

PARENT-STUDENT HANDBOOK

2025-2026



Pioneer Integrated Schools

Name:

Code:

Class:

Phone No.:

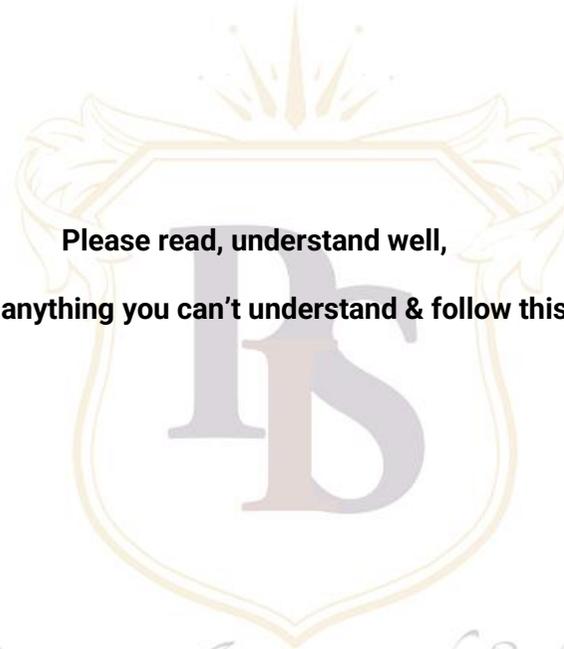
Mobile No.:



We educate leaders...

Who make a difference in the world.

“Every learner. Every dream. Every day.”



Please read, understand well,

Ask about anything you can't understand & follow this book.

Pioneer Integrated Schools



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Pioneer Integrated Schools

Dedication Page

In Loving Memory of Educational Pioneers Dr. Ahmed El-Ghazawi & Mrs. Amal Hegazy

* The souls who dreamed of a school where learning is a journey of freedom, creativity, and character...

* The hearts who planted seeds of excellence long before the first bell rang... The pioneers who believed that education is not a system

but a soul-shaping legacy This school stands because you dreamed and thrives because your light never left.

*Your vision lives on in every classroom,

* Every young mind that dares to ask “why,” And every graduate who carries the spirit of Pioneer beyond its gates.

*May your memory forever guide our mission. May your legacy be the compass of every future we build.

School Superintendent

Dr. Nermein El-Ghazawi

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 kids 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:

Empowering every learner to reach their highest potential in academic excellence, creativity, and well-being through data-driven instruction, innovation, and a thriving culture of continuous growth

MISSION

To foster an inclusive, innovative learning environment that supports every student through data-driven strategies and holistic development. We empower educators, engage parents, and cultivate a culture of excellence, creativity, and lifelong growth.

Section 2: School Goals, Beliefs, Values & Ethics

PIS commits to academic excellence, leadership, and well-being through three strategic goals:

1. Academic Excellence & AI-Enhanced Learning
2. Leadership Development & Ethical Responsibility
3. Well-being & Inclusive Community Engagement

Our beliefs: Learning is continuous, every student has unlimited potential, technology must be used ethically, collaboration strengthens success, and well-being is vital.

Our values: Integrity & Ethical AI Use, Respect & Inclusion, Curiosity & Innovation, Collaboration & Social Responsibility.

Section 3: Student Code of Conduct & Discipline

Students have rights to a safe, supportive, and inclusive environment. Responsibilities include regular attendance, academic honesty, respectful conduct, and ethical digital use. Parents must support attendance, model respect, and collaborate with the school. Teachers must create positive environments, apply rules fairly, and model ethical behavior.

Levels of Misconduct:

- Minor: tardiness, incomplete homework → verbal warning.
- Moderate: repeated disrespect, inappropriate technology use → detention, parent meeting.
- Major: bullying, cheating, vandalism → suspension, counseling.
- Severe: violence, drugs, theft → extended suspension, expulsion.

Digital Citizenship: Students must use technology responsibly, avoid plagiarism, and respect privacy. Consequences range from warnings to loss of privileges, suspension, or expulsion.

لائحة الانضباط المدرسي المقررة من قبل وزارة التربية والتعليم للعام الدراسي 2025/2026

حرصاً من إدارة المدرسة علي توفير المناخ المدرسي المثالي والحد من السلوكيات السيئة من قبل كافة أطراف المجتمع المدرسي وسعياً من المدرسة للبحث عن أفضل الأساليب والإستراتيجيات لتحقيق الإنضباط الذاتي للطلاب بمختلف مراحل التعليم وتشجيع لهم علي تقبل التوجيهات والتعليمات المدرسية وإنفاذها داخل المدرسة وفي محيطها. كان لابد من إطلاع أولياء الأمور للطلبة علي لائحة الإنضباط المدرسي المقررة من قبل وزارة التربية والتعليم وتنبية كافة أطراف المجتمع المدرسي لبدء تطبيقها اعتباراً من العام الدراسي 2025/2026

أولاً: حقوق الطلاب داخل لائحة الانضباط المدرسي:

- 1- الحق في بيئة تعليمية آمنة وداعمة للعملية التعليمية وخالية من التمييز والتحرش والمضايقات والتعصب الأعمى وتحقق الأمن الفكري والراحة النفسية للطلاب
- 2- المعاملة القائمة علي الاحترام المتبادل دون تفریق أو تمييز لأي سبب.
- 3- الحصول علي نسخة الكترونية أو ورقية من لائحة وقواعد الانضباط المدرسي عند القبول.
- 4- توافر السرية والخصوصية لبيانات وسجلات الطلاب من قبل ادارة المدرسة.
- 5- تلقي الإرشادات والتوجيهات والنصائح لتحقيق النمو الشخصي والاجتماعي والأكاديمي والمهني والحرفي السليم.
- 6- الحق من حرية التعبير بطريقة محترمة والترويج وممارسة الأنشطة المدرسية والتعليمية.
- 7- التظلم من الإجراءات التأديبية التي تقيد في سجلاتهم أو من أي إجراءات أخرى.
- 8- الشعور بالاحترام المتبادل بين الطلاب والمعلمين والاباء وجميع العاملين بالمدرسة.

ثانياً: مسؤوليات الطلاب داخل لائحة الانضباط المدرسي:

- 1- الحضور الي المدرسة والفصول الدراسية بانتظام في التوقيات المحددة.
 - 2- المحافظة علي سلامة الكتب والأجهزة المدرسة.
 - 3- اتباع تعليمات المدرسة بشأن الدخول والخروج من الفصل ومبني المدرسة.
 - 4- الالتزام بسياسات وقواعد الانضباط وادارة السلوك الخاصة التي وضعتها وزارة التربية والتعليم.
 - 5- اكمال المهام والأعمال والواجبات والأنشطة التي تطلب منهم داخل المدرسة.
 - 6- احترام ممتلكات المدرسة وممتلكات الآخرين والعاملين في المدرسة أو الذين يحضرون اليها.
 - 7- تحمل المسؤولية عن أية خسائر أو تلفيات تحدث نتيجة تعمد أو اهمال لممتلكات المدرسة.
 - 8- المساعدة في جعل بيئة المدرسة خالية من الأسلحة والعقاقير والمواد الكحولية.
 - 9- جعل بيئة التعليم بيئة آمنة تسهم في حصول الطلاب علي حقوقهم.
 - 10- التعاون مع زملائهم وجميع العاملين بالمدرسة بأدب واحترام وبصورة فعالة وإيجابية.
 - 11- الابتعاد عن الأفعال الفاحشة بكافة صورها وأشكالها قولاً وفعلاً.
- ### ثالثاً: حقوق أولياء الأمور داخل لائحة الانضباط المدرسي.
- 1- الاطلاع بانتظام علي حضور أبنائهم وسلوكياتهم وتحصيلهم الدراسي.
 - 2- الاطلاع علي سياسات الانضباط وادارة السلوك علي مستوي المدرسة وأخذ آرائهم قبل وضع أو تنقيح هذه السياسات.
 - 3- تقديم تظلمات لإدارة المدرسة في حالة اتخاذ أي إجراءات للطلاب والاطلاع علي نتيجة التظلم.
 - 4- طرح أي أفكار أو إجراءات أو أليات في مجال الانضباط المدرسي علي مجلس الأمناء والاباء والمعلمين لمناقشتها واتخاذ اللازم حيالها.

رابعاً: مسؤوليات أولياء الأمور داخل لائحة الانضباط المدرسي:

التعاون مع المعلمين وجميع العاملين في المدرسة لضمان التزام الطالب بقواعد ولائحة الانضباط المدرسي.

اتخاذ كافة التدابير المناسبة لضمان حضور الطالب للمدرسة بانتظام.
تحمل المسؤولية في حالة تعرض ممتلكات المدرسة للتلف أو الفقد نتيجة تعمد أو إهمال الطالب.
التعاون مع المدرسة لتحقيق وتعليم الطلاب مسؤولية الانضباط الذاتي.
تنفيذ القرارات التأديبية التي تصدر عن إدارة المدرسة بصورة نهائية.
الحرص علي الاتصال بالمدرسة في الأوقات المحددة من قبل إدارة المدرسة.
تنفيذ قرارات المدرسة في حالة طلب الإدارة المدرسية الحضور الي المدرسة.

خامسا:مسؤوليات وصلاحيات المعلمين داخل لائحة الانضباط المدرسي:

المحافظة علي النظام وانضباط الحاضرين أو المشاركين في الأنشطة التي ترعاها أو توافق عليها المدرسة سواء داخل المدرسة أو خارجها.
تقديم الاحترام اللازم للطالب في ضوء لائحة الانضباط المدرسي.

أستخدام أستراتيجيات التدخل المناسبة التي تحافظ علي النظام و الانضباط المدرسي مع مراعاة الأستخدام المتدرج للاستراتيجيات طبقا لحدة وشدة المخالفات السلوكية ومراعاة مراحل النمو التي يمر بها الطالب.

تقديم تقرير لمدير المدرسة بشأن السلوك غير المقبول للطالب طبقا للائحة الانضباط.

سادسا:المخالفات وطريقة معالجتها طبقا لحجم ودرجة وتكرار الخطأ:

المخالفة	المعالجة الأولى	المعالجة الثانية	المعالجة الثالثة
مخالفات المستوى الأول: 1-التأخير الصباحي: (تأخر الطالب بدون عذر مقبول عن بدء اليوم الدراسي بعد قرع الجرس الصباحي الأول وعدم حضور الطابور الصباحي)	- رصد تأخر الطالب مع الارشاد والتوجيه. - أخذ تعهد كتابي علي الطالب.	- أستدعاء ولي الأمر وأخذ تعهد كتابي عليه وعلي الطالب. - تنبيه ولي الأمر بإمكانية توقيف الطالب في حالة التكرار.	- توقيف الطالب يوما دراسيا واحدا. - توقيف الطالب من يوم الي ثلاثة أيام دراسية مع أخذ تعهد نهائي علي ولي الأمر. - عرض الطالب علي ادارة المدرسة لاتخاذ قرار مناسب. - رصد أسباب التكرار من خلال الاخصائي الاجتماعي.
2-التأخر عن دخول الحصة: (تعمد التأخر بدون عذر مقبول)	- التنبيه علي الطالب من قبل المعلم - تحويل الطالب الي المشرف اليومي لرصد مخالفتة	- أخذ تعهد كتابي علي الطالب وأبلاغ ولي أمره. - استدعاء ولي أمر الطالب وأخذ تعهد عليه وعلي الطالب. - تحويل الطالب الي اخصائي اجتماعي لدراسة حالته.	تنظر المدرسة في توقيف الطالب من يوم الي ثلاثة أيام وأخذ تعهد كتابي علي الطالب وولي الأمر.
3-الغياب عن بعض الحصص: (خلال اليوم الدراسي بدون عذر من ادارة المدرسة)	- توجية وتنبيه الطالب من قبل المعلم والتوثيق عند المشرف اليومي - أخذ تعهد كتابي مع ابلاغ ولي الأمر بتغيبه	- أخذ تعهد كتابي علي الطالب وعلي ولي أمره. - توقيف الطالب لمدة يوم دراسي واحد. - تحويل الطالب الي اخصائي اجتماعي لدراسة الحالة.	- توقيف الطالب من يوم دراسي الي خمسة أيام مع استدعاء ولي امر وأخذ تعهد كتابي عليه وعلي ولي الامر. - تحويل الطالب الي الادارة المدرسية للنظر في الحرمان من امتحان نهائية الفصل الدراسي في حالة تجاوزه في الغياب المقرر.
4- الغياب الكامل: بدون عذر مقبول	-أخذ تعهد كتابي علي الطالب -استدعاء ولي الامر وأخذ تعهد كتابي عليه.	- أخذ تعهد علي الطالب وولي الامر - تحويل الحالة للأخصائي الاجتماعي لدراستها.	- دراسة وضع الطالب من قبل مدير المدرسة.
5-تقصير الطالب في التحصيل الأكاديمي عدم أداء الطالب الواجبات المطلوبة	- توجية وارشاد من قبل المعلم ثم من قبل المشرف الاداري.	- تحويل الحالة للأخصائي الاجتماعي لدراستها.	- حرمان الطالب من بعض الدرجات أو بعض الأساليب التعزيزية لأشعارة

بالتقصير.	-استدعاء ولي الامر وأخذ تعهد كتابي علي		
توقيع الفصل النهائي وإبلاغ الإدارة التعليمية طبقاً للقانون	بحث حالة الطالب من قبل مجلس إدارة المدرسة للنظر في الفصل المؤقت لمدة 15 يوم	- توقيف الطالب من يوم دراسي الي خمسة أيام مع استدعاء ولي امر وأخذ تعهد كتابي علي وعلي ولي الامر	مخالفات المستوى الثاني: 1- الهروب من المدرسة
بحث حالة الطالب من قبل مجلس إدارة المدرسة للنظر في الفصل المؤقت لمدة 15 يوم	- استدعاء ولي أمر الطالب وأخذ تعهد علي وعلي الطالب.	- توجيه وإرشاد من قبل المعلم ثم من قبل المشرف الإداري.	2-التخريب: كسر أو إتلاف أو الكتابة علي أجزاء من المبني
عرض مخالفة الطالب علي مجلس إدارة المدرسة .	- أخذ تعهد كتابي علي الطالب وعلي ولي أمره. - توقيف الطالب لمدة يوم دراسي واحد. -أخذ تعهد كتابي علي الطالب -استدعاء ولي الامر وأخذ تعهد كتابي علي.	- توجيه وتنبيه الطالب من قبل المعلم والتوثيق عند المشرف اليومي - أخذ تعهد كتابي مع إبلاغ ولي الأمر بتغيبه - أخذ تعهد علي الطالب وولي الامر	3-عدم الألتزام بