

Parent-Student Handbook



Pioneer Integrated Schools

WELCOME NOTE

Dear Students,

The PIS welcomes you whether this is your first year or you are a returning student. You are now a part of PIS family and it will be a part of you. The main objective of home and school is the same, it is you. We'll help you to take yourself from the childhood to the adulthood and to build and contribute your character. It's our lifetime target and to do it, you will need our help for more than shelter and food. You will gain knowledge and skills, learn about others, you will need to understand and learn the strong moral habits that contribute to as a creative and productive character. In turn you will receive the full support of every staff member at PIS to help you to achieve your own success.

The following points are essential for you:

1. Learning is something you do and isn't done for you.
2. Only your teacher is the one who facilitates things for you.
3. Inside each one of you, there's a brilliant student, you must set it free.
4. Always remember: By telling, you will forget, by showing, you may remember but by involving, you certainly never forget.

Dear Parents,

The following are main points for developing our students' characters and to guarantee that they can face the coming world ahead with full understanding of all life's challenges awaiting them.

1. Love & Care are the fundamentals of character development.
2. Setting ideal example is the most important element in developing any character.
3. Recognizing every strong point,
4. Help your kid to understand what their real responsibilities are and balance them with high support.
5. Involve them in solving simple problems and encourage thinking out loud to demonstrate problem solving.
6. Provide realistic choices for your child.
7. Teach them how to think honestly, how to build up interior controller, how to superintend, settle and conduct the trail of themselves.
8. Encourage your kid to use all solid skills (thanking, forgiveness, interrupting politely, excusing, apologizing & sharing ...etc.) and to praise good and kind behavior ... Be specific.
9. Teach them respect to gain respect & be respected.
10. Encourage your kid to recognize others feeling, points of view and to be helpful to others by showing him how you take time for others in a caring way.

VISION:

Graduates of PIS succeed in a global society by being respectful, productive citizens who embrace Education as a lifelong Process. We create a diverse unified learning community by empowering Students to community members. Staff and Parents work as a team to help the Students set, reach and exceed their goals.

MISSION

- + Create a challenging learning environment that encourages high expectations for success through developing appropriate instructions.
- + Improve the students' skills to be able to make decisions. In addition, we aim to simulate the critical creative thinking in an atmosphere of freedom and justice.
- + We strive to have the parents, teachers, and community members actively involved in our students' learning.

GOALS

The goals of PIS are to improve:

- ✓ Student achievement.
- ✓ Student success in further education and employment.
- ✓ Family satisfaction as measured by their choice of education in PIS.

Idea behind The School

As Pioneer Integrated Schools, we have taken education into the future. After all, our children's future is what really matters to us.

Our new introduction to the world of learning is designed, so that students complete tasks that require them to read, select, describe, research, classify record, justify and finally presents and teachers support by highly/strong academic teaching strategies such as cooperative, project-based and interdisciplinary learning.

PIS Facilities, Equipments and Services

The School has the following facilities:

- 2 Science laboratories; Biology, Chemistry and Physics. The labs are equipped with an active board, multimedia facilities and Internet access.
- 2 Computer Lab equipped with a computer server, Multimedia facilities, and Internet connected through lease line.
- 2 Smart board classes.
- An updated Library, supplied with various resources including Materials for all ages. The Library equipped with Multimedia facilities and also can be used as a lecture Room or a meeting room and can accommodate 40 Students/Parents /Teachers.
- Music Room equipped with a lot of musical instruments.
- A Gymnasium that is equipped with various body building equipment.
- Girl's gym.
- 2 Media Rooms that can accommodate up to 30 Students.
- Art room
- Student council room
- Multi Sports Courts:
 - Football
 - Basketball
 - Volleyball
 - Ping Pong
 - Tennis Table
 - Theatre
 - Indoor play areas
 - 2nd language Rooms
 - Cooking Room
 - Corner Room



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The School also has facilities for their students to use in their other sister schools, PIS Cairo Ismailia Rd. Branch, which is sharing half **PIS** American Branch Building and Nozha Branch. Many Administrative Offices and Staff Rooms.

PIS Extra Curricular Activities

We believe that, the most effective learning process is that providing students with necessary learning objectives indirectly through different mediums, entertaining, interactive channels and fun.

PIS Extra Curricular activities are the key aspects underlying our success.

1- Weekly Research in English Workshop.

We introduce the research learning to develop your skills as a writer and critic of the English language, develop Basic English skills.

Furthermore it will enhance your understanding of the material taught.

2- Monthly Projects.

They are designed so that you will have 3 projects per a term in each subject. The projects therefore are long-month assignments rather than activities to be done in one sitting.

You are going to work with your group, so you need make a plan of who will do what and how to do it.

You will need to collect pictures or to draw, do some researches for new simple information, and then do the practical part of the project if you need, record the results, discoveries or your opinion and finally prepare the presentation.

You need to explain what you did and why you did it.

Then with your group you will present your project to the rest of the class.



