will be on a first come first serve basis.
- ✓ Students who miss two weeks, without a valid reason, will be removed from the activity.
- ✓ Reporting absence from attending, should be sent via email ONLY to the respective principals' offices and Activities Department via: [CCA-ASC@metropolitanschool.edu.eg](mailto:CCA-ASC@metropolitanschool.edu.eg) and to the transportation department in case your child uses the service via: [transportation@metropolitanschool.edu.eg](mailto:transportation@metropolitanschool.edu.eg) no later than 1:30 pm on the day. **Emails sent after 1:30 pm are disregarded. No exceptions are permitted.**
- ✓ All communication concerning SMC is via **email**.
- ✓ Enrollment fees (in case of out - sourced activities):
- ✓ Payment due dates will be announced the beginning of each round. Payments must be made monthly.
- ✓ No enrollment to will be accepted after the start of each round.
- ✓ Fees are **non-refundable**.

## Absence

- ✓ Student's absence for 3 times will lead to dismissal from SMC program

## Staff

- ✓ Members of the teaching faculty of the school will run the school SMC's. Outsourced services of other sports and activities are staffed with instructors who are qualified and experienced in offering the scheduled activities.

## Dismissal Procedures

- ✓ All pick-ups will take place from the designated area at 4:15 pm. Students collected after 4:30 pm more than one time will be penalized:
- ✓ The 1<sup>st</sup> time is permitted; The 2<sup>nd</sup> time student will lose the privilege of participating in end of round performance & 3<sup>rd</sup> time student will lose the privilege of attending the running round. (Please refer to the Dismissal Policy in the handbook).

## Discipline Policy

- ✓ Participation in SMC 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, SMC privileges will be revoked. (Please refer to Met Discipline Policy). Administration will immediately notify a parent or request a parent conference and impose appropriate discipline.

## SMC program Feedback Procedure

- ✓ We aim to bring all concerns about the running SMC program to a satisfactory conclusion for all parties involved.
- ✓ Please report any comments/concerns related to [CCA-ASC@metropolitanschool.edu.eg](mailto:CCA-ASC@metropolitanschool.edu.eg).

## AFTER SCHOOL CARE PROGRAM (ASC)

ASC is an additional monthly payable service offered by Met to facilitate the pickup process for working parents. The program runs from **3:00 pm - 5:00 pm**. (Exclusive of events, Ramadan, PD days and Early Dismissal days.) It also offers the benefit of registering siblings who are not attending the SMC program, giving the advantage of collecting both children once.

During the ASC hours students, are allowed to eat their snacks (from home). It will take place in the school computer lab. Students will access their different educational platforms (Raz kids, IXL, etc....) for homework purpose or extra practice.

Please visit the Accounting Department for the packages offered for this service. (Please see the ASC dismissal procedure under the Attendance Policy in the handbook).

## FIELD TRIPS

Field trips are planned as a learning experience. 2 field trips per year 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 the school uniform on field trips, unless otherwise advised.
- ✓ If a field trip falls on a P.E uniform day, students should wear their P.E uniform on the field trip.
- ✓ Parents will not be allowed to pick up their children from the field trip destination. No exception.

- ✓ Students are not allowed to carry their mobile phones or any personal devices during a school trip. In case a device is 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.
- ✓ **Registration payments and forms should be returned ONLY to the Homeroom teachers.**
- ✓ **The Accounting Department or the Front Desk will not accept any trip payments/ forms.**
- ✓ **The School WILL NOT accept any registration payments for trips after the announced payment deadlines.**
- ✓ Field trip payments are non-refundable, unless a medical report is presented as an evidence of illness and the student was not able to join the trip.
- ✓ Students who are not registered in a field trip should remain home that day.
- ✓ All field trips are school functions. Students not registered on a field trip will be marked absent.
- ✓ Participation in field trips is a privilege and solely at the discretion of the school.
- ✓ Students on a behavior contract may not be allowed to attend daily field trips.

## Trip Policy

School trips - student eligibility to participate in day or overnight school trips or school events (school dance, sport competition, fundraising activities etc.) requires that the student has a good behavior record. Students not meeting expectations, as outlined below, will not be eligible to join in any school trips.

