



## Student Parent Handbook

Academic Year 2024/2025



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## Welcome From the Principal

Dear Parents:

Welcome to Heritage British International School. This handbook is designed to provide helpful information about the procedures associated with the school. You and your child are about to embark on a memorable year at Heritage British International School.

We seek to make our school a safe and friendly environment for all our students so that they may reach their academic and personal potential. We strive to make learning enjoyable and challenging at the same time. We believe parents play a significant role in their child's education and we look forward to a positive home-school partnership. It is also our goal to instill a strong work ethic. Please read through this handbook and share appropriate parts of it with your child.

For daily or weekly communication with your son or daughter's teachers we encourage you to use Engage Notices.

As well, please feel free to call us at the school if you have any questions, or if we can help you in any way. Again, welcome to Heritage British International School. We look forward to a happy and successful year with your children!

Yours in education,

MR. DARRAN LORNE – HEAD PRINCIPAL

## Welcome From the Primary Head

Dear Parents and Guardians,

I am delighted to extend a warm welcome to each and every one of you as we embark on the new academic year at Heritage British International School. It is with great excitement and anticipation that I write this letter to convey my heartfelt greeting to the entire school community.

As the British School Key Stage Head, I want to assure you that our dedicated team of teachers and staff are fully committed to providing a stimulating and enriching learning environment that nurtures the intellectual, social, emotional, and physical growth of each and every pupil.

At Heritage British International School, we pride ourselves on our ethos of excellence, integrity, and respect. We believe in fostering a culture of academic rigor, creativity, and critical thinking, while also promoting values of kindness, compassion, and inclusivity. Our aim is to empower our pupils to become confident, responsible, and compassionate members of society who are equipped to face the challenges of the future with resilience and adaptability.

I would like to take this opportunity to express my gratitude to the parents for entrusting us with the education and wellbeing of their children. Your partnership and support are invaluable to the success of our school community, and I look forward to working closely with you throughout the year.

The purpose of this handbook is to provide essential information about our school's routines and expectations. Please take the time to read thoroughly the information with your child so that you can offer the needed support to ensure a smooth and successful academic year.

Yours Sincerely,

Yasmin Ashraf

British School Primary Head

Heritage British International School

## School Vision & Mission

### Vision:

Heritage International School community is committed to multiple pathways toward excellence and achievement for all students. Our students will imagine, reflect, and innovate within a safe, equitable, and responsive learning environment that develops their academic, social, and emotional growth and holistic well-being. They will develop the critical thinking, creative problem solving, technological and media literacy, communication, and collaboration skills necessary to participate in and contribute to the global world. They will practice the core values of the school: respect, integrity, tolerance, inclusion, and excellence. The school will provide each student with the social and academic skills needed to interact and explore the world as a confident life-long learner.

### Mission:

Heritage is committed to providing a respectful learning community for our students by offering a progressive approach to education. Our curriculum challenges students to think and act according to their own highest ability in an environment in which the potential of each student is valued. Balance is the guiding principal of our school. Challenging academics are coupled with a love of learning, leadership with social responsibility, creativity with moral integrity, and self-esteem with compassion for others. Students are inspired to excel in academics, to be active thinkers, and to be conscientious stewards of the world around them with a balance of discipline and freedom. We believe in producing unstoppable learners who are inspired to make an impact and determined to fulfill their potential and control their futures. We seek to inspire and motivate our students to: strive for excellence; seek truth; live honorably; act responsibly and help others so that they can emerge into a wide and challenging environment and assert Egypt's leadership in the world.

## Heritage British International School Ethos

**Honesty:** Is core to the respect of self and others. Within our fast-paced world, our students' righteousness and virtue are the foundation to become well-rounded citizens.

**Empathy:** is shown in **how much passion and understanding** each member of our community is committed to respecting and accepting the cultural, social, and individual differences of others.

**Rigor:** is characterized as **strict and demanding value in order to** prepare our students for challenges they will confront in their lives.

**Integrity:** Is as an integral part of all stakeholders' daily interactions and communication.

**Tolerance:** Is key to accepting the diversity in our community and respecting it.

**Accountability:** is an **assurance of acceptance from** all school stakeholders to be responsible of our students' achievements. Heritage International School seeks ongoing improvement of students' growth and will be held accountable for their effectiveness.

**Gratitude:** Is vital not only to disseminate respect and trust but gratitude to all stakeholders, who take an active role in our student meaningful learning. We cannot underestimate the power of feeling cared for, protected, and appreciated.

**Empowerment:** is an **influential factor** to help students to discover, create, develop , and refine their ideas into useful forms, and bring them to life, are part of the authenticity of students' learning journey.

## About Heritage British International School

### Curriculum and Stage Levels:

The British Division in Heritage International School will be adopting the Cambridge Curriculum. For Academic Year 2024/2025 the British Division will be opening EYFS to Year 5. The British Division at Heritage International School will provide the Oxford, Cambridge and Pearson (Edexcel) Boards Curricula in KS4; students will be able to choose from the three different boards for their subjects.

