



Student & Parent Handbook

School Year 2017–2018

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Mission

NVS provides an international standard English/Arabic academic program designed to empower and inspire our students to achieve their full potential. We use inquiry-based learning and holistic approaches to create intelligent, thoughtful, ethical young people that are equipped with the skills they need to build a brighter future for themselves, their country, and the world.

Vision

NVS by being inclusive and global minded fosters caring hearts, open minds and promotes effective leadership that understands that other people with their differences can also be right with the aim to create a better and more peaceful world.

Welcome to Nile Valley School!

The Board of Directors, Senior Management Team, teachers and staff would all like to welcome you to what will surely be an exciting academic year!

This year, Grade 11 will be the 'first batch' pioneers of NVS to graduate. NVS wishes them every success for the future.

The entire Nile Valley School team has been working very hard to prepare for the upcoming school year and we want you to know that we have created a positive, student focused learning environment for our students. We believe, as I am sure most of you do, that education is a partnership between the school, the home and the community. Nile Valley School seeks to ensure that a constant bridge exists between the major stakeholders. We have planned a rigorous academic schedule for our students but have coupled that with a positive, supportive and fun learning environment. The school has planned a series of events throughout the school year and we would encourage you to refer to the school calendar for additional information.

We want you to know that we understand and guard carefully the trust you place in us to educate your child. We work hard to create an atmosphere that is rich in learning, is safe, and supportive. Our number one focus here at Nile Valley School is the growth and development of our students.

We understand and appreciate that families invest considerable resources in order to provide a quality education for their children. As a result, the Nile Valley team is committed to providing the very best for each child. We are committed to doing our utmost in providing every learning opportunity possible. We will seek to do this in order to encourage each child to reach their full potential.

Our mission at Nile Valley School is not just to have our students excel in academics, but in life as well. We believe every child is full of potential, and we want to help them explore that potential. Ethics and academic excellence is our motto and we truly believe in holding students to a high level of character and self-responsibility.

The sole reason Nile Valley School was created and exists today is because of our parents and students. We are here to provide a quality education for our students, help serve our community, and encourage our students to explore the world around them.

As we partner together, we shall witness the growth of all our students. Thank you for allowing us to be a part of your family's life. We are committed to doing our best as we expect the best!

Warmest Regards,

The Senior Management Team

A word from the principal

Dear Parents and Students,

Welcome to Nile Valley School!

This is the fifth year of our existence and as a community we have grown in number and you are the ones who will shape the culture and the environment of the school along with all of us.

During this academic year, I am sure you will enjoy the adventure of learning and the journey to becoming people who can make a difference wherever you are. The first step on this journey is for you to understand that you have a big role to play in meeting the aspirations and living out the values of the school. I will request you to make a good look at this handbook and read the guidelines so that as you travel through the school year you don't miss your way.

This handbook will provide you extracts of information; including policies, rules and regulations of the school. It will also give your parents an opportunity to communicate their comments and concerns.

The ultimate goal is to provide a 21st century education within an accredited purpose built building.

I wish you an exciting journey of discovery as you go through this year at NVS.

Regards,

Principal

Mr. Joseph

SCHOOL INFORMATION

Issues	Person to contact
<ul style="list-style-type: none"> ➤ School programs and activities. ➤ Concerns about your child School improvement. ➤ Any other school related issues. 	<p>Academic Principal : Mr. Joseph Mobile : 0912737666 Email: principal@nilevalleyschool.com</p>
<ul style="list-style-type: none"> ➤ Curricular/Co-curricular programs. ➤ Primary school Program. ➤ Middle school Program. ➤ High School Program (IGCSE). ➤ Discipline matters. 	<p>Deputy Principal: Ms.Jennie Sharples Mobile : 0912739333 Email: deputy.principal@nilevalleyschool.com</p>
<ul style="list-style-type: none"> ➤ All matters regarding Ministry of Education. ➤ Student database and Files. ➤ First contact for parents. 	<p>Sudanese Principal: Ms. Sara Zain Mobile :0912735333 Email:info@nilevalleyschool.com</p>
<ul style="list-style-type: none"> ➤ High School Program (IGCSE). ➤ Discipline matters (High School). ➤ IGCSE Coordinator. 	<p>High School Principal : Ms. Huda Abbas Mobile : 0922275700 Email : igco@nilevalleyschool.com</p>
<ul style="list-style-type: none"> ➤ Security. ➤ Health care. ➤ Transport services. ➤ Books, Stationery & School Fee. 	<p>Business Office: Faisal Hassan Mobile : 0912731777 Email : faisal@nilevalleyschool.com</p>

