

# Gheriany American School



GHERIANY

INTERNATIONAL SCHOOLS

## Student / Parent Handbook 2019 - 2020

# **PARENT AND STUDENT HANDBOOK**

## **MISSION STATEMENT**

“Our Mission at GIS American School is to provide a high quality American International Education through inspiration and leadership in a healthy and caring educational environment.”

This handbook will provide students and parents with all the essential information that you need to know about our school. Please read it thoroughly as it will assist you in your understanding of how our school operates.

The Handbook for Parents and Students will be updated each year. As such, we would appreciate any comments you have in order to assist us in making this document more effective. Please put your thoughts in writing.

These then can be sent by email to our PR officer: [PR@gherianyschools.com](mailto:PR@gherianyschools.com) ,. Or send it to our email: [info@gherianyschools.com](mailto:info@gherianyschools.com)

GIS- Gheriany International Schools

Al Mostakbal City – Al Shorouk

AL Shorouk .. Egypt.

**Mob.: 0100884458 , 01000884677**

Gheriany American School recognizes that each student is an individual; that all students are creative; that all students need to succeed.

Therefore, Gheriany American School respects the individual needs of students; fostering a caring and creative environment; and emphasizes the social, emotional, physical, intellectual development of each student.

## **SCHOOL'S VISION**

Our vision is to bring forth highly effective leaders, who both honor their cultural identity and are understanding of other cultures. They pursue intellectual, physical and spiritual excellence, through lifelong learning, in order to lead purposeful lives and to make valuable contributions to their community and to the well-being of humanity.

## **SCHOOL'S MISSION**

Gheriany American School mission is to institutionalize an educational system that nurtures students with a focus on total character development and quality academic achievement.

## **GHERIANY AMERICAN SCHOOL PROGRAM**

Gheriany American School is accredited from the American International Accreditation Association of Schools and Colleges (AIAA).

Gheriany American School applies the Common Core State Standards (CCSS). CCSS establish clear, consistent guidelines for what every student should know and be able to do in English language arts, Social Studies, Math and Science from Kindergarten through Grade 12. The CCSS focuses on developing the critical thinking, problem solving, and analytical skills students will need to be successful.

The standards also provide a way for teachers to measure student progress throughout the school year and ensure that students are on the pathway to success in their academic careers.

As GIS, we offer different levels of instruction in the American division. K stage provide the foundation for social and academic learning for children between the ages of three and a half and five. Our experienced Kindergarten staff provides an atmosphere in which life-long learners grow up in an exciting and enjoyable environment.

Students of higher grade levels are encouraged to take risks and to share their ideas, thinking and problem-solving strategies during whole-class lessons, in small groups' cooperative activities and on individual projects.

The Gheriany American School is committed to providing a variety of learning opportunities and experiences that are based on the interests, individual differences and multiple intelligences of the students; we urge our students to become learners and readers for life.

The school years are a real crucial time in a child's total development. Gheriany American school helps the whole child to grow and develop physically, socially, emotionally, cognitively and linguistically.

### **CHARACTER EDUCATION**

Character education in Gheriany American School is a teaching method which fosters the development of ethical and responsible individuals by teaching them about the good values that people should have. It teaches the students the values of caring about other people, honesty, responsibility, and other important traits that make for an upstanding citizen.

The reason for teaching good character is to help prepare the students to face the many opportunities and unknown dangers that are in today's society. Character education gives the students the knowledge they need to know what these dangers in society are and deal with them properly.

A bunch of extra-curricular activities is totally devoted to the character building program in which students are directly exposed to reliable activities which build and enrich their manners, etiquette knowledge, skills and talents.

## **SCHOOL HOURS**

School starts each morning at 7:45 a.m. and ends at 2:40 p.m. Young students can become quite anxious if they are picked up late from school, it is very important that they are picked up on time.

The second time a child is left late at school a written warning will be sent home. If it happens a third time, the parents will be contacted to have a meeting with the American School administration.

## **LESSON TIME**

Sessions vary from instruction time to group discussions, games and activities using creative instruction techniques teach important concepts related to the curriculum. Lessons are interactive and allow maximum participation of all students.