### ➤ Frequency of infractions

Students with more than 5 level 2 disciplinary infractions within a trimester period will be ineligible to attend any field trip or school event.

### ➤ Types of Infractions

- ✓ Any level 3 infractions, such as fighting, disrespect, foul language, unacceptable items on campus, that incur a suspension, will result in ineligibility to join school trips and events.
- ✓ As per point 1 above, accumulation of more than 5 level 2 infractions, will also render a student ineligible for school trips.

### ➤ Duration of Ineligibility

- ✓ The duration of ineligibility can extend to the end of the school year, depending on the type and frequency of infractions.

**Student Leadership Initiatives - students who wish to apply for student leadership positions must meet the below criteria to be eligible to apply.**

### ➤ Academic Standing

Students must maintain a minimum GPA 3.0/B average to be eligible for leadership initiatives.

### ➤ Behavioral Standards

Students must have no disciplinary infractions within that academic year to be considered for leadership initiatives.



### ➤ Recommendation from staff members

Students applying for any leadership position must have a positive written recommendation from a teacher/counselor/principal/other member of staff endorsing the student's leadership qualities.

## Protest /Demonstration Policy

### ➤ Purpose Statement:

At Metropolitan School, we are committed to cultivating an environment that fosters inclusivity and respect, nurturing a vibrant community of engaged learners. This policy serves as a compass, guiding our students in expressing themselves while upholding the principles of safety, security, and age-appropriate discourse.

### ➤ Core Principles:

- ✓ **Educational Excellence:** Metropolitan School is dedicated to creating a dynamic educational environment that champions open dialogue, critical thinking, and the exchange of ideas with utmost respect.
- ✓ **Safeguarding:** In prioritizing the well-being of our students and staff, Metropolitan School maintains a campus where protests, demonstrations, and discussions on politics, religion, and sexual orientation, preferences are not permitted to avoid involving our students in such conflicts.
- ✓ **School Approved Channels:** While on-campus discussions on certain topics are restricted, we actively encourage our students to express their opinions and concerns through alternative channels.
- ✓ **Age-Appropriate Discourse:** Recognizing the diverse age groups within our student body, all forms of expression, whether spoken or written, must be age-appropriate and aligned with the school's mission of providing a secure and supportive learning environment for all.

### ➤ Consequences for Violations:

Adherence to this policy is imperative. Violations may result in age-appropriate disciplinary actions, ranging from warnings and parent conferences to temporary removal from class, based on the nature and severity of the infraction.

Continuous Improvement: Metropolitan School is dedicated to the ongoing refinement of this policy. Regular reviews ensure alignment with our mission, educational objectives, and legal requirements, ensuring that our commitment to excellence remains unwavering.

**At Metropolitan School, we believe that effective expression, coupled with respect for others, is fundamental to the development of responsible global citizens.**

# **SECTION 5**

**REPORTING & GRADING SYSTEM @ MET**

## REPORT CARDS

The Met academic year consists of 3 trimesters. All Met students and parents have access to Parent Plus Portal (Rediker) and can check their grades at any time during each trimester. Each family will be issued usernames and passwords via email to access Parent Plus Portal accounts, on the first day of school.

### Trimester Report Cards - All School

At the end of each trimester, each student receives a report card with final grades/standards met for that trimester. The report card will be accessible online for all Met students via Parent Plus Portal accounts. Parents will again be notified via email when the trimester report is uploaded.

### Final Report Card - All School

The Final Report Card is issued at the end of the academic year and shows all final grades for each trimester and overall grade for the year. This report will also be accessible online for all Met students via Parent Plus 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 not be issued nor accessible 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 visit link to guide you on how to access your child's online report card:**

[http://metropolitanschooleg.com/en/?page\\_id=4092](http://metropolitanschooleg.com/en/?page_id=4092)

## EC GRADING SYSTEM (PRE-K TO KG2)

### Narrative BASED Grading System - Pre-K & KG1

For **Pre-K and KG1** at Metropolitan School, we use narrative grading and report card system (as opposed to a more traditional system of percentages and letter grades...A, B, C, D, F). For each of your child's subjects, you will receive a detailed narrative blurb that will inform you of your child's progress as well as what was covered during that specific grading period. Where appropriate, the narrative blurb may also include any intervention steps taken/needed for your child.