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3-Pioneer Dynamo Learning.

We introduce the dynamic learning a new way for you to put learning into curriculum needs & to encourage the positive self learning.

You have to do your best with your group in preparing your lesson and writing your cards which include the difficult or new information and may be a question for the rest of the class.

This will help you to shore in each lesson positively, therefore to develop your key skills in literacy, numeric, science, society & history by yourself.

4-The Case Method.

It's a powerful interactive learning process that brings the complex and dynamic realities of learning analysis and decision making into the classroom.

5-Closeness to Practice.

Case studies replicate actual learning situations & are taught, so that students must work together to make different researches under typical management conditions & time pressure.

6- PIS School Days and Hours

The school day consists of 8 sessions and 1 break time (each stage separately). The school hours are Sunday to Thursday from 8:00 AM to 02:00 PM am (Friday and Saturday off).

To ensure quality of education the students will be divided into groups of five, this will help students to collaborate with each other and share their experiences, this method provides guaranteed student centric learning.

We run our extra-curricular activities during the school day depending what subject, this process will be done by informing parents and teachers and school administrators.



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Daily School Schedule

Session (Grades 1-6)	From	To
First Session	8:00	8:45
Second Session	8:45	9:00
Third Session	9:30	10:15
Break	10:15	10:45
Fourth Session	10:45	11:30
Fifth Session	11:30	12:15
Sixth Session	12:15	13:00
Seventh Session	13:00	13:45
Eighth Session	13:45	14:30

Session (Grades 7-12)	From	To
First Session	8:00	8:45
Second Session	8:45	9:00
Third Session	9:30	10:15
Fourth Session	10:15	11:00
Break	11:00	11:30
Fifth Session	11:30	12:15
Sixth Session	12:15	13:00
Seventh Session	13:00	13:45
Eighth Session	13:45	14:30

Late Arrival to School

For parents bringing in their children to school, please be noted that it's a must that all children be at school before 7:45 am to attend the morning line. Classes start at 8:00. If students arrive late, they will miss an important and crucial morning lessons, and it will be very difficult to make up for lost lessons because of the school's tight schedule. To prevent interruption to class work, students who arrive after starting the first session will wait in the library until the end of the session (this process "exception" can be made 4 times in the whole scholastic year), Students arriving after the end of the first session are not permitted to enter the school.

Absence Procedures due to Sickness

In the event of an absence it is important that the school be notified. Please phone the school office stating your child's name and year so that his \ her teaching staff can be informed. The school office must be informed on the first.

Short Absence

When your child returns to school, he \ she must have a note to explain the cause of the absence. If the absence was for more than 2 days due to an illness, the school requires a doctor's medical note information about medication that the child consumed. This will help the school nurse to keep your child's health records up to date.

Extensive Absences

In the interest of the overall well-being of pupils, any pupil suffering from severe illness or a contagious illness (such as measles, mumps or chicken box), should be kept at home until the school nurse have established that the illness members when the school paediatrician has examined your child.

Unfinished Work due to Absence

Students in the elementary years are provided with the work they have missed. The teacher in every class will help the child to catch up with incomplete work. This will sometimes take place through focused individual time in class and through extra assignments sent home.

Pupils in higher school should take the responsibility in completing the work they missed during their absence. It is their responsibility to obtain any missed assignments or work and negotiate with the teacher a suitable time to discuss the work and submit it.

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Please be noted that the Ministry of Education decrees that students who are absent for more than 15% of the school's working days will not be allowed to take the end of year exams.

School Uniform

1. School uniform must be worn at all time.
2. Training suits must be worn only on days where the students have P.E. lessons and on day trips.
3. Caps must be worn at hot & sunny days.
4. White socks, black shoes must be worn at all times.
5. Only white ribbons allowed for girls.
6. Apparel is forbidden for student to wear, earrings, necklaces, rings and any form of jewellery shouldn't be worn in school.
7. Nail polish, hair paints, strange hair style, tattoos, fancy hair bands & tight trousers are strictly forbidden.

Jewelry and Valuables

The School highly recommends that students and particularly girl not to wear expensive jewellery at school. Simple gold earring and some other simple accessories are allowed, other expensive items are better kept in home. This may include things such as cash, iPods, etc.

As a school we do our best to keep the students belongings safe and safeguard their property, the school is not responsible for lost or misplaced items.

Lost and Found

All items found in the school are take to the school's principal in her office. If the item is labelled, we will return it to its owner.

If the owner cannot be identified, the items will remain in the administration office until claimed.

Class Rules:

1. Show courtesy and respect to others. Vulgar language or gestures, name calling and insulting others or their families is not allowed.
2. Solve problems through discussion rather than force. Fighting or threatening to do bodily harm to another person is not permitted.
3. Respect school property and the property of others. Get permission before borrowing personal or school property.
4. Do not bring any toys to school unless you have permission from your teacher. Radios, skateboards, toy guns, toy knives, "look alike" mobile phone and games that involve wagering are not permitted at school.
5. Do not bring extra money to school.