## **STRUCTURED ACTIVITY TIME**

Art, Music, computer and Physical Education are designated to implement the curriculum, take place within the numerous learning centers, in the music or art room, computer laboratory and outdoors where small groups of students work individually, together, or with the teacher or assistant. Structured activities provide the students with opportunities to develop social, art and music skills, creativity, independence and oral linguistic skills.

## **BREAK TIME**

Students will have a snack and break times twice a day. Teachers and assistants supervise and circulate among the students, ensuring safety on the playground.

## **GUIDELINES FOR RECESS AND BREAK TIME**

All students must adhere to the Recess and Break Time rules. Any student who disregards these rules will be exposed to the school discipline code.

No fighting, pushing, or shoving is allowed during recess and break times.

Students must listen to the playground supervisors.

The canteen food items may be purchased during the lunch period.

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**K Stage Daily Time Table**

<i>Session</i>	<i>From</i>	<i>To</i>	<i>Duration</i>
<i>Assembly</i>	<i>08:15</i>	<i>08:30</i>	<i>15 min</i>
<i>Qura'an</i>	<i>08:30</i>	<i>08:45</i>	<i>15 min</i>
<i>Breakfast</i>	<i>08:45</i>	<i>09:00</i>	<i>15 min</i>
<i>Circle Time</i>	<i>09:00</i>	<i>09:15</i>	<i>15 min</i>
<i>1</i>	<i>09:15</i>	<i>09:50</i>	<i>35 min</i>
<i>2</i>	<i>09:50</i>	<i>10:25</i>	<i>35 min</i>
<i>Snack</i>	<i>10:25</i>	<i>10:40</i>	<i>15 min</i>
<i>3</i>	<i>10:40</i>	<i>11:15</i>	<i>35 min</i>
<i>4</i>	<i>11:15</i>	<i>11:50</i>	<i>35 min</i>
<i>5</i>	<i>11:50</i>	<i>12:25</i>	<i>35 min</i>
<i>Lunch</i>	<i>12:25</i>	<i>12:35</i>	<i>10 min</i>
<i>Break</i>	<i>12:35</i>	<i>01:05</i>	<i>30 min</i>
<i>6</i>	<i>01:05</i>	<i>01:40</i>	<i>35 min</i>
<i>7</i>	<i>01:45</i>	<i>02:20</i>	<i>35 min</i>

**G1-G9 Daily Time Table**

<i>Session</i>	<i>From</i>	<i>To</i>	<i>Duration</i>
<i>Qura'an</i>	<i>08:00</i>	<i>08:15</i>	<i>15 min</i>
<i>1</i>	<i>08:15</i>	<i>09:00</i>	<i>45 min</i>
<i>2</i>	<i>09:00</i>	<i>09:45</i>	<i>45 min</i>
<i>Snack</i>	<i>09:45</i>	<i>10:00</i>	<i>15 min</i>
<i>3</i>	<i>10:00</i>	<i>10:40</i>	<i>40 min</i>
<i>4</i>	<i>10:40</i>	<i>11:20</i>	<i>40 min</i>
<i>5</i>	<i>11:20</i>	<i>12:00</i>	<i>40 min</i>
<i>Break</i>	<i>12:00</i>	<i>12:30</i>	<i>30 min</i>
<i>Prayer time</i>	<i>12:30</i>	<i>12:40</i>	<i>10 min</i>
<i>6</i>	<i>12:40</i>	<i>01:20</i>	<i>40 min</i>
<i>7</i>	<i>01:20</i>	<i>02:00</i>	<i>40 min</i>
<i>8</i>	<i>02:00</i>	<i>02:40</i>	<i>40 min</i>

## **READING PROGRAM**

Reading is the foundation of lifelong learning and plays a key factor in academic achievement. It builds and strengthens many skills vital to student development and understanding. Through reading, students acquire literacy, language, and communication skills.

Our goal at GIS is to cultivate a love for reading in our students by encouraging them to develop good daily reading habits which are essential to their future, both academically and in everyday life. With this in mind, students should read a book every day that is suitable for their age and culture, and of different genres and challenging levels.

## **LIBRARY**

The school's library is open during regular school days. Students are encouraged to use it as much as possible.

## **DAILY MORNING QUR'AN**

At Gheriany American School, we believe that there is nothing perfect than starting our day with a Qur'an routine for 15 min. (Christian students attend sessions with Christian religion teacher)



## **PRAYER TIME**

At Gheriany American School, we are keen on providing our students with a daily prayer break. All students are expected to pray El Zouhr prayer after the time of the second break. All teachers will supervise the prayer break according to a daily schedule.

## **SECOND LANGUAGE**

Students choose a second language during the admission process. They have a choice of French and German. Once the language has been chosen, requests for second language transfers may be granted within the first week of school only, based on availability of space and teacher recommendation.

## **EXTRACURRICULAR ACTIVITIES**

At Gheriany American School, Students have the opportunity to participate in a variety of extracurricular activities during their time at school or out of the school time. These activities vary from sports, music, drama, Linguistic competitions, Fairs, and extend to personal development and community service programs. These activities help them to build their skills outside of the class and provide a great chance to broaden their perspective of the world. Our parents are most welcome to participate in some of our extracurricular activities program.

## **COMMUNITY SERVICE**

Our target is developing student's personalities and preparing them for the rapid changing world. It is important to prepare students for lives of good citizenship as it is to prepare them for the intellectual changes of college. We seek to develop the habit of community involvement, to awaken concern for those coping with hardship, and to encourage a sense of responsibility for our environment. We also aim on connecting the youth to the elderly by means of recreation activities.

Our parents are an integral and supportive part of our community. All parents are welcomed to be part of our community service program. Parents can choose to serve through our parents' Committee, act as Class Parent Representatives, take part in social activities, or volunteer to help with the many charitable events which will be held throughout the school year.

We urge parents to be involved in the after-school activities program. If you would like to share or implement an activity, we would like to hear from you. Parents with an interest in community service, art and craft and trips are particularly in demand.

## **FIELD TRIPS**

Various classroom teachers and / or school administration throughout the school year schedule field trips. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date, fees for the field trip, and will be asked to sign the field trip permission form and return it to the school.

Students are required to wear the school uniform on all field trips and activity days unless determined otherwise in advance.

## **SCHOOL CANTEEN**

Gheriany American School provides a canteen for the students to purchase sandwiches and / or snacks and drinks.

While eating lunch at school, all students are expected to follow these guidelines:

1. Practice good manners and socialize quietly.
2. Leave the surrounding area clean and orderly.
3. All garbage is to be disposed of properly in the trash container provided.
4. Students are responsible for returning to class in a timely manner.

## **CLINIC**

The clinic is staffed with a doctor/nurse. The health care professional provides health screenings, assessments for chronic and acute illness, and first aid for school related injuries.

The doctor is available to consult with parents, as needed, regarding health concerns of students. Administration of medication, especially short-term medication, should be done at home.

In some situations, accommodation can be made for students with severe asthma to self-administer their inhaled asthma medication. All parents / guardians are encouraged to provide the school doctor with updated and current work and home phone numbers, cell phone numbers and any other means whereby they can be contacted during the school day should the need arise.

## **ILLNESS AND INJURY**

In case of illness or injury the school doctor or a member of the school staff will care for the student temporarily. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital.

## **MEDICATION**

If your child must bring medication to school, the school should be informed in writing.

## **EMERGENCY EVACUATION PROCEDURES**

Parents should feel confident concerning all possible emergency situations at the school. A written plan exists to cover responses to a variety of crises.

A number of drills will be held throughout the year so that we are properly prepared and trained in the event of an emergency. Notification of drills may be given in a variety of forms;

- Teacher notification
- Bell notification
- Direct contact

All drills are to be accomplished in a quiet, orderly, and serious manner. All students and all members of the staff are expected to evacuate to their designated locations. Students are to be instructed to remain absolutely quiet and to proceed in a single line through all passages and stairways.

Each room will be assigned a designated assembly area and teachers should immediately check attendance when they arrive at that location. It is suggested that students remain perfectly quiet. This is necessary to communicate directions in the event of an actual emergency.

Teachers are to display in their rooms the most up-to-date Emergency Evacuation Procedures.

## **CHANNELS OF COMMUNICATIONS WITH THE SCHOOL**

### **CHANNEL BOOK**

The Channel Book allows the daily correspondence between the class teachers and parents. Parents should review the channel book on daily bases, sign any attached forms and add any comments or feedback whenever needed. Channel Book is applied only till grade 6.

### **INTERNET BASED SYSTEM**

A school management internet based system facilitates the communication between staff, students and parents. The students and parents can track the academic performance, homework assignments, discipline and medical reports, school announcements and can discuss topics with their teachers.

### **SCHOOL MOBILE**

GIS school reception team is available during school hours to receive all your comments and concerns on mobile number 01000884677 \ 01000884458. They are also assigned to set the required appointments with the School Principal.

### **SCHOOL WEBSITE**

All the important information about the school is communicated through the formal school website.

### **FACEBOOK PAGE**

You can follow the School's Facebook page where you will find all our news, activities, and photos. Facebook/Gheriany International School

### **CHANGE OF ADDRESS OR TELEPHONE**

For emergency and administrative reasons; every student must maintain an up-to-date address and phone number record at the school administration. Notify the school immediately if a change of address or telephone number occurs during the school year.



## ❖ **GENERAL POLICES**

### **PRAISE & REWARDS**

Rewarding students is essential to all facets of school life and is the positive side of our discipline strategies. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards with praise and encouragement because students work hard to achieve them. Therefore, awards are incentives toward further effort and achievement by the students.

### **UNAUTHORIZED ARTICLES**

Common sense and consideration are the best in determining whether or not to bring personal possessions to school in general, students should not bring toys, electronic devices, Mobile phones or unusual items to school unless they are intended for a specific purposes in a specific classroom. When students bring unauthorized articles to school, our general policy will be to remove the article from the student, place it in a safe location, and ask the parent to pick the article up at school.

### **ABSENCES**

Gheriany American School has established reasons for which an excused absence can be granted. These are the following reasons:

1. Personal illness.
2. Severe illness.
3. Death in the family.
4. Exposure to contagious diseases.
5. Sports championship.

A student that is absent from school regarding any of the above mentioned reasons shall be allowed to complete all assignments and tests missed during the absence within a reasonable period of time. The teacher of any class from which a student is absent shall provide the student with the missed work that is equivalent to but not necessarily identical to the tests and assignments that the student missed during the absence.

Absence for any other reasons other than those stated above must receive prior permission from the school administration. Request for this approval should be written and submitted as soon as possible, but not later than 48 hours prior to the date requested. The reason for the request and length of the absence must be provided. Administration will then grant approval at his / her discretion.

Parents / guardians are responsible for reporting their child's absence(s) to the school in a timely manner. Absence should be reported by contacting the school administration office by phone.

Regular and prompt attendance is important for a student to maintain satisfactory academic development and successful completion of semester and year-end exams, therefore, excessive or unexpected absences from school and specific classes can be detrimental to the educational process. Learning takes place through discussion and shared activities. A parent / guardian is responsible for regular and punctual attendances of their children.

Any student with more than 15 unexcused class absences in any course during any given semester will not receive credit for that course and the course must be repeated. When extenuating circumstances exist, a parent / guardian should discuss extensive absence with the principal.

When student's absences equals two-thirds of the number of excessive absences, the school will notify the parent in writing of the number of absences. Through discussion and working with the parent and student a corrective action plan will be developed, as appropriate. A student is marked absent if more than fifteen minutes of class is missed.

## **ATTENDANCE**

1. Attendance marks are a portion of the mark breakdown for all courses. Any absence will result in incomplete marks.
2. Students are expected to arrive at school before 7:45 a.m.
  - Students arriving after 8:00 a.m. will not be allowed to attend their first period, and will count towards an unexcused absence for that class.
  - Students are not going to be permitted into the school facility after 8:00 unless a note from the parent / guardian is presented to the Administration.
3. Late arrival to classes will also result in mark deduction, unless an excuse slip from the administration is presented. Recurrence of tardiness will result in discipline measures as outlined in the discipline code.