**When will parents see a report?**

With narrative reports for **Pre-K and KG1**, we will be issuing full report cards at the **end of each trimester** and again at the **end of the school year**.

## Standards Based Grading System - KG2

For **KG2** at Metropolitan, we use a standards-based grading and report card system (as opposed to a more traditional system of percentages and letter grade (A, B, C, D, F)).

We find that grading and reporting in this detailed format for our younger students is much more informative for you as parents to better understand your child's progress toward specific standards and learning targets rather than just simply receiving one overall letter grade for a subject. This will, in turn, provide a great platform for rich discussions with your child about his/her learning and his/her goals each Trimester. With standards-based reports for KG2, we issue full report cards at the end of each trimester and at the end of the school year.

### When will parents see a report?

With standards-based reports for **KG2**, we will be issuing full report cards at the **end of each trimester** and again at the **end of the school year**.

## Academic Key for Learning Standards and Targets - KG2

### Key for Learning Standards and Targets

**E - Exceeding** Student is exceeding expectation.

**M - Meeting** Student has demonstrated consistent evidence of mastery of the standard.

**A - Approaching** Student still needs some support to demonstrate full understanding of the standard.

**B – Beginning** Student is still below the expected level but is beginning to develop a basic understanding of the given standard.

**C – Concern** Student is significantly behind in his/her understanding of the standard.

**NA - Not Assessed or Not Applicable** at this time

### Key for Approaches to Learning - - KG2

#### Social/Emotional Development, and Met 3Bs

**3** - Student consistently and independently demonstrates the expected behavior.

**2** - Student sometimes demonstrates the expected behavior but requires support and guidance.

**1** - Student rarely exhibits the expected behavior.

**NA** - Not assessed or not applicable at this time.

## Additional Assessment Tool Reports for (EC)

Met will administer the following assessments to inform instruction and differentiation purposes for teachers and students in the classroom.

- Measures of Academic Progress (MAP)
- Common Assessments
- CBM
- Trimester Assessments

## **EXCUSED ABSENCE/ SUBMITTING LATE WORK**

- If a student has an excused absence, it is the student's responsibility to find out what work has been missed and if needed, complete and submit any missed assignment or assessment.
- Parents/legal guardians for the child must provide in writing the reason for their absence and attach any supporting documentation (doctors note, travel documents etc.)
- The decision is made by the principal only and both teachers and parents/guardians will be notified via email of that decision.
- The student will then be permitted to submit late work to be graded in full.
- The student must abide by the new deadline set by their teacher to be eligible for the full grade.

## **INCOMPLETE WORK**

If a student, for a valid reason, has not been able to complete all required work by the end of the trimester in a subject, then that student may be given an "incomplete" grade for that trimester.

- The decision is made by the principal only and both teachers and parents/guardians will be notified via email of that decision.
- The student must complete the required work within set time frame.
- The grade will then be updated on the report card to reflect the actual grades.
- Incomplete grades cannot be awarded beyond the end of the school year and can only be given with approval of the school principal.

# **SECTION 6**

**MET ONLINE**

# MET ONLINE PLATFORM (MS TEAMS)

## MS Teams Usage Guidelines: Communication for Teachers and Students

Microsoft Teams (MS Teams) as an integral part of our learning environment. MS Teams serve as a dynamic platform for communication, collaboration, and classroom interaction across all grade levels (PreK-G12).



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### Key Points:

1. **Internal Communication:** MS Teams is designed primarily for internal communication among teachers and students.
2. **Collaborative Learning:** Use MS Teams to enhance collaborative learning experiences, share resources, conduct discussions, and engage in interactive projects.
3. **Assignments and Announcements:** Teachers will use MS Teams to share assignments, announcements, and relevant learning materials.
4. **Privacy and Security:** MS Teams ensures a secure environment for our school community. Please respect the privacy and confidentiality of information shared within this platform.
5. **Parent-Teacher Communication:** We want to emphasize that MS Teams is not the designated communication tool for parents to reach out to teachers regarding concerns. For parent-teacher communication, please continue to use Rediker, our official parent communication platform.

We kindly request parents to support this distinction to ensure streamlined communication and to prioritize the use of the appropriate platform for each purpose.