- Primary Checkpoint Exams for Year 6
- Secondary Checkpoint for Year 8
- IGCSE Department Over 2/3 Years to complete the 8 IGCSE and required A-levels subjects

### Academic Approach:

We aim at targeting and nourishing all types of students' intellects. Every topic is tackled with visual, auditory, and hands-on activities alongside with researching and the use of technology. We relate all topics, content of core subjects, and activity classes to real life, where students can use & apply what they have learned as a skill. Our focus is not only on a rigorous education, but also on empowering learners to respect their cultural heritage and identity. Students will choose between French or German, which they will study from Year 1; they may choose to sit for the External Exams of DELF in association with the French Cultural Center or FIT in association with Goethe Institute.

Our Teachers follow the Standards set by the UK Department of Education. Homeroom Teachers and English Teachers are PGCE/PGCEi certified or their equivalents. They set high expectations which inspire, motivate and challenge our learners. Most importantly, our teachers adapt teaching to respond to the strengths and needs of all learners in a safe and orderly environment.

### Educational Goals:

- To promote a high standard of teaching and learning performance.
- To set, within teaching programs, realistic and challenging goals for students.
- To promote the all-round development of students in academic, practical, cultural, social and sporting pursuits.
- To provide a satisfying and enjoyable learning environment for students.
- To promote good interpersonal relationships and assist in students' personal and social needs.
- To maintain regular contact and consultation with the schools' stakeholders and wider community.
- To encourage a spirit of partnership between parents and teachers in the education of their children.

## School Facilities

Indoor Facilities	Outdoor Facilities
Indoor multipurpose room.	Large multipurpose court.
Large two-story library.	Football fields.
Indoor Gym & Indoor Theater	Landscaped open court areas.
Indoor Cafeteria.	
Science, Physics, Biology, Chemistry, and Industrial Labs.	
Two Computer Labs - Language Labs	

## School Contact Information

Address	Heritage British International School Al-Yasmine Greenland, Second Touristic Village - 6th of October City, Giza, Egypt
Mailing address	Heritage British International School PO Box 38 – 12568, 6th of October City Giza, Egypt
Telephone numbers	3825 3692 / 93 / 96 / 97 / 88 / 89
E-mail address	info@heritageinternationalschool.com
Website address	www.heritageinternationalschool.com
School office hours	8:00 am – 3:00 pm Sunday to Thursday
Engage Portal	<a href="https://heritageinternationalschoolportal.engagehosted.com/">https://heritageinternationalschoolportal.engagehosted.com/</a>

## School Administrative Staff

### School Board

Chairman and Director	Eng. Mohamed Awara
Co-Director – Administration	Mrs. Amani Awara
Co-Director – Academics	Mrs. Yasmine Lotfy



## Key Administrative Staff Members Contacts

Staff Member	Title	Email
Mr. Darran Lorne	Head Principal	headprincipal@heritageinternationalschool.com
Mrs. Yasmine Ashraf	Key Stage Head	head-british@heritageinternationalschool.com
Mr. Hesham Abbas	Administrative Manager	administrativeaffairs@heritageinternationalschool.com
Mr. Diaa	Finance Manager	finance@heritageinternationalschool.com
Mr. Khaled Abd Allah	Financial Auditor	internalfinancialauditor@heritageinternationalschool.com
Ms. Nemat Yahia	Business Development and Marketing Manager	businessdevelopmentmarketing@heritageinternationalschool.com
Ms. Yasmine Khairat	Registration and Student Affairs Manager	registrar@heritageinternationalschool.com

## Offices/ Dept. Contacts

Staff Member	Title	Email
Ms. Heba Mansi	Executive Secretary to Director	directorsec@heritageinternationalschool.com
Ms. Abeer Markham	Executive Secretary to Co-Directors	codirectoroffice@heritageinternationalschool.com
Ms. Eman Fayek	Executive Secretary to Head Principal	directorsec@heritageinternationalschool.com
Salma Abdel Hady	Executive Secretary to Key Stage Head	Headassistant-british@heritageinternationalschool.com
Ms. Hanan Nabil, Ms. Farah Fayek	Receptionists	<a href="mailto:Hanan.nabil@heritageinternationalschool.com">Hanan.nabil@heritageinternationalschool.com</a> Receptionist@heritageinternationalschool.com
Dr. Amany	School Pediatrician	schooldoctor@heritageinternationalschool.com
Ms. Sarah Ahmed	Resources Officer	Resource.room@heritageinternationalschool.com
Ms. Heba Hammad	Lab Assistant	Heba.hamad@heritageinternationalschool.com