## **BUSES**

### **CONDUCT**

Gheriany International School provides bus transportation to and from school for the students. The following rules have been established in order to insure the safety of all students who ride buses:

1. Use only the bus you have been assigned to, otherwise a parent's prior notification should be submitted to the school.
2. Behave in an orderly manner while waiting for the bus.
3. Remain seated and facing front when on a moving bus.
4. Fighting of any kind will not be tolerated.

5. Talk quietly, do not make noise.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out of the window.

Infractions of any of the above rules will be brought to the attention of parents and may result in disciplinary action by the school. Continued abuse of bus privileges will result in the denial of transportation to the student.

Any complain regarding the bus, please contact the bus supervisor.

### **DRESS CODE**

The school believes that a student dress policy is an essential aspect of creating a school environment that is safe, conducive to learning and free from unnecessary disruption. During the school day and at all school related activities or functions, students shall adhere to the school uniform and appearance that is appropriate.

Students dress and personal appearance shall meet reasonable standards of cleanliness and safety and must show respect for others.

In the event that a student does not follow the school uniform policy, discipline measures as outlined in the discipline code will be followed.

### **MOBILE PHONE**

Mobile phones are not allowed at school. If a student needs to come to school with a mobile phone, it must be with no camera, switched off and kept in the principal's office to be given to him/her at the end of the day.

In case there is an emergency, student can ask the school administrator to use the school's mobile phone.

**Mobile phones are totally the student's responsibility; the school will not be responsible for any mobile loss or broken at school.**

### **MOBILE PHONE VIOLATIONS**

If the student used his mobile phone without the administration permission, the mobile phone will be confiscated. In case of repetition the parent must come to school to meet with the administration to receive the phone.

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## GHERIANY AMERICAN SCHOOL DISCIPLINE CODE

Discipline means guiding our students to practice acceptable behavior. We believe that students learn self-discipline when they are treated with respect and equality. Therefore, we follow the same general disciplinary code;

- Set clear, Consistent and fair guidelines for classroom behavior and remind children of this guideline when necessary.
- Redirect children to a more acceptable behavior or activity.
- Listen carefully to what children have to say about their feelings.
- Regard mistakes as opportunities for learning.
- Help children to develop the skills to solve their own conflicts.
- Model appropriate and respectful treatment of people and materials.

In cases of inappropriate behavior, the class teacher first tries to determine what happened, then uses professional judgment to decide how best to handle the situation. Students are encouraged to talk and express themselves. Staff members try to involve students in the resolution of their conflicts. Staff members also try to encourage the students to see each other's point of view which is a first step in the development of empathy, an important pro-social behavior. Discipline and showing courtesy to others is expected of the students during field trips and other school related activities.

Staff members do not under estimate, hit, criticize, or make hurtful comments to the students. Relating positively to the student at all times is the primary goal at Gheriany American School.

If the student is unable to behave appropriately after passing by the previous procedures, the student will be referred to the following discipline code:

Behavior Incidents	Disciplinary Action and Potential Sequence
<b><u>1. Morning Assembly:</u></b> a. Talking during the assembly. B. Not practicing the morning exercises. C. Commenting on the teacher & answering back d. Refusing to salute the flag. E. Not following the instructions. F. Going to the class before or during the morning assembly without permission.	1. Verbal warning. 2. from 5 - 20 min extra exercises after the morning assembly. 3. Break detention.
<b><u>2. Being late for school:</u></b> Students are accepted to enter classroom till 8:10 am, after that they are considered to be tardy.	1. <u>first time:</u> A warning submitted to the parent. 2. <u>Second time:</u> not allowed to enter the first session(Gr 4 and up). 3. <u>In case of repetition:</u> Parent is committed to pick up his child back home.