MS Teams presents a wonderful opportunity for enriched collaboration, and we are excited to see the positive impact it will have on our learning environment. Thank you for your cooperation in upholding the intended use of these communication tools.

## APPENDIX 1:

### Steps to access your Child's MS Teams Classes

- ✓ Parent communication will not be done using MS Teams. Parents should always use the email in Rediker
- ✓ Your child's core subject teacher, will be creating classrooms and adding you to them via the newly created students' emails sent to you via E-mail, please use those credentials to login to Microsoft Teams to work with your teachers online.
- ✓ You can access the Teams through logging into <https://teams.microsoft.com> or you can download the App for your phone on this website <https://teams.microsoft.com/downloads>. In order to log in, you will need to enter your child's e-mail address and password sent to you by the teachers.
- ✓ Once you log in, you will find the classes your child has been added to.
- ✓ Teachers will assign work via videos, attachments, documents and apps, through Microsoft Teams.
- ✓ Core teachers will subsequently be sending e-mails to students to access the work already communicated via the newsletters.
- ✓ Teachers will track participation of all work assigned and the quantity of participation will be factored into participation grades.
- ✓ Assignments are meant to enhance learning so please ensure that your child is doing the work.
- ✓ Students/parents are asked to send completed work in the form specified (i.e. videos, written assignments, projects) upon its completion.

- ✓ If any student is experiencing difficulty in accessing the internet consistently, please let the teacher(s) know.
- ✓ Online meetings with teachers (recorded videos and/or live meetings) are available through MS Teams. Please feel free to e-mail your teacher, if you need any assistance or cannot access the platform.
- ✓ Remember to get in contact with your child's core subject teachers first, and if your technical problem is still not resolved, reach out to the technical support e-mail: [msteams@metropolitanschool.edu.eg](mailto:msteams@metropolitanschool.edu.eg)

**Below videos links to help you get started:**

- <https://support.office.com/en-us/article/videowhat-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d>
- <https://www.microsoft.com/en-us/education>

## **APPENDIX 2:**

### **MET ONLINE EXPECTATIONS AND PROCEDURES**

#### **Expectations For Students**

Be Respectful, Be Responsible and Be Safe - *Online etiquette practices that will help you become a good cyber citizen and online learner:*

1. Treat others online, as you would like to be treated. If you are ever in doubt about how to handle an online situation – always come back to this rule. The right course of action will become clear.
2. Treat your teacher and classmates with respect. While in an online classroom, using MS Teams, email or any other digital communication - be respectful.
3. Think before you type. You always want to be just as respectful toward others as you would be if you were sitting in the same room together. If you are comfortable standing up in front of a classroom and saying your message, then it is most likely okay to share.
4. Double check before you hit 'send' or "reply". Pay attention to typos, use of emojis, gifs, grammar and most importantly tone – these all help to create an impression of you online aka your digital reputation.
5. Do not say something online that you would not say to someone's face. If you have an issue don't raise the problem online. In person is always best.
6. Understand that you will never agree with everyone online. There is a polite way of sharing your opinion online without attacking or abusing others. Harassing or attacking others online aka 'trolling' is not acceptable at all. This includes the use of emojis or gifs unrelated with class content.
7. UNDERSTAND WHEN TO USE CAPS. Typing in caps means you are shouting. It is OK to use a word here or there, but do not do it all the time. It is aggressive and hard on the eyes.
8. Use clear and concise language. Remember that all communication should have correct spelling, Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
9. Read previous posts first. Take some time to read through each of the previous discussion post responses before writing your own response. Discussions can move fairly quickly so it is important to absorb all of the information



before creating your reply. Building upon a classmate's thought or attempting to add something new to the conversation will show your instructor you have been paying attention.

10. Muting your microphone until you have been asked to contribute will assist the teachers in communicating with you. Please follow the teacher's instructions for how to interact with them and your classmates.

## **Expectations For Parents**

1. Parents must refrain from disrupting the live video session (ex. speaking, discussing or answering questions while the student is in a live session).
2. Please contact your child's teacher directly via email, should you wish to discuss any concern or leave a comment and not via MS Teams.