Daily Schedule

Pre-School	
Gates open	07:45 am
Classes start	08:00 am
Dismissal - Nursery/JK	12:00 am
Dismissal - Kindergarten	1:00 pm

Main Campus	
Gates open	07:30 pm
Morning assembly/homeroom	07:45 pm
Classes start	08:00 am
Lunch Breaks:	
Grades 1-5	09:35 - 10:05 am
Grades 6-8	11:15 - 12:05 pm
Grade 9-11	10:15 - 11:00 am
Dismissal	2:30 pm

Students may NOT stay at the school later than 2:45 unless they are involved in an extra-curricular activity. Parents of students who are not picked up on time may be subject to a **penalty charge of 100SDG. This is to ensure their safety.**



Nile Valley School 2017-2018 Student Calendar

August 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		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 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					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

October 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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				

November 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			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 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					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						

January 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	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			

February 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				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			

March 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				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

April 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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					

May 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		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		

June 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					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

July 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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				

August

- 6 - Start of Term 1/Preschool Open House
- 13 - Main School Open House

31 Aug - Sept 7 – Eid al Adha

September

- 5 - School resumes
- 20 – Islamic New Year

October

- 8-11 - Teacher/Parent Conference Week TBS
- 12 - End of Term 1/Distribution of Report Cards
- 15 - Start of Term 2
- 31 - Fall Festival Event/Early dismissal

November

- 1-5 - Fall Break

December

- 9 - UN Day Event
- 17-20 - Teacher/Parent Conference Week TBS
- 21 - End of Term 2/Distribution of Report Cards
- 24 Dec-7 Jan - Winter Break

January

- 8 - Start of Term 3

February

- 3- Sudan Day Event
- 22- End of Term 3
- 25 Feb – 1 Mar Spring Break

March

- 4 – Start of Term 4
- 17 - Sports Day

April

- 8-9 – Coptic Easter

May

- 6-8 - Teacher/Parent Conference Week TBS
- 9 - End of Term 4/Graduation/Distribution of Report Cards

Regular School Day
Early Dismissal-12PM
Special School Event
Holiday (No classes)
TBS To Be Scheduled

INTRODUCTION

Nile valley provides an environment that is safe and conducive to learning both for students and staff. It is a multicultural, multi –lingual and multi faith community where everyone can recognize, respect and celebrate diversities and differences. As a learning community we are responsible to and for one another and we have certain expectations from students.

Expectations are mentioned in this handbook which everyone is expected to read carefully.

Social expectations

Our goal is to help students grow and learn from experiences both inside and outside the classroom. So we expect every students to:

- Welcome students from different nationalities, faith and linguistic backgrounds.
- Respect and celebrate cultural and individual differences.
- Use Social Media responsibly.
- Be ready and willing to ensure to assume their share of responsibility for the good of the school community.
- Exercise sound moral judgments and practices.
- Esteem their own person-hood and that of others.
- Make an effort to protect the environment.
- Avoid profane or obscene language or gestures.
- Demonstrate respect by refraining from physical abuse, social harassment /ragging/bullying /or any other behaviour that disrupts the school environment.
- Be respectful of gender and refrain from in appropriate sexual behaviour.
- Respect school property and the property of others by not vandalizing.
- Report missing objects immediately to the office concerned.
- Respect yourself by refraining from substance abuse like smoking, drugs and alcohol.
- Use ICT V- Cloudpoint system responsibly.

Nile Valley School maintains ZERO tolerance to:

- Drug abuse /drug peddling.
- Bullying – verbal abuse /Physical abuse, social harassment /ragging Possession and use of weapons or tools with intent to harm.

Academic Program

Curriculum Description

Nile Valley School's curriculum is based on the American system. We use the American Common Core standards to guide instruction. Our curriculum is comprehensive and connecting from Kindergarten to 8th Grade. We take care to ensure all subjects are covered well and at the appropriate times. Grade 9, 10 and 11 follow the IGCSE.

Language Arts

We have a rigorous language arts program that develops strong skills in both spoken and written English. We use the Story-town curriculum from Harcourt Publishing. It includes a comprehensive leveled reading program. In middle school we use additional resources that help students prepare for secondary school.

Mathematics

Our mathematics curriculum systematically develops the skills necessary to understand and effectively use math in future studies and in life.

Science

The science curriculum stimulates young minds to explore their world. We focus on age-level appropriate concepts for life science, earth science and physical science. The Harcourt Science series leads students through critical thinking and information gathering exercises.

Social Studies

The Social Studies curriculum brings out concepts such as "My Family," "My Community," and "My World." We work hard to apply as much of the information as possible to the Sudanese and African contexts. At the Middle School level we focus on World History and Geography. We will make every effort to focus on various parts of Sudanese and African history.