## Communication Channels

Channel	Details
<b>Emails</b>	<p>Emails and inquiries will receive attention within a maximum of two business days. However, this timeframe does not apply to urgent matters such as transportation changes, medical issues, and emergencies.</p> <p>WhatsApp is not an authorized communication channel and will be disregarded by staff. Any breach of this policy will result in miscommunication.</p> <p>Please refrain from contacting the school through a matron.</p> <p>Direct communication through the official channels is a must.</p>
<b>Student's Planner</b>	<p>The student planner in EYFS and primary is used by the teacher to write items of importance to parents, often on daily basis.</p> <p>Parents are advised to check this planner to ensure open and frequent dialogue between home and school.</p>
<b>Engage MS Team Website</b>	<p>Engage Portal: <a href="https://heritageinternationalschoolportal.engagehosted.com/">https://heritageinternationalschoolportal.engagehosted.com/</a></p> <p>Website: <a href="https://heritageinternationalschool.com/">https://heritageinternationalschool.com/</a></p> <p>Parents are encouraged to check the school website and Engage weekly for events and classroom instruction. You are also encouraged to ensure the school has your proper e-mail addresses for teachers to communicate with you, and for the school to send out special messages to parents.</p>
<b>Parents Meeting</b>	<p>If parents have any concerns, they should discuss them with their respective class room teacher first. If the issue cannot be resolved mutually, then the next step would be to contact the respective school KS Head. It is vital that parents and guardians be respectful and courteous with teachers at all times given that they are qualified professionals.</p> <p>There are three official parents' meetings throughout the year. However, the school adopts an 'Open Door' policy, where parents may schedule a meeting with teachers or administrators.</p>
<b>Surveys</b>	<p>Surveys are integral to our improvement journey, fostering genuine stakeholder engagement by collecting valuable data to enhance learning. We urge all parents and guardians to regularly provide feedback via surveys.</p>

### School Visitation Protocol and Communication Guidelines:

- Visitors are required to check in at the security table before proceeding to reception, regardless of the reason of their visit. This protocol ensures security and maintains the learning environment. Parents are discouraged from visiting classrooms during school hours. Failure to comply may result in restricted campus access.
- To uphold positive home-school relationships, confidentiality should be maintained in private communications about staff.

## Parents Concerns

Parents who have any concerns over the material being taught in the classrooms or student behaviors within classrooms are asked to address their concern by first contacting the classroom teacher through the Engage, MS Teams or contacting the school to arrange a meeting over the phone or in person. If parents are not satisfied with the manner in which the concern is dealt with by the teacher, they are then advised to contact the correct level KS Head. For other non- academic concerns, parents are required to go through the following channels:

Bus concerns	→	Administration and transportation office
Health concerns	→	School Clinic
Registration	→	Registrar Office
School uniforms	→	Uniform shop in Nursery building
School uniforms concern	→	Administration Office
Marketing and Events	→	Marketing Office

## School Calendar (Academic Year 2024/2025)

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3/9: Parents' Orientation  
10:00 am -12:00 pm  
9/9: 1st Day of Class for EYFS, KS1 & 2  
16/9: Prophet Mohamed's Birth (PBH)

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6/10: Armed Forces Day Off

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19/12 : Winter Show  
22/12 – 31/12: Winter Break

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1- 9/1: Winter Break  
12/1 : Start of Term 2  
23/1 : Revolution Day Off

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

20/2 : Heritage Day Off  
28/2 : Start of Ramadan

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13/3 : Ramadan Night  
30/3 – 31/3 : Eid El Fitr Holiday

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1/4 – 10/4: Spring Break  
13/4 : Start of Term 3  
20/4 -21/4: Easter Sunday & Sham El Nesim

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1/5 : Labor Day (Day Off)  
8/5 : Egyptian Day

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6/6 - 10/6 : Eid Al-Adha  
19/6 : Last Day of School

## School Hours

### Arrival:

Students are supervised in the morning from 8:00 am until morning entrance. Please do not drop off students prior to 8:00 am. There is no supervision before this time so early students must sit in the reception area. It is the expectation that all students make consistent efforts to enter the school by 8:15 am for assembly. The school's main doors will be closed at this time. Late arriving students must wait until the end of assembly to enter the school. Consistent inexcusable lateness will be dealt with accordingly.

Please refer to the Transportation Policy for further details (Page 13)

### Dismissal:

Please pick up students promptly at 3:05 pm outside the main entrance. Students will be brought to the gate where guardians will be lined up. Once a student has been released to their guardian and is outside the school gate, the student is the responsibility of the guardian and may not come back through the gate.