## **APPENDIX 3:**

### **PROCEDURES FOR MS TEAMS LIVE VIDEO LESSONS**

1. Go to the restroom, get something to drink or do anything else you need to do before the meeting starts.
2. Wear appropriate attire, as part of your commitment to online classes, preferably your school uniform.
3. Find a nice, quiet spot to sit during the lesson. The fewer distractions the better so we can all focus and concentrate.
4. Refrain from lying and sitting on your bed, always use a chair for a better posture and to be attentive while attending your online classes.
5. Please be logged into your MS Teams account 5 minutes before the start of the lesson.
6. When you log into the class for the lesson to start, please mute your microphone and keep your microphone muted until given permission by your teacher to unmute it.
7. If you are late to the live video class you may not interrupt. It is your responsibility to prepare yourself for the lesson 5 minutes before it starts. Students arriving late to the lesson may not ask to be caught up by the teacher. This wastes the time of all who arrive on time.
8. Follow along and engage in the lesson during the entire class. Posting gifs and emojis unrelated to the lesson is unacceptable and will be addressed by the Student Success Office.
9. You do not need to leave your video on unless you are asked to. This will ensure a stable internet connection for all participants.
10. When called on please unmute and do as directed (ex. read a portion of the book or respond to a question asked by the teacher).
11. When the teacher tells you class is over, hang up the video session. LIVE chats after the lesson is over are forbidden and will be considered a violation of our Discipline Policy.
12. Lessons are recorded and posted onto MS teams for your reference and for use by the Student Success Office if any violations occur.
13. Under no circumstance can any portion of recordings be used outside the purpose of the lesson. This includes, re-recording, copying, editing, and downloading images or videos onto personal devices.
14. There can be no alterations and re-postings of any of the video content. This includes still shots.
15. Please follow the homeroom schedules posted on MS teams. First period starts at 8:00 am and last period ends at 3:00 pm.

## APPENDIX 4:

### INAPPROPRIATE BEHAVIOR ON MS TEAMS

When a student engages in inappropriate or disruptive behavior, including un-muting their microphone without permission, use of emojis, gifs, lateness, not leaving a session, excessive chatting, or any other behavior deemed inappropriate, the student will be considered in violation of Met E-Learning expectations. *Possible consequences*

*may include:*

- ✓ Removal from the session
- ✓ E-learning reflection activity
- ✓ Apology
- ✓ Restriction of communication with others on the MS Teams platform.
- ✓ Parent Contact
- ✓ Suspension from MS Teams

## WHO DO YOU SEE FOR WHAT AT METROPOLITAN SCHOOL?

### Principals' Offices (Academics and Attendance)

|   |  |  |                |
|---|--|--|----------------|
| <b>Attendance/<br/>Early Dismissal/<br/>Pick-up a<br/>Student from<br/>Gate instead of<br/>Bus.</b> | <b>Early Childhood Office</b><br>(Pre-K - KG 2)<br><i>Ms. Nada El Dawy</i>     | <a href="mailto:ec@metropolitanschool.edu.eg">ec@metropolitanschool.edu.eg</a>     | 010 995 09 114 |
|   | <b>Elementary School Office</b><br>(Gr.1 - Gr.5)<br><i>Ms. Nada Hamza</i>      | <a href="mailto:elem@metropolitanschool.edu.eg">elem@metropolitanschool.edu.eg</a> | 010 177 09 766 |
|   | <b>Middle/High School Office</b><br>(Gr.6 - Gr.12)<br><i>Ms. Shereen Sayed</i> | <a href="mailto:mshs@metropolitanschool.edu.eg">mshs@metropolitanschool.edu.eg</a> | 010 222 69 390 |