Arabic

We offer a comprehensive Arabic program for both native and non-native Arabic language learners. New, recently developed materials are used to enhance our Arabic language program.

Religious Studies

We offer a comprehensive and rigorous religious program. We offer Islamic Studies to our Muslim students and Christian Studies to our Christian population.

Art

Students learn concepts and techniques of different art forms, art history and art appreciation. There will be opportunities for students to exhibit their art throughout the year.

Information and Computer Technology (ICT)

Students learn basic computer skills and reach a level of proficiency with different computer programs.

Music

Students learn to read and present musical pieces. This includes opportunities for special performances during the year.

Physical Education

In our PE program we teach students how to maintain healthy lifestyle habits through physical exercise, recreational activity and nutrition.

Field Trips

Classes are encouraged to go on at least two field trips each year. If you have a good idea for a field trip, or could arrange an interesting destination, Please let your child's teacher know.

Parent - Teacher Communication

Nile Valley School fosters communication between parents and teachers. We welcome questions and suggestions. We understand that the school, parents and students are in partnership, working together for the good of each student. We value open, honest and respectful communication. Both parents and teachers have the option of inviting an administrator to their meetings. If a parent would like to meet with a teacher, the parent should call the office and book an appointment. The administration does not allow teachers to meet with parents during instructional hours (7:45a.m to 2:30p.m) without an appointment. The teachers may schedule appointments during those hours at their discretion during their breaks or planning times.

After School Programs

Nile Valley School offers a variety of after school programs to enhance the learning and social experience of the students. Parents are encouraged to sign their children up for these programs.

Clubs

Throughout the year there are various clubs that students may participate in. The clubs are based on the abilities of the teachers and the interests of the students. When a club is offered, a note will go home with the students. Some clubs are limited by age or to a certain number of participants. Some clubs require extra materials, so there would be a small fee associated with it to cover those costs. Additionally, some clubs will require special equipment that may be the family's responsibility to provide. The cost of each club will vary.

Athletics

Nile Valley School competes against the other International Schools in Khartoum. These usually includes: football and basketball for boys and girls.

Eligibility

To be eligible to participate in any of the sports programs, parents must sign a permission form. As well, students are required to regularly attend practices and must have an above average academics-behavior and school accounts in arrears may affect the participation of your child.

Transportation

The school provides the transportation for the team to and from the games and tournaments, but the parents can choose to pick up their children from the event.

Conduct

While students are at various sporting events, they are representing Nile Valley School. For that reason, the Nile Valley School rules apply at the event just as if the student were on the Nile Valley School campus. A high standard of behavior is expected of all students representing Nile Valley and misconduct of any kind will not be tolerated.

Special Events

We have many special events that help the Nile Valley School family come together. Some of the typical events include the Family Festival, Music Festival and Sports Day. The school website will post all upcoming special events.

School Procedures and Policies

We consider the staff, students and parents of Nile Valley School as one big family. For that reason we work hard to give your children the best education we can and create an atmosphere that is structured, consistent and fair to all. Of course that demands a level of organization which leads to procedures and policies. We want you to know that these are in place to ensure the safety and quality of the experience for all students, staff and families.

New Students

Nile Valley School has a diverse student population. Although English is the language of instruction, many of our students have a language other than English as their mother tongue. We accept applications from new students each year in February and March.

Morning Arrival

Students may begin arriving in the morning at 7:30 a.m when the gate opens. The gates at the Preschool open at 7:45a.m. Teachers and learning assistants will be on duty and students must follow their instructions at all times. Classes start at 08:00 a.m and students arriving late must check in with the office and receive a "late slip" to enter their classroom.

Afternoon Departure

School ends at 2:30p.m (12:00p.m for the students in Kindergarten). Students are escorted to their designated waiting area until a parent or driver arrives. Students are not allowed to play during this time.

On days when students participate in clubs or sports teams, they will know the exact pick up time. Most clubs will finish at 4:00p.m, but confirm the time with your child. A note will always go home giving club details.

Parents of students who are not picked up 20 minutes after school dismissal time may incur a fee. Unpaid fees must be paid before report cards will be released.

English Only

Because English language proficiency is a major reason students attend Nile Valley School, our policy is that English will be used at all times at school. This includes time between instruction and before and after school.

The only way to attain “fluent” status is to practice, practice and practice! For that reason, only English will be spoken at school (except during the Arabic language and Religion classes of course).

Banned Items

Certain items should never be brought to school. These include mobile phones, weapons of any kind, lighters, matches, explosives or combustibles of any kind, laser pointers, tobacco or drugs. If a student brings a banned item to school, it will be confiscated and they will be referred to the office for further actions.