## Foundation Stage Bell Schedule

Description	Time
Arrival	8:15
Circle Time	8:15-8:50
2 <sup>nd</sup> Session	8:50-9:30
Break	9:30-9:45
Snack	9:45-10:00
3 <sup>rd</sup> Session	10:00-10:40
4 <sup>th</sup> Session	10:40-11:20
Break	11:20-11:35
Lunch	11:35-12:00
5 <sup>th</sup> Session	12:00-12:40
6 <sup>th</sup> Session	12:40-1:25
Break	1:25-2:00
Snack	2:00 -2:15
7 <sup>th</sup> Session	2:15-2:50
Wrap-up & Packing	2:50-3:00

## KS1 & 2 Bell Schedule



Description	Time
1 <sup>st</sup> Session	8:30-9:10
2 <sup>nd</sup> Session	9:10-9:50
Break	9:50-10:05
3 <sup>rd</sup> Session	10:05-10:45
4 <sup>th</sup> Session	10:45-11:25
Lunch	11:25-12:05
5 <sup>th</sup> Session	12:05-12:45
6 <sup>th</sup> Session	12:45-1:25
Break	1:25-1:40
7 <sup>th</sup> Session	1:40-2:20
8 <sup>th</sup> Session	2:20-3:00

## School Policies & Guidelines Section

### Attendance Policy:

Student's absenteeism and lateness with utmost seriousness, viewing them as contrary to our educational standards and ethos. In the event of an extended absence without notification, the school will endeavor to reach out to parents. It is obligatory to provide the school with their current telephone contact details. Written notification of excessive absences will be provided to parents. Absences will be deemed excusable if they fall under the following categories:

#### Excused Absence:

- Sickness (**stamped & signed Doctor's note is required**)
- Family emergency

### Regulations:

Students are expected to maintain consistent attendance with a maximum absence of no more than 15 days throughout the school year. Prior notification by parents, explaining the reason for absence, is mandatory. Failure to comply with the absence policy may result in the loss grades and valuable instruction time, in persistent cases, expulsion from the school.

- A parental conference is scheduled when student's absence exceeds six days.
- Absences due to vacations or extended trips are not considered excused; families are advised to plan such events outside of the school term.
- Doctor appointments are not valid excuses and should be scheduled outside of school hours or on Saturdays.

- Checking Engage Portal is required in case of absence; failure to do so will result in a zero on any assignments or assessments for that day.
- Participation in club practices or matches is considered unexcused unless officially documented for championships.
- Absence is only permitted for serious illnesses or medical emergencies, with a medical note to be submitted to the school administration within three days. Failure to present the note within one week renders it invalid.
- Parents are urged to notify the school in case of contagious diseases such as Mumps or Chicken Pox.

### **Punctuality Policy:**

It is the expectation that all students make consistent efforts to enter the school by **8:15 am** for assembly. **The school's main doors will be closed at this time. Late arriving students must wait until the end of assembly to enter the school.**

Consistent inexcusable lateness throughout the school year will be dealt as follows:

#### **1<sup>st</sup> Offense:**

Student arriving late will miss the first period.

They will receive a verbal warning.

Lateness will be documented, and parents will be notified via phone and email.

#### **2<sup>nd</sup> Recurrence:**

If a student is late for the second time

They will be absent for the first period.

The school records lateness and notifies parents via phone and email.

The student is accountable for completing all missed assignments.

#### **3<sup>rd</sup> Recurrence:**

On the third instance of lateness, the student will be required to return home.

#### **Early Dismissal:**

- Early dismissal is only permitted in case of emergencies.
- **If your child needs to stay after school for parent-teacher meetings, special events, or any change in transportation, please send an email the designated office before 12:00 pm. Requests made after 12:00 pm via phone call will not be accepted.**

### **Dress Code and School Uniform Policy:**

We expect our students to wear the school uniform, maintaining a modest, neat and clean appearance at all times. We would appreciate it if parents make sure that their child is dressed properly. The school uniform must be worn for all school activities including those taking place on field trips. All students wearing the uniform of Heritage International School in public are expected to be excellent ambassadors of the school

#### **Class Uniform**

The Class Uniform consists of three parts: the top, the bottom, and shoes.

Acceptable top options are:

- Option 1 – a blue t-shirt with the school's logo on it

- Option 2 – a blue polo short or long sleeves with the school's logo on it
- Option 3 – one of the school's polo shirts with a grey sweater with the school's logo on it
- Option 4 – one of the school's polo shirts with a grey hooded sweatshirt with the school's logo on it

The hooded sweatshirt is available with and without a zipper.

Acceptable **bottom** options are:

- Option 1 – long dark blue dress pants
- Option 2 – dark blue dress shorts that reach the knees
- Option 3 – school purchased sweatpants with school logo

Acceptable **shoe** options are:

- Option 1 – runners (runners cannot contain wheels of any form of spikes)
- Option 2 – black dress shoes

#### **Out of Uniform Consequence:**

Offense: students are expected to come to school in the appropriate uniform. Students who fail to come in the proper uniform may be sent to purchase the appropriate clothing or sent home until they comply with the school's uniform policy.

#### **Prohibited items:**

- Form-fitting or slim-cut clothing with a low waistline.
- Worn-out or torn uniform.
- Denim pants.
- Vibrant hair accessories like headbands or scarves in white, beige, or grey shades.
- Facial piercings including nose, lips, eyebrows, etc.
- Long, dangling earrings (a single stud is acceptable).
- Application or remnants of makeup.
- Nail polish and artificial nail enhancements.
- Jewelry and adornments like chokers, bracelets, rings (solely a wristwatch is acceptable).
- Radical hairstyles or hair dye.
- Boys with lengthy hair.
- Tattoos or henna designs.