### Administrative Offices/Outsourced Providers

|   |                            |  |   |
|---|----------------------------|--|---|
| <b>Clinic / Health<br/>Inquiries</b>                    | <b>Dr. Yasmine Al Raii</b> | <a href="mailto:clinic@metropolitanschool.edu.eg">clinic@metropolitanschool.edu.eg</a>                 |   |
|   |                            | <a href="mailto:valraii@metropolitanschool.edu.eg">valraii@metropolitanschool.edu.eg</a>               |   |
| <b>General Inquiries</b>                                | <b>Front Desk Team</b>     | <a href="mailto:info@metropolitanschool.edu.eg">info@metropolitanschool.edu.eg</a>                     | 010 222 64 361                                  |
| <b>School Tuitions</b>                                  | <b>Mr. Tarek Hammam</b>    | <a href="mailto:accounting@metropolitanschool.edu.eg">accounting@metropolitanschool.edu.eg</a>         |   |
| <b>Contact Info<br/>Updates/ Official<br/>Documents</b> | <b>Ms. Nancy El Ghazy</b>  | <a href="mailto:admissions@metropolitanschool.edu.eg">admissions@metropolitanschool.edu.eg</a>         | 010 985 52 113                                  |
| <b>Transportation</b>                                   | <b>Mr. Michael Emil</b>    | <a href="mailto:transportation@metropolitanschool.edu.eg">transportation@metropolitanschool.edu.eg</a> | 010 110 89 998                                  |
| <b>SMC program/<br/>After School Care<br/>(ASC)</b>     | <b>Ms. Liza Iskandar</b>   | <a href="mailto:CCA-ASC@metropolitanschool.edu.eg">CCA-ASC@metropolitanschool.edu.eg</a>               | 010 992 31 833                                  |
| <b>Rediker Support</b>                                  | <b>IT Team</b>             | <a href="mailto:redikersupport@metropolitanschool.edu.eg">redikersupport@metropolitanschool.edu.eg</a> |   |
| <b>MS Teams<br/>Support</b>                             | <b>IT Team</b>             | <a href="mailto:msteams@metropolitanschool.edu.eg">msteams@metropolitanschool.edu.eg</a>               |   |
| <b>School Uniform</b>                                   | <b>Kamy Store</b>          | <a href="mailto:raouf_kamy@yahoo.com">raouf_kamy@yahoo.com</a>   | 0111 593 9573<br>0102 835 1815<br>0112 665 7001 |

\* Please follow feedback escalation process in the handbook. Your first point of contact is always the concerned **teacher**. Teachers' email addresses are all available through the portal and MS Teams.

## Early Childhood

|  |                            |  |
|--|----------------------------|--|
| <b>School Principal<br/>(Pre-K to KG2)</b>       | <b>Ms. Anjanette Jones</b> | <a href="mailto:ajones@metropolitanschool.edu.eg">ajones@metropolitanschool.edu.eg</a>           |
| <b>Assistant Principal<br/>(Pre-K to KG2)</b>    | <b>Mr. Benjamin Sosa</b>   | <a href="mailto:BSosa@metropolitanschool.edu.eg">BSosa@metropolitanschool.edu.eg</a>             |
| <b>Early Childhood Office<br/>(Pre-K to KG2)</b> | <b>Ms. Nada El Dawy</b>    | <a href="mailto:ec@metropolitanschool.edu.eg">ec@metropolitanschool.edu.eg</a><br>010 995 09 114 |

## Elementary School

|  |                          |  |
|--|--------------------------|--|
| <b>School Principal<br/>(Gr. 1 to Gr. 5)</b>         | <b>Mr. Matthew Novak</b> | <a href="mailto:mnovak@metropolitanschool.edu.eg">mnovak@metropolitanschool.edu.eg</a>               |
| <b>Assistant Principal<br/>(Gr.1 to Gr.5)</b>        | <b>Ms. Lina Anwar</b>    | <a href="mailto:lanwar@metropolitanschool.edu.eg">lanwar@metropolitanschool.edu.eg</a>               |
| <b>Elementary School Office<br/>(Gr. 1 to Gr. 5)</b> | <b>Ms. Nada Hamza</b>    | <a href="mailto:elem@metropolitanschool.edu.eg">elem@metropolitanschool.edu.eg</a><br>010 177 09 766 |

## Middle & High School

|  |                             |  |
|--|-----------------------------|--|
| <b>School Principal<br/>(Gr.6 to Gr.12)</b>                | <b>Ms. Helen Somerville</b> | <a href="mailto:hsomerville@metropolitanschool.edu.eg">hsomerville@metropolitanschool.edu.eg</a>     |
| <b>Assistant Principal<br/>(Gr.6 to Gr.12)</b>             | <b>Ms. Dina Banoub</b>      | <a href="mailto:dbanoub@metropolitanschool.edu.eg">dbanoub@metropolitanschool.edu.eg</a>             |
| <b>Middle &amp; High School Office<br/>(Gr.6 to Gr.12)</b> | <b>Ms. Shereen Sayed</b>    | <a href="mailto:mshs@metropolitanschool.edu.eg">mshs@metropolitanschool.edu.eg</a><br>010 222 69 390 |