<b><u>3. Non - commitment inside the class:</u></b> a. Unready, sleepy or unprepared for class. b. Misbehaving inside the class. c. Unnecessary & inappropriate comments during the classes. d. Causing disturbances during class. e. Saying bad words.	1. In class verbal warning. 2. Writing behavior referral form at the social worker office. 3. Break detention. 4. Warning letter to be sent to the parent. 5. Parent will be asked to attend a conference meeting with the teacher and the Principal to discuss the student's problem. 6. Suspension for a period of time according to the severity of the incident.
<b><u>4. Fighting:</u></b>	1. Writing behavior referral form at the social worker office with warning letter. 2. Parent will be asked to attend a conference meeting with the teacher and the Principal to discuss the student's problem with suspension for a period of time according to the severity of the incident.
<b><u>5. Undone or improper assignment:</u></b> a. Undone Homework or project. B. Submitting incomplete Homework or bad project	1. <u>First time:</u> Redo the task. 2. <u>Second time:</u> redo the task and a warning submitted to the parent. 3. <u>Third time:</u> redo the task with marks deduction and a warning submitted to the parent.
<b><u>6. Littering:</u></b>	1. <u>First time:</u> Cleaning the spot. 2. <u>Second time:</u> Clean the whole area (Community Service)
<b><u>7. Vandalism:</u></b> a. Writing on the desks, walls, etc. b. Damaging the school property, etc.	1. Cleaning the spot. 2. The student will pay for the damaged items.
<b><u>8. Inappropriate behavior:</u></b> 1. Refusing to follow directions. 2. Using foul language. 3. Rudeness or speaking back to others.	1. <u>First time:</u> Verbal warning. 2. <u>Second time:</u> A warning submitted to the parent. 3. <u>Third time:</u> Parent will be asked to attend a conference meeting with the teacher and the Principal to discuss the student's problem. 4. <u>Fourth time:</u> Suspension for a period of time according to the severity of the incident.
<b><u>9. Cheating / plagiarism:</u></b> a. Copying others Homework or assignments. B. Exam Cheating	1. Copying others work is totally prohibited, the work of both students will not be accepted and the assignments will not be redone with zero marks. 2. The exam will be cancelled will zero marks.
<b><u>10. Leaving class without permission</u></b>	1. <u>First time:</u> parent's notification. 2. <u>Second time:</u> Parent should come to school to sign a referral form. 3. <u>Third time:</u> Suspension for a period of time according to the severity of the incident.
<b><u>11. Using dangerous object.</u></b>	1. <u>First time:</u> The item will be confiscated, the student will sign a referral form and the parent will be warned. 2. <u>Second time:</u> Suspension up to 7 days.



**12. Dress Code / School Uniform:**

- a. Out of uniform (wearing jeans are totally prohibited at school).
- B. un tidy hair, Makeup, nail polish and excessive jewelry.
- c. Personal Hygiene.

**1. For out of uniform:**

- First time: informing parents with break detention.
- Second time: informing the parent to come and pick up the student / in school suspension.
- 2. Washing hair / removing make up and nail polish / etc.
- 3. Washing up.

**ACADEMIC PROGRAM****HOMEWORK**

At Gheriany American School, homework, is an essential part of the learning process and is considered to be an extension of the daily classroom instruction. The setting of homework enables students to expand their learning and encourages self-motivation and self-organization. Students have a responsibility to complete all homework set and to ensure that it is handed in promptly on the due date.

**HOMEWORK TIME GUIDELINES**

Grades	Written work	Assigned reading
Grade 1	15 minutes	15 minutes
Grade 2	20 minutes	20 minutes
Grade 3	30 minutes	30 minutes
Grade 4	40 minutes	30 minutes
Grade 5	45 minutes	35 minutes

In higher grade levels, each subject should take about 20 minutes to complete.

**THE COURSES OFFERED AT GHERIANY AMERICAN SCHOOL****GRADES K TO 9:**

Subject	No of sessions / week	Credit Hours
English	10 till G 3 9 for G 4-9	1
Math	5 for K 6 for G 1-9	1
Science	2 for K 4 for G 1-9	1
Social Studies	2	1
Arabic	5	1

<b>French / German</b>	2 for K 4 for G 1-9	1
<b>Computer</b>	2	1
<b>Art</b>	3 for K 2 for G 1-9	1/2
<b>P.E.</b>	3 for K 2 for G 1-9	1/2
<b>Religion</b>	1	Additional courses
<b>Arabic S. S.</b>	2 for G 4 & up 3 for G 9	National Subject
<b>Music</b>	3 for K 1 for G 1-8	applied till grade 8

## THE ACADEMIC YEAR

The academic year is divided into 4 official quarters. All students are required to sit for 4 quarter's exams. Final grades in yearlong courses for students will be determined by averaging the 4 quarter grades.