#### **Extra Set of Uniform Policy (for Foundation Stage students only):**

Mishaps are bound to occur, particularly when children are engrossed in activities. We kindly request parents to furnish the teacher with a spare set of school uniform clearly marked with the student's name.

#### **Birthdays & Dish Parties Policy (only up to Year 5):**

Birthdays are celebrated on Thursdays only. Should a student wish to commemorate a birthday with peers, parents must reach out to the designated school office for consent at least one week in advance. Cakes must exclude nuts or chocolate. For ease of serving and cleanliness, we suggest opting for cupcakes instead of a traditional cake.



### **Illness and Medication Policy:**

- A student who is injured or unwell will be escorted to the clinic. The school will provide a written statement from the attending physician to be taken home, with a copy retained by the office.
- Students falling ill during school hours will be dismissed as per the School Doctor's advice if required. Parents are urged to arrange prompt pick-up for their children in such instances.
- Any student sent home due to contagious ailments or infectious conditions (e.g., head lice) must refrain from returning to school until fully recovered, presenting a medical report to the Stage Office on the morning of their return.
- In situations where a student requires medication, the School Doctor will administer only medicines provided by parents, clearly labeled with the student's name, dosage, and timing instructions. It is recommended to keep students on antibiotic treatment or those feeling unwell at home until they are fit to resume school activities.

### Head Lice Protocol:

The school clinic will routinely inspect children for head lice. If your child is found to have head lice, a notification will be provided by the clinic, requesting prompt treatment. **In such instances, the child MUST remain at home for a minimum of 3 days until completely free of lice.**

Upon returning to school after this period, the child must be accompanied by the parent to the clinic for examination before being directed to class. If any lice are still present, the child will need to be taken home promptly.

### Payments & Due Dates Policy:

All payment intended for school trips, events, etc., must be enclosed in a sealed envelope distinctly marked with the student's name, class, enclosed amount, and purpose.

Students and parents are required to adhere to the specified due dates and deadlines for all school events, trips, activities, school photos, costumes, and other services necessitating payment during the academic year. **These services are arranged and communicated to parents well in advance to provide sufficient time for payment. Hence, payments will not be accommodated after the designated due dates.**

### Health Care Protocol:

In order to provide a healthy and safe environment which encourages our children's development, our school doctor, is available at all times supervising the health and well-being of our children, including:

- General routine checks of hair and nails
- Dental hygiene
- Screening of vision and hearing
- Supervision of obligatory vaccinations
- Monitoring the normal growth and development
- Monitoring students with special medical conditions or undergoing special therapy dealing with any accidents or injury.

The school doctor is the staff member that any parent should call regarding health concerns for your children.

### Cafeteria Protocol:

The caterers at the Heritage Cafeteria serve healthy lunches and snacks for starting Year 1 students only. EYFS students are not allowed to bring money to order food, as problems may occur with younger students losing money or ordering inappropriate snacks instead of wholesome lunches.

All students are encouraged to bring to school healthy snacks and lunches which DO NOT include; chocolate, fizzy drinks or chips. These are not allowed at any time at school.

The school has water coolers on each floor with a filter attached to each of them to provide clean water to our students. Each student is encouraged to get his/her own reusable labeled water bottle.

### Lost & Found Policy:

We encourage that all personal belongings be labelled with the student's name. To minimize loss, all items of clothing, PE clothes and school supplies should be labelled with the student's name. "Lost and found" boxes are provided for any student property found on campus or in school buses. If your son or daughter loses personal belongings that are labelled with their name properly, they should be returned by school staff. If items are lost without "name labels" the item will be placed in the "lost and found" boxes for your retrieval.

**Please Note: The school is not responsible for any money or electronics that are brought to the school. All students are urged to place a lock on their locker and be mindful of their belongings.**

### Bus Rules and Policy:

1. Students must have prior arrangements with the school to reserve bus services.
2. Punctuality is crucial to avoid disruptions; parents are responsible for tardy students exceeding a 3 minute delay. Students who are regularly late for their buses will be given a warning. If they continue being late the parents will be contacted by the transportation department and told that their children will not be allowed to use the school bus for one week.
3. Students must promptly be seat and remain seated during the journey. Latecomers have 10 minutes after the last session bell to board.
4. Shoes are strictly prohibited on seats.
5. Seat belts must be fastened before the bus moves.
6. Avoid engaging in conversations with bus drivers.
7. Permission from the bus matron is necessary to approach windows and doors.
8. Disrespectful behavior, loudness, or profanity is not tolerated.
9. Bullying or disruptive actions infringing on others' rights are prohibited.
10. Students must wait for the bus to stop before boarding or leaving.
11. Objects should not be thrown inside or outside the bus, heads and arms must remain inside.
12. No food except water is allowed on the bus.
13. Littering is strictly forbidden.
14. Personal music devices should be used at low volumes.
15. Respect bus matron's instructions and avoid inappropriate conversations.
16. Misconduct may result in the denial of bus services.
17. Sit properly with feet on the floor and back against the seat.
18. Keep all body parts and objects to oneself and respect personal space.