Working in Groups

Real groups should model ideal & proper behavior, so they are expected to.....

- 1-Show respect to their colleagues.
- 2-Share them in every decision.
- 3-Being positive & active participant.
- 4-It's absolutely forbidden to fight about anything.
- 5-Plan for everything.
- 6-Hand all your assignments on time.
- 7-Always do your best & encourage your colleagues to do their best. |

Playground & Break Time Rules

At PIS, we look forward to students cooperating and interacting with each other and with staff in high-ranking technique (style) by following this instruction

- 1-Students should leave classes in two orderly lines.
- 2-Students should walk and not run in the corridors.
- 3-Respect and care for each other and no bullying.
- 4-In the play ground don't shout or speak loudly.
- 5-Always use polite phrases when you talk to others and speak when spoken to.
- 6-Don't be a litter lout, keep your environment clean.
- 7-Play ground equipment should be used appropriately.
- 8-Football, basketball & volleyball must be played only in the particularized courts and balls shouldn't be thrown against the buildings.
- 9-During breaks, students are not allowed to:
 - a- Leave the school grounds.
 - b- Re-enter the school buildings
Without permission.
 - c- Loiter near the building entrances.
 - d- Stay in classrooms or activity rooms.
 - e- Playing tackle and wrestling games.
 - f- Throwing or picking up stones or any hard substances.
- 10-After breaks, you should wash your hand & face, assemble in orderly lines & go to your class.

Homework Policy

Dear PIS students,

1-Daily HW is assigned to evaluate your daily understanding using a well planned technique.

2-You have to study well before doing your homework, so that your HW will not take more than half an hour per subject in primary stage & about 45 min in prep stage.

3-When HW is assigned, it's expected to be completed and handed on time or you will face.....

a - The doubled HW assignment will be written at home & the students will be deprived from break in the 1st time.

b- The trebled HW assignment will be written at the break time & the student will be deprived from the hall week breaks & activity lessons.

4-Weekly revision sheets, English workshop research & the projects are expected to be completed during the week and must be handed in on Sunday under some conditions:

a- Try to complete all your assignments by yourself, don't worry about mistakes, you'll learn from them

b- You have to line each page, keep it clean & tidy and always write carefully with good hand writing.

c- You have to rewrite your wrong answers in order to correct your information.

5-You have to prepare your lessons, write the new words and your questions on cards, so that you can discuss them with your group & your teacher in class.

Methods of Communication

Home – school communication is a very important element in monitoring and recording the progress, behaviour and achievement of pupils. PIS staff welcomes and values your comments, questions and queries about your child's education.

PIS facilities communication through the following channels:

Official Parent – Teacher Meetings

Parent – teacher meeting are held throughout the school academic year. This is an opportunity for you to see your child's work and speak with your child's teachers about their progress throughout the team.

The teacher will share with you targets that have been set for your child and ways in which you can help your child at home to achieve these targets.

Parent – Teacher Appointments

At PIS we adopt an “open door policy”. Teachers and staff are happy to meet with you to discuss any matters concerning your child’s welfare. Our doors are open and welcome your presence within the school. However, the staff at PIS would appreciate it if you could make an appointment with the school office first.

They shall inform the teacher of the appointment you have made. This will guarantee that you will meet the teacher at an appropriate time for you and him\her.

External Memos

You will be informed of any events, field trips, school trip, parent – teacher meetings and other matters related to your child via external memo, which will be sent home, with your child.

Telephone Conversations

It is PIS policy that teachers are not allowed to give their personal phone numbers to parents. Nevertheless you can phone the school office and if the teacher is available they can speak with you directly. If not, please make an appointment to speak to teacher through the office. We will happily appreciate this act if possible.

Link Books

Each one of the students will have their own link book, think book will be used as one of the communications methods between parents and teachers, it could a very handy tool to see what lessons the students have taken during the week and the homework required by the student.

Kindly make sure that you read the link book on a daily basis to keep following up for child's progress and if there is any questions or requests made by the teacher, please feel free to ask question via link book to your child's teachers.

RenWeb

Our new School Management System is a very useful communication method, that will definitely help our teachers and parents to have better communication concerning the students progress, you won't need to wait the link book or have concerning that the link book will be lost or anything else that might disturb the communication with the school, it's also a good tool to keep the Heads of Departments and the school administration following up the communication between the teacher and the parent, we have a plan to replace our link books with this new system.

SMS (Short Message System)

The SMS is one of the most classic technological methods but still amazingly effective, you don't have to be worried about disconnecting or having bad internet connection, simply we will be able to reach you at all times.

Facebook

We take social media in a very serious way, we believe that transparency is a very efficient way to improve the performance of the school, and a great way to share the fun moments.

Assessment Policy

The school concedes assessment the main and most powerful tool to follow up student's progress and increase their achievements, the school operates various kinds of assessments such as formative, continuous or summative, like this our teachers will be able to observe all the strength points that the students has to develop and weakness points to improve.