## REPORT CARDS

Students will receive 4 report cards within the school year. A formal report card will be issued at the end of each quarter as per the following marks distribution:

## QUARTER GRADING SYSTEM

Each subject is graded as follows:

Attendance 10 marks

Behavior 5 marks

Participation 10 marks

Homework 10 marks

Project 15 marks

Quizzes 20 marks

End of quarter exam 30 marks

Total = 100 marks

Music, Art & P.E subjects are graded as follows:

Class readiness = 35

Theoretical participation = 50

Attendance = 5 marks

Behavior = 10 marks

Total = 100 marks

A credit represents the academic weight of the subject. One credit is equivalent to 100-130 hours of studying and 0.5 credits is equivalent to 65 hours of studying. The student must complete 8 credit hours in order to get promoted to the next grade level. Attendance is mandatory for credit completion. Students may choose their courses as long as they meet the graduation requirements.

## INCOMPLETE GRADES

An incomplete grade (I) may be given as determined by the school Principal. A student will be given the chance to make-up the incomplete work by the end of the following semester. After completing the work, a grade will be given and the incomplete will change to a letter grade and recorded on the student's report card. If a student does not make up the required material a zero (0) will be given and the subject will be marked as an F.

## SUMMER COURSE/S:

Any student at Gheriany American School is at a risk of having a summer course in the following cases:

- Exceed absence which leads to failure in achieving the required credit hours of any subject:

A credit subject is a core subject which carries the weight of minimum 100 teaching hours. Completion of the minimum teaching hours per subject is required in order to be awarded a subject credit. Credit hours are lost by absence of the student; not by holidays or school related Activities.

Calculation of lost credit hours:

45 minutes per class x by # of absences = \_\_\_\_\_ hours

If the student lost credit hours total more than 23 then he / she has not fulfilled the requirement for receiving subject credit and will have to take a summer course.

- Failing in achieving the total marks of 60% to be promoted to the next year.

**GRADING/ GPA SYSTEM** -Grade Point Average (GPA) is a calculated average of the letter grades the student earn in school following a 0 to 4.0 scale. Every semester, each student will receive a GPA based on the grades earned in all of the classes during that semester.

The GPA is based on a four-point system provided below:

The following grading system is used at Gheriany American School:

A+	(97% - 100%)	4.0 GPA	C+	(77% - 79%)	2.3 GPA
A	(93% - 96%)	4.0 GPA	C	(73% - 76%)	2.0 GPA
A-	(90% - 92%)	3.7 GPA	C-	(70% - 72%)	1.7 GPA
B+	(87% - 89%)	3.3 GPA	D+	(67% - 69%)	1.3 GPA
B	(83% - 86%)	3.0 GPA	D	(63% - 66%)	1.0 GPA
B-	(80% - 82%)	2.7 GPA	D-	(60% - 62%)	0.7 GPA
F	(0% - 59%)			0 GPA (Failure)	

## **MAP EXAMS (MEASURES OF ACADEMIC PROGRESS)**

When your child takes the MAP test, the results indicate where your child is in relation to the thousands of students who were in the norm group. If your child is in the 85th percentile, this means that your child scored higher than 84% of the students in the norm group. This score gives the parents an accurate picture of where their child is in relation to other children of the same age and grade level. It is used to track student growth. The MAP test utilizes a RIT score. When your child takes the test in the fall, he receives a RIT score. The goal then is to improve the RIT score by 5 points when taking the test in the spring. Parents who keep the achievement test scores and compare them from test to test will see a legitimate record of student progress.

The MAP results share specifically which concepts in each subject area were mastered and shows the level of mastery. This allows the parent and the teacher to focus specifically on areas of weakness.

### **MAP EXAMS FEES**

Gheriany American School students are exposed to the MAP exam standardized test twice a year on Fall & Spring bases, a memo will be sent home with the exam time and fees before the exam date.

***WE wish you a very interesting and fruitful School year,  
Gheriany American School Staff***

**GHERIANY**

**INTERNATIONAL SCHOOLS**