## School Director

|                        |                         |  |
|------------------------|-------------------------|--|
| <b>School Director</b> | <b>Mr. Ernie Espino</b> | <a href="mailto:eespino@metropolitanschool.edu.eg">eespino@metropolitanschool.edu.eg</a>   |
| <b>Director's PA</b>   | <b>Ms. Nada Mostafa</b> | <a href="mailto:nmostafa@metropolitanschool.edu.eg">nmostafa@metropolitanschool.edu.eg</a> |

## Student Success Office

|                                  |  |  |
|----------------------------------|--|--|
| <b>Dean Of Students</b>          | <b>Mr. Sherif Othman</b>   | <a href="mailto:sothman@metropolitanschool.edu.eg">sothman@metropolitanschool.edu.eg</a>                                 |
| <b>Student Success Officers</b>  | <b>Mr. Robert Adel<br/>Mr. Mark Moheb<br/>Ms. Marina Raouf<br/>Mr. Bishoy Wilson</b> | <a href="mailto:disciplineteam@metropolitanschool.edu.eg">disciplineteam@metropolitanschool.edu.eg</a><br>010 001 97 351 |
| <b>Student Success Counselor</b> | <b>Ms. Jihane Shaarawy</b>   | <a href="mailto:jshaarawy@metropolitanschool.edu.eg">jshaarawy@metropolitanschool.edu.eg</a>                             |

## Met Abbreviations

|                   |   |
|-------------------|---|
| <b>EC</b>         | Early Childhood (Pre-K, KG1 and KG2)  |
| <b>Elem.</b>      | Elementary (Grades 1-5)   |
| <b>MS</b>         | Middle School (Grade 6-8)   |
| <b>HS</b>         | High School (Grades 9-12)   |
| <b>LT</b>         | Leadership Team   |
| <b>3 B's</b>      | Be Respectful, Be Safe, Be Responsible (Met Positive Behavioral Expectations) |
| <b>CCA</b>        | Co - Curricular Activities  |
| <b>ASC</b>        | After School Care (Paid Service)  |
| <b>PTC</b>        | Parent Teacher Conference   |
| <b>SLC</b>        | Student Led Conference  |
| <b>Met Biz</b>    | Entrepreneurship Program  |
| <b>Met Values</b> | Character Education   |
| <b>MAP Test</b>   | Measure of Academic Progress  |

## Useful Website Links

|   |   |
|---|---|
| <b>Parent Information Hub (Wakelet)</b>         | <a href="https://wakelet.com/@ParentRelationsExecutive732">https://wakelet.com/@ParentRelationsExecutive732</a>                       |
| <b>School Calendar</b>                          | <a href="https://metropolitanschool.edu.eg/en/school-calendar/">https://metropolitanschool.edu.eg/en/school-calendar/</a>             |
| <b>School Uniform</b>                           | <a href="https://metropolitanschool.edu.eg/en/admissions/uniform-2/">https://metropolitanschool.edu.eg/en/admissions/uniform-2/</a>   |
| <b>School Supplies</b>                          | <a href="https://metropolitanschool.edu.eg/en/school-supplies/">https://metropolitanschool.edu.eg/en/school-supplies/</a>             |
| <b>Cafeteria</b>                                | <a href="https://metropolitanschool.edu.eg/en/our-school/campus/">https://metropolitanschool.edu.eg/en/our-school/campus/</a>         |
| <b>Rediker Info (Student Management System)</b> | <a href="https://metropolitanschool.edu.eg/en/rediker/">https://metropolitanschool.edu.eg/en/rediker/</a>                             |
| <b>MS Teams Info (E-Learning Platform)</b>      | <a href="https://metropolitanschool.edu.eg/en/e-learning/">https://metropolitanschool.edu.eg/en/e-learning/</a>                       |
| <b>Met World Newsletter</b>                     | <a href="https://metropolitanschool.edu.eg/en/curriculum/newsletter/">https://metropolitanschool.edu.eg/en/curriculum/newsletter/</a> |