Leaving the campus

Students are **not allowed** to leave the campus at any time during the day. At the end of the day all students will be dismissed into the care of a parent or designated adult.

Parents should ensure that adequate food and drink is sent with their children on days that they are staying late for a club or sporting event. Parents are discouraged from giving their son or daughter money to bring to school with them.

Staying after school

Staying back after school hours must be intimated to the concerned teacher. Teacher’s presence is essential. Unsupervised activity may result in disciplinary action. If you are staying of athletics, club meetings or music rehearsals please give information to the staff and do the needful.

Penalties

Teachers will use a variety of deterrents as penalties for inappropriate behavior. They may suspend recess privileges, party privileges, or after school activity privileges.

However, teachers and learning assistants will never physically punish. We do not believe in, nor practice, corporal punishment at Nile Valley School. Also, staff members should never speak harshly to students or engage in any form of verbal abuse.

Bus Transportation

Nile Valley School does not provide transportation services. If you desire, you may “car pool” with someone who lives near you. We are happy to suggest possibilities. See the business manager if you need this information.

Children are expected to follow the school rules when using any multi-family transport. Drivers will not necessarily discipline your child, but they will notify you if there is a problem that you need to deal with. We also encourage them to do all that is possible to maintain a safe, controlled environment on their van. Ultimately, however, it is the parents’ responsibility to oversee this.

Tutoring

As a matter of policy, we do not allow our teachers or educational assistants to tutor any of their students for pay. If they choose to help without pay or any form of compensation, then that is their choice.

Library and Library Books

Students are responsible to abide by the library policies to keep their privileges. If a student does not abide by the library rules and policies, their library privileges may be revoked. Books that are loaned out from the library are entrusted to one student for a specific amount of time. The student must return the book on or before the due date. If the book is not returned on time, the student's library privileges will be suspended. To reinstate library privileges, the book must be returned or the replacement cost paid.

If the book is not returned at all, a replacement cost will be calculated and charged to the parents. Damaged books will also incur a repair or replacement fee.

Students will not receive their term report cards until all library books are returned or replacement fees are paid. If a parent pays to replace a book and the book is later found, the parent may return the book and if its condition is good, the fee will be refunded.

Health and Immunizations

Nile Valley School seeks to keep all students healthy by observing basic health practices. Parents should keep their children home if they are showing signs or symptoms of an infectious disease (eg. measles, pink eye, chicken pox, head lice).

All students are required to have the following immunizations and boosters as they age. Parents will be asked to provide written verification of immunizations.

Polio or DPT (Diphtheria, Polio, Tetanus) Measles, Tetanus, Hepatitis B (Meningitis, if there is news of an outbreak in Sudan).

Diseases and Allergies

If your child has severe allergies or any other serious medical condition, please notify the office and your child's teacher. Please give specific details about his or her condition and the exact names and dosages of the medicine they are taking or need in an emergency. This includes diseases like asthma, diabetes, and epilepsy (seizures). It also includes any serious allergies that may cause your child's throat to swell closed (bee stings, peanuts, shellfish, etc.).

Accidents

Each student should have a parental release form on file in the event of a serious injury and the school administration needs to seek medical attention for your child. If a student is injured at school, an injury report form will be filled out by the teacher or learning assistant. If the injury is serious enough to warrant medical attention, but not life-threatening, the administration will notify the parents to come pick up their child.

Illness

Please do not send your child to school if they have a fever (before taking fever-reducing medications). Generally a fever means their illness is contagious.

A reduced fever after taking medication does not remove the contagious nature of the illness. Even though the medication reduced the fever, the child may likely still be contagious.

First Aid

The school office has a supply of simple first aid items to help with bumps, scrapes and small cuts. These usually come from falls on the playground or at P.E. We will apply a disinfectant and a clean bandage if necessary.

Medication

The school office may not dispense any medication without written permission from the parents. This includes common medicine like Panadol.

Grievances

We consider the Nile Valley Community a family and we work hard to meet the needs of everyone. However, we understand that at times, just like in all families, someone may not be happy with a decision. For times like that, we would like parents to know that they may submit a grievance in writing at any time to the Board of Directors. Please give it to any member of the administration and they will be sure it is added to the agenda of the next meeting. The Board will review it and if they feel it warrants, they may invite you for a meeting and more discussion. They will notify you in writing of their decision.

Visitors to the School

During school hours (7:30a.m to 2.30p.m) all visitors to the campus must sign in at the security desk to receive a visitor's pass. Proper identification may be required to enter any Nile Valley School building.

Nile Valley School does not allow students to bring visitors to class with them for the day. However, students may arrange with the administration a time when they can show their guests the school. This works best after regular hours.