### Misconduct on School Bus:

- **1st Offense:** Verbal warning.
- **2<sup>nd</sup> Offense:** Written notice requiring parental acknowledgment.
- **Continued misbehavior after written warning may lead to exclusion from bus services.**

### Transportation Change Policy:

Notify the Stage Office via email of any transportation alterations before **12:00 p.m.**

**Informing the bus matron of any required changes will not be considered an official notification.**

## School Policy Regarding Responsible Use of Technology

Cell phones, laptops and other forms of digital technology are here to stay. As educators, we cannot, and should not, attempt to deny their central importance or occasional annoyance. We, as educators, should come to realize what these technologies represent in our lives and in the lives of our students. Heritage International School deems it necessary to teach and enforce responsible use of technology at the school.

The focus of the **Responsible Use of Technology policy** is exactly that: to use technology in a way that enhances the learning of our students.

### We have three areas of focus with respect to this policy:

1. Guiding the use of technology in our classrooms so that it is responsible, effective, and safe.
2. Empowering teachers in their role as guides, mentors, and ultimately educators, to utilize technology in ways that satisfy the stated learning goals they have set forth.
3. Teach students how, when, and why technology can be used to enhance their learning.

### **Stated as simply as possible, our school technology policy will be the following:**

Use of personal digital technologies will be permitted at Heritage British International School starting Year 6 under the guidance, direction, and at the discretion of the classroom teacher. The teacher and/or administrator have full authority to withdraw the use of technology if misuse of the technology occurs.

## Code of Conduct

### Golden Rules

- Do be honest, kind and helpful
- Do work hard and always try your best
- Do look after property
- Do listen to and respect other people
- Do follow adult instructions without arguing
- Do treat other people as you want them to treat you
- Be responsible; own your behavior

The behavior plan aims to educate students on making responsible choices for the benefit of everyone. Discipline involves setting boundaries with care, emphasizing that actions have consequences determined by individual decisions. The Code of Conduct empowers students to be accountable for their conduct, ensuring a conducive learning environment for all. Consistency in discipline is vital, requiring collaboration among teachers, parents, students, and administrators to maintain school rules effectively.

### Positive Reward/Behavior Plan

**Houses:** Each student will be placed into a house. Points will be awarded by the homeroom teachers to the students based on academics and behavior. The homeroom teachers will all have a chart posted to keep track of the points of each student. Each week the points will be collected and tallied. The houses will be used for large school activities such as sports day. At the end of the year the house with the most points are the school's house champions. Their house name will be placed on a trophy that remains in the school to be won by a new house the next year.

**Golden Rules and Golden Time:** Each classroom will have the golden rules posted in the classroom. The rules will be made up with guidance by the students. They will be basic rules such as no hitting, be respectful, tell the truth, etc. At the end of the week if the students have followed the rules they will be given golden time (Thursday last period or half a period with the home room teacher). The students will agree on an indoor or outdoor activity and get the time to play. They may bring toys and games to school on that day that the teacher has agreed to. Any student that has not been following the golden rules may be removed from golden time or have some time taken away from golden time.

The class as a whole can also lose golden time if they are not following the golden rules.

### Other methods of positive rewards may include:

Academic Certificates – Certificates will be given to students who have excelled in their academic achievements.  
 School Certificates – Certificates will be given to students who have perfect attendance in a term and for the whole year. Character Education certificates are also awarded to students who exemplify positive character traits.  
 Classroom Certificates – Each teacher will have classroom certificates to hand out to the students for outstanding behavior, academics or achievements. Examples include spelling, reading, improved behavior, perfect test, helpful.

## School Community Role in Code of Conduct

TEACHERS are responsible for instructing their students on the rules of acceptable behavior. They are also responsible for applying proper consequences when a student's behavior is inappropriate.

PARENTS are responsible for reviewing the rules of appropriate behavior with their own child/children. They are responsible too, for supporting and cooperating with the school in applying consequences which result from inappropriate behavior as follows:

- To contact the teacher first and directly if they have any concerns
- To encourage children to arrive at school with a positive attitude
- To ensure that children attend school regularly, punctually and in the proper school uniform
- To inform school staff of any special circumstances that may affect pupil's progress and behavior
- To work with the school staff to foster self-discipline and respect
- To encourage children to achieve the best of their abilities
- To attend school events and meetings, and to be available for necessary discussions regarding their child's progress and behavior
- To make sure that the student does not misuse any electronic devices such as cell phones in school
- To work to ensure their children follow the school's code of conduct and to support and partner with the school in regards to consequences when they do not

STUDENTS are responsible for their own actions. Once instructed by their teachers and parents regarding appropriate behavior at school, they are responsible for the decisions they make. When a student decides to ignore school behavior rules, he/she must accept the consequences of his/her actions. Failure to acknowledge responsibility for one's actions or to accept the consequences for them is regarded as "opposition to authority" and can result in suspension and/or behavior probation.

ADMINISTRATORS are responsible for setting-up and supervising the implementation of the Code of Conduct and for establishing a hierarchy of consequences and clear steps for students sent to the office for disciplinary reasons.

### **Consequences and Disciplinary Actions include (in this order):**

- Initial informal student conference with teacher.
- Parents notified via mail regarding the behavior.
- Subsequent formal student conference with teacher or School Counselor.
- Classroom time-out for self-reflection on behaviour and strategies for improvement.
- Another formal student conference with Stage Head or School Counselor.
- Convening of a parent-teacher/Key Stage Head/School Counselor conference.
- Agreement on Behaviour Intervention signed by both school representative and parents.
- Progress update on student behaviour provided to parents in writing.
- Suspension of privileges like trips, events, and school activities.
- External professional assessment and recommendations sought if necessary.
- If behavioural issues persist, relocation to another school may be necessary.

Code of Conduct Key Stage 2 (Year 3 to Year 6)			
Type of Violation	Consequences of 1 <sup>st</sup> Offense	Consequences of 2 <sup>nd</sup> Offense	3 <sup>rd</sup> Consequences Offense
Lateness to School <b>(Per Term) (unexcused)</b> Student is considered late <b>after 8:15 a.m. and will have to enter from Gate 2 then proceed to the School Reception</b>	The students can proceed to the remainder of the 1 <sup>st</sup> period.  Verbal warning.	The 2 <sup>nd</sup> time of lateness, the students can proceed to the remainder of the 1 <sup>st</sup> period.  Verbal warning and email to parents.	3 <sup>rd</sup> time of lateness, student misses remainder of the class for which he or she is late.  Student is responsible for all make-up work. Verbal warning and email to parents.  <u>Starting 4<sup>th</sup> time of lateness student will stay for 1 hour After School Detention on a designated day to be advised by the stage office</u>  <b>After 5<sup>th</sup> time of lateness, student will be sent back home.</b>
➤ <b>In all cases, students will not be allowed to enter the school premises after 08:15 a.m.</b>			
<b>lateness To Classes (over 10 minutes)</b>	Student report to Stage Office for late pass. Verbal warning	Student receives 1 day In School Suspension (ISS)  Notification to parents	1 day extended In School Suspension (ISS).  Parent/Teacher Conference.  Up to 80% credit on all classwork required to be completed for classes missed while in ISS.
<b>Skipping Classes</b>	Up to 3 days: in School Suspension.  Up to 80% credit on all classwork required to be completed for classes missed while in detention.  No credit on any assignments missed during period(s) that were skipped.	3-5 days: In School Suspension (ISS)  No credit on any assignments missed during period(s) that were skipped.  Meeting with school counselor to discuss situation.  Up to 70% credit on all classwork required to be completed for classes missed while in detention.  Parents/Counselor/Administration Conference.	Up to 5 days of extended: In School Suspension  No credit for assignments missed during period(s) truant.  Up to 60% credit on all classwork required to be completed for classes missed while in detention.  Meet School Counselor to discuss probationary terms.  Parents/Counselor/Administration Conference.

Type of Violation	Consequences of 1 <sup>st</sup> Offense	Consequences of 2 <sup>nd</sup> Offense	Consequences of 3 <sup>rd</sup> Offense
<b>Electronic Devices and Mobile Phones are not allowed inside classes or during the school day</b>	Devices found in a student's possession or being used in a prohibited area will be confiscated for <b>1 school day</b> .	Devices found in a student's possession or being used in a prohibited area will be confiscated for <b>2 days</b> and will only be collected by parents.	The device will be confiscated for <b>1 week</b> and will only be collected by parents by the end week.
<b>Horseplay (pushing, running, shoving and other forms of play in classrooms or in hallways or school grounds which causes disruption to learning environment)</b>	Verbal Warning	Up to 3 days: Break detention  Contact Parents.	Up to 3 days & more: In School Suspension (ISS)  Up to 80% credit on all classwork required to be completed for classes missed while in detention.  Parents/Counselor/Administration meeting.  Possible Behavioural Intervention initiated.
<b>Inappropriate, offensive or Disruptive Behaviour</b>	Strong verbal warning and possible meeting with School Counselor.  Possible 1-3 days of Break detention.	Up to 3-days attendance of In School Suspension (ISS)  Up to 80% credit on all classwork required to be completed for classes missed while in detention.  Parent/Counselor/Administration Conference.  Behavioral Intervention and Support initiated.	Up to 5 days of Out of School Suspension (OSS).  Up to 70% credit on all classwork required to be completed for classes missed while on OSS.  Parent/Counselor/Administration Conference.  Behavioural Probation.
<b>Forgery of Signatures</b>	Strong verbal warning and meeting with School Counselor.  Notice to Parents/Guardians.  Up 3-day attendance in "In School Suspension".	From 3 - 5 days of attendance In School Suspension (ISS)  Up to 80% credit on all classwork required to be completed for classes missed while in detention.  Parent/Counselor/Administration Conference.  Behavioural Intervention and Support initiated.	Up to 5 days of Out of School Suspension.  Up to 70% credit on all classwork required to be completed for classes missed while on OSS.  Parent/Teacher/Administration Conference.  Behavioural Probation



Type of Violation	Consequences of 1 <sup>st</sup> Offense	Consequences of 2 <sup>nd</sup> Offense	Consequences of 3 <sup>rd</sup> Offense
<b>Plagiarism &amp; Cheating</b>	<p>Strong verbal warning and possible meeting with School Counselor.</p> <p>Notice to Parents/Guardians. No credit is given on plagiarized assignment.</p> <p>Student is not allowed compensating or extra credit assignments for that trimester.</p> <p>All subject teachers are notified.</p>	<p>Up to 2 days of attendance In School Suspension (ISS)</p> <p>Up to 80% credit on all classwork required to be completed for classes missed while in Detention Room</p> <p>Parent/Counselor/Administration Conference.</p> <p>Behavioural Intervention and Support initiated.</p> <p>No credit is given on plagiarized assignment.</p> <p>Student is not allowed compensating or extra credit assignments for that trimester.</p> <p>All subject teachers are notified.</p>	<p>3-5 days of Out of School Suspension (OSS)</p> <p>Up to 70% credit on all classwork required to be completed for classes missed while on OSS.</p> <p>Parent/Counselor/Administration Conference.</p> <p>Behavioural Probation</p> <p>No credit is given on plagiarized assignment.</p> <p>Student is not allowed compensating or extra credit assignments for that trimester.</p> <p>All subject teachers are notified.</p>
<b>Bullying</b>	<p>Strong verbal warning and meeting with School Counselor.</p> <p>Possible 1-3 days attendance of extended In School Suspension (ISS)</p>	<p>3 days attendance in extended In School Suspension (ISS)</p> <p>Up to 80% credit on all classwork required to be completed for classes missed while in Detention Room</p> <p>Parent/Teacher Conference</p> <p>Behavioral Intervention and Support initiated.</p>	<p>Up to 2 days of Out of School Suspension (OSS)</p> <p>Up to 70% credit on all classwork required to be completed for classes missed while on OSS.</p> <p>Parent/Counselor/Administration Conference</p> <p>Behavioural Probation Initiated.</p>
<b>Disrespect Defiance</b>	<p>Up to 3 days of Out of School Suspension (OSS)</p>	<p>Up to 5 days of Out of School Suspension (OSS)</p>	<p>Possible Expulsion</p>
<b>Profane and/or Obscene Language</b>	<p>Up to 80% credit on all classwork required to be completed for classes missed while on OSS.</p> <p>Parent/Counselor/Administration</p>	<p>Up to 70% credit on all classwork required to be completed for classes missed while on OSS.</p>	

	Conference. Behavioural Intervention and Support initiated.	Parent/Counselor/Administration Conference. Behavioral Probation Initiated	
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Type of Violation	Consequences of 1 <sup>st</sup> Offense	Consequences of 2 <sup>nd</sup> Offense	Consequences of 3 <sup>rd</sup> Offense
<b>Fighting</b>	Up to 3 days In School Suspension. (ISS)  Up to 80% credit on all classwork required to be completed for classes missed while on OSS.  Parent/Counselor/Administration Conference.  Behavioural Intervention and Support initiated.	Up to 5 days In School Suspension (ISS)  Up to 70% credit on all classwork required to be completed for classes missed while on OSS.  Parent/Counselor/Administration Conference.  Behavioural Probation Initiated.	Up to 3 days of Out of School Suspension OSS  Up to 80% credit on all classwork required to be completed for classes missed while on OSS  Parent/Counselor/Administration Conference.  Behavioral Intervention and Support initiated.
<b>Vandalism and/or Willful destruction of School Property</b>	Up to 3 days of Out of School Suspension OSS  Up to 80% credit on all classwork required to be completed for classes missed while on OSS  Parent/Counselor/Administration Conference.  Behavioral Intervention and Support initiated.  <b>The student/s that caused the destruction will be asked to compensate its value.</b>	Up to 5 days of Out of School Suspension OSS  Up to 70% credit on all classwork required to be completed for classes missed while in OSS  Parent/Counselor/Administration Conference.  Behavioral Probation Initiated.  <b>The student/s that caused the destruction will be asked to compensate its value.</b>	Possible Expulsion . <b>The student/s that caused the destruction will be asked to compensate its value.</b>

### **School Offenses (Cont.)**

**In addition to the aforementioned consequences found in the code conduct, and depending upon the situation, the school administration reserves the right to use any or all of the following to help students learn to adapt to the expectations of behaviour expected of all our students.**

- Lunchtime Detention, After-School Detention,
- Withdrawal from Extra Curricular Activities, School Trips (Field/International) and School Events.
- Expulsion from school for remainder of school year