Address or mobile phone number changes

Please help the school keep up-to-date records. If you change your mobile number, email address or home address, let the school know. It is very important that we have current contact information for you.

Student Use of the School Phone

Students may request a call home for emergencies only. All calls home will be made by the receptionist or another employee.

Safety and Emergency Plans

Fire Drills

Fire drills are held 3 times per year. The general plan accommodates (1) the orderly and systematic movement of students and staff out of the building, (2) confirmed clearing of all rooms, (3) rally points and attendance confirmation for each class.

Lockdown

The general plan accommodates (1) assessing the danger, (2) notifying the classes, (3) securing each room and all students, and (4) clearing the threat.

Emergency Closing

In the case of any event that would warrant immediate dismissal of the entire school, parents will receive a SMS that reads, "NVS Emergency Pick Up." At that point make your way as quickly as possible to the school to retrieve your children.

Use of Student Photos

On occasion, Nile Valley School uses photos of students on the school's website, in newsletters, in brochures, in emails, etc. If you do not want your child's photo used in that way, let the administration know. If we do not hear from you, we will assume you give permission.

Loss of Personal Property

Nile Valley School works hard to protect the personal property of students. Any incidence of theft should be reported immediately to the administration along with the details of the incident. Nile Valley School will not be responsible for any loss of personal property.

SCHOOL POLICIES

1. Admissions Policy

New students will undertake a placement exam. Once accepted a one off non-refundable fee must be paid prior to a student starting school. All new students are subjected to probation periods.

Tuition payments are made twice a year, these being two payments being made in August and December.

Holding Fees (non- refundable) are to be paid no later than the 31st March prior to start to the next academic year. Holding fees will expire by the 15th of September unless there is written communication between the school and parent.

Accounts in arrears are subject to several consequences such as, withholding of report cards, withdrawal of sport teams and risk of securing a place within NVS for the following year.

2. Academic Performance Policy

Nile Valley School takes academics very seriously. Our standards and expectations are high. We work diligently to create an atmosphere where students feel safe and challenged to explore and think critically, to be respectful and kind to others, and to tap into their full intellectual potential. It's hard work, but it produces results that parents and students alike appreciate in the long term.

We expect students to work hard at school and to do their homework. Homework is assigned based on the identified needs of the students.

All teachers have a system for tracking homework. Be sure to ask your child about that system. If anything is unclear, please consult the teacher. Teachers are encouraged to communicate with parents on a regular basis. Parents are expected to follow-up and ensure that homework is completed.

Report Cards

Throughout the course of the school year parents receive reports that give an indication of their child's progress.

We send home 3 report cards - one each term - and they are followed by teacher/student/parent conferences. Any account in arrears may result in the non-released of report cards, prevention of taking exams and non-attendance of Parent – Teacher conferences.

Parent/teacher/student Conferences

After each report card, we hold parent/teacher/student conferences. Parents must book an appointment and in every case we expect the student to be part of the conference. The purpose of the conferences is to discuss progress to date and to plan for improvement in the upcoming term.

Learning Support

Students who are not succeeding academically will be required to participate in an Academic Recovery Plan. Each student will have different needs, so the program will be customized for each student. However, there are some requirements common to all students needing academic support. Those include:

Homework: Students must complete and turn in all homework. The student's work must show evidence that time and care was taken. At the teacher's discretion, the student may be asked to stay after school up to 3 times per week to ensure the homework is being properly completed. Prior arrangements will be made if this is necessary. Homework must be completed at a satisfactory level or the student will be asked to do it again.

Extra Help: Nile Valley School will offer extra help to the student through the Learning Support program. It may be helpful also for parents to secure a qualified homework helper. A "tutor" is not necessary because the student will receive adequate instruction in the classroom and through learning support to understand the concepts.

Students generally need someone at home to keep them accountable for the quality and consistency of their homework. Someone to answer questions as they arise is helpful.

Academic honesty and plagiarism

Students who submit written work that is not their own are committing plagiarism and will normally receive a FAIL on the project or assignment. We expect students to ONLY hand in for marking their own original work.

It's also important to note that students are expected to do their own work. Tutors, parents and friends should not do the work on their behalf. It is generally obvious to a teacher when the work did not come from the student. This will usually result in a fail mark and the student will be asked to redo the work himself. These are examples of academic dishonesty:

1. Plagiarism – submitting another person's writing as one's own.
2. Obtaining or illegally accepting a copy of a test or test key.
3. Giving or receiving test questions or answers to/from other students.
4. Copying from another student's test or knowingly permitting another student to copy during a test.
5. Using materials or means which are not permitted during a test.
6. Copying – having someone other than the student prepare the student's homework, paper, project, report or take home exam for which credit is given.
7. Permitting another student to copy one's work or ideas.
8. Tampering with grades.
9. Engaging in any action intended to obtain credit for work that is not one's own.
10. Impersonating another student to assist him academically.

Anyone caught engaging in any of these dishonest behaviors will (1) discuss it with the teacher who may assign a zero to the assignment or test; (2) discuss it with the parents; (3) discuss it with the administration who may then choose to issue a suspension.

Computer Use

Students are given the privilege of using the school's computers during computer class and in the computer lab with the understanding that they will respect the equipment and use it only for assigned work.

Students are not allowed to access Facebook or any social networking site or send/receive email on school.

Personal computers are not allowed unless it's part of the lesson for the day with prior approval.

All students must sign a "**Permissible Use of Computers**" policy statement.

School Supplies and Classroom Materials

The first week of school each teacher will notify parents and students what supplies will be required, such as notebooks, folders, pencils, erasers. Students will need to supply their own water bottle, book bag, locker lock (Middle School) and calculator. Additional items may be required by specific teachers.

Textbooks and Workbooks

Students are assigned textbooks for the year. If they lose, damage or deface a textbook it will be the family's responsibility to pay for the replacement. Replacement costs for most textbooks are between US\$60 to \$100. Do not cover textbooks with tape, plastic or contact paper. A removable book cover is acceptable.

Students are also given various "workbooks" as part of their class activities. Those are provided at no extra charge. However, if a student loses or destroys his workbook, he must pay for a replacement copy.

Homework

Homework is the time to practice the skills a student learns during class time. It is also a time to explore new ideas and concept on their own. Repetition is important to learning. Often there is not adequate time in the class to do large amounts of repetition. For that reason teachers may assign homework for extra practice. Homework may or may not be evaluated by the teacher. If it is purely for the student's practice, then the student should ensure the answers are correct by checking the answer key in the back of the textbook where available. They will also often be given a chance for "peer review" of their homework; they should use that time to their advantage.

Make sure your child has a quiet comfortable place to do his or her homework that is free from distractions. Make sure the chair and desk or table is at comfortable height. Make sure there is no TV or radio playing in the room. Make sure there are no siblings running through and playing. Give your child a consistent space that will maximize their ability to concentrate and learn.

It's often good to give a short rest of about 20 minutes when your child arrives home before doing anything else. A small, healthy snack will also be helpful. Then go into a time of homework.

Make the homework a higher priority than playing, watching TV or playing video games. Get it done while there is still daylight. Save the evening hours for family time or social time.

Keep your child accountable for their homework. Look over their work and confirm it is their "best." Ask them questions. Have them explain to you or demonstrate what they are learning. If they can explain or demonstrate it, that means they probably really do understand. Don't simply ask, did you do it? Homework should be about 10 minutes per grade level. A 6th grader should expect about an hour of homework per night, while a 1st grader should be able to complete his or her work in about 10 minutes. If your child is taking considerably longer or shorter times, then find out why. Feel free to consult with the teacher.

Remember, sometimes, extra work is not beneficial. The teacher will give the correct amount to accomplish the specific learning objectives for the assignment. Most children benefit more from playing outside and being active than by doing a few extra math problems for practice beyond the homework.

Consistent non-submitted or late homework may result in reduction in results, after-school detentions, and withdrawal from sport teams, suspension or expulsion.

Assignments

Students are responsible for obtaining and completing assignments missed as a result of absence. If a student is absent for one or two days the student should call a classmate for assignments.

It is the student's responsibility to obtain assignments when class is missed due to vacation / travel.

Failure to meet these requirements may result in the student receiving zero for the assignment.

No excuse will be entertained for missed assignments due to the tardiness on the part of the student.

2. Attendance policy

All students are expected to attend each class and to be on time. Absenteeism is a prominent cause of failure. Success in school depends on regular attendance and punctuality.

Students are responsible for the information missed in their absence. They should see their teacher for make-up work. Missed tests will be rescheduled at the teacher's sole discretion, but must be completed within one week.

If at all possible, plan family vacations and other travel during the scheduled breaks of NVS.

Reporting an Absence

Parents are required to call on or before the day of the absence. Calls are received by the main office during the normal school hours. To insure accuracy, please provide the following information:

Student's Name, date(s) of absence, reason for absence, caller's relation to the student.

Excessive Absences

Excessive absences will normally have an adverse effect on student achievement. Students who are frequently absent will be referred to the administration and parents contacted.

Make-up Work

Two school days for each day of absence or suspension will be allowed for the completion of make-up work. It is the student's responsibility to request and complete all assignments within the allotted time. Tests will be rescheduled at the teacher's sole discretion and must be completed in 1 week or less from the student's first day back.

Lates/tardy

Students are expected to be on campus for lineup at 7:45. He or she will be marked late. Punctuality is an important expectation of good student behavior.

Punctual students show respect for their classmates as well as respect for their own learning. Coming in late disrupts the flow of learning taking place. Not only that, the late student misses initial instruction time that is given at the beginning of class. This policy recognizes that sometimes being late is unavoidable. In each marking period a student will be allowed three unexcused late starts. A student that is late must go and check in at the office and get a late slip to gain admission to class.

Although each case will be dealt with on an individual basis, excessive late to school or class may result in:

- Missing the first lesson of the day.
- Detention by the homeroom/classroom teacher.
- Detention by the Vice-Principal or Principal.
- Half day or full day suspension.

3. Dress code

Nile Valley School has a school uniform dress code to encourage a type of clothing that reflects good taste and appropriate style for an educational environment. School uniforms are required. Students who come to school in clothes that do not meet the uniform standard will be asked to sit in the office until suitable clothing is brought from home. They may not rejoin their class until they are wearing appropriate uniform clothing.

Appropriate Uniform Clothing Means:

All clothing must be clean.

Clothes with holes or clothing that is ripped or torn is not permitted. Inappropriate headwear is not permitted (headbands, sweatbands, hats, etc.) Specific Requirements for Nursery, Reception and Kindergarten:

Top – light blue button shirt with a collar. The Nile Valley School t-shirt is only worn on PE days.

Bottom – dark blue (navy) trousers/long shorts/or skirt. Jeans or fabrics that look like jeans are not allowed. Specific Requirements for 1st through 10th Grades:

Top – light blue button shirt with a collar. The Nile Valley School t-shirt is only worn on PE days.

Bottom – loose fitting dark blue (navy) trousers/long shorts/or skirt. Jeans or fabrics that look like jeans are not allowed.

Specific Requirements for P.E. Days:

Top – NVS t-shirts only may be worn on PE days.

Bottom – loose fitting blue or black trousers or long shorts (to the knee). Jeans or fabrics that look like jeans are not allowed.

4. Cell phones and personal electronic devices (e.g. tablets, laptops etc) Students are not allowed to bring mobile phones to school.

A student caught with a mobile phone will have it confiscated and turned in to the office.

First Violation: Forfeiture of the cell phone until the end of the last day of school.

Second Violation: The cell phone will be confiscated and given back only when the parent comes by to pick it up.

Third Violation: The phone will be returned to them upon paying a fine of \$50 for violating this policy.

5. Discipline

All disciplinary actions are directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. At Nile Valley we have a policy of progressive discipline.

Each classroom or subject teacher has his or her own specific classroom management plan.

That plan includes clear rules and behavior expectations.

Teachers also have a series of classroom procedures to create the best possible supportive learning environment. Your child will be given a written version of his or her teacher's classroom rules.

We fully expect each teacher to manage his or her classroom.

Each teacher's discipline plan contains a series of steps to deal with students who disobey the rules and negatively affect the learning environment of the classroom. Those exact steps will vary from teacher to teacher. However, they will at some point include a call home. Once the teacher makes contact with the home, it is considered a serious problem that needs immediate attention by the parent. At that point we encourage the teacher and parent to communicate openly and completely about the situation. We are confident the student's performance will improve at that point. When a student reaches the end of the teacher's discipline plan, the student will be referred to the administration.

Direct disobedience and disrespectful behavior will not be tolerated and will be dealt with in the most firm way. All cases of direct disobedience will be referred to the Principal or Vice Principal. In extreme cases this will mean a suspension from school.

Detentions

Students may be given a "detention" as a penalty for inappropriate behavior. A detention is time out of recess or lunch or may be scheduled after school. During detentions, students are expected to do school work.

Suspensions

When a student is suspended, it is his or her responsibility to collect the homework from the teacher and turn it in within the second school day back. Missed tests may be made up within 3 school days of returning to school. For example, if the student is on suspension on a Monday, he or she must turn in missed homework by Wednesday and complete missed tests by Thursday.

Following are the general behavioral expectations of all students and the entire school community:

Basic Respect

Nile Valley School expects the entire school community to respect people and their property. This includes communicating respectfully without shouting, arguing or saying hurtful words or using gestures of disrespect. It means to be quick to obey instructions whether given by a teacher, learning assistant or any other authority figure at the school. It means a general attitude of cooperation. Respect means to speak with honesty and integrity. Basically, we live by the words, "Treat others the way you want to be treated."

It is important for your child to understand how to address his or her teacher and other students in a respectful way. We insist that all teachers, learning assistants, and support staff model respectful behavior when talking with students as well.

It is also important to note that anyone who breaks a rule is responsible for the outcome. It doesn't matter who said the first word or pushed first, both will receive the penalties. Just because someone else did something first does not give anyone else the right or permission to break a rule in response. This concept is not clearly understood by all students. Please take time to communicate with your child about this expectation.

6. Bullying and Harassment

Any form of bullying will not be tolerated. This includes on-line bullying, making threats, or intimidation.

Bullying can happen anyplace—on the playground, on the bus, in the hallways, even in the bathroom. Bullying can be lots of things. It is hitting, pushing, name calling, threatening, teasing, sending mean e-mails, taking or ruining another person's things, leaving someone out—and lots of other nasty stuff that's done on purpose to hurt someone. How can you tell if something is bullying? Just remember this:

It's bullying if... Someone is hurting another person on purpose (physically or emotionally) and the child who is doing it has more power.

We have heard from students that parents tell them, "If someone hits you hit them back harder. If someone says something bad about you or your family, say something worse about them." This is not the way Nile Valley School operates. Help your child understand that if they fight or bully anyone, regardless of what provoked the situation, they will be disciplined and suspended.

Fighting

Fighting is unacceptable and will result in an automatic suspension from school.

7. Student Code of Conduct

1. The students will report on time for their respective classes.
2. Students having leave should produce a leave letter before taking leave to the Principal or on the day of taking leave.
3. Minimum attendance for any student is 90%.
4. Students will maintain good discipline within the school premises.
5. The students are required to be dressed in appropriate uniform or dress code shorts, Sandals and slippers are not allowed on premises.
6. Students must be well groomed and maintain high personal hygiene standards.
7. Girls are not allowed to have heavy makeup or wear jewellery.
8. Students should not be loitering around the school premises when they do not have classes unless they have valid reason.
9. Students should not be involved in any act which may endanger themselves or other students or school staff or other third party on the school premises threatening, intimidating, compelling, interfering ,fighting, provoking ,etc.
10. Students should not indulge in making false or malicious statement about any student, the school or its provision.
11. Students should not paste, alter, delete or deface any poster or similar document form the school notice board or school property.
12. Students should always obey the instructions of all teachers.
13. Students are forbidden to remove any property within the school premises without proper authorization.
14. Students should not conduct any acts of theft and vandalism or be involved in any immoral conduct, indecency, touting, soliciting or political activity.
15. Students should not possess any fire arms, explosive, illegal items and dangerous items within the school premises.
16. Students shall not solicit or collect contributions for any purpose within the school premises or outside using the school name without written authorization from the management of the school.
17. Students shall not be involved in any acts which may detrimental to the image of the school.
18. Students should not be involved in negative activities, bullying, kicking, pushing and biting.

8. Parent Code of Conduct

1. Parents are requested to co-operate with the Management in enforcing discipline, regularity, punctuality and systematic work. They should see that their child completes his/her homework /assignment every day.
2. Parents are not allowed to see their children during class hours. If any parent wishes to meet his/her child, they should contact the Head of the Institution and get permission.
3. Parents can make use of the school planner for communicating with the class and subject Teachers. They are also asked to check the student's planner every day to take note of the Home-work assigned to the student.
4. Parents are requested not to allow their children to bring fancy items, playing things, money, comics, jewels, mobile phone, iPod etc.to the school. Such acts are considered as breach of discipline.
5. Parents should produce medical proof, if their children take leave on any medical grounds, prior permission must be optioned from the Head of the Institution.
6. Medical certificate as well as fitness certificate should be produced; if the child avails leave for more than 3 days on medical grounds.
7. Parents can meet the class teacher/ subject teacher between 2:30 to 3:30pm after seeking prior permission from the principal.
8. Students going with their PARENTS by AUTO should leave the campus by 2:30pm.
(School gate will be kept only for 10 minutes).
9. Parents' orientation program is **COMPULSORY FOR ALL**

Parental Co-operation

1. All the efforts made by the teachers with regard to the student's improvement can bear fruit only if the parents co-operate.
2. Parents are not allowed to meet teachers during class hours.
3. Parents' desires of discussing with teachers regarding the progress of their ward may meet them in the meeting room either before class hours or after class by prior appointment.
4. Parents will ensure that:
 - a) Fees are to be paid as scheduled. Final payment should be made by January 20th. Any account in arrears will result in your child's place not being secured for the following year.
 - b) Children attend the school in the prescribed uniform and with the required books.
 - c) Children devote enough time in completing their lessons and assignments.
5. Parents are requested to examine the progress reports carefully and not to write any comments or suggestions in the progress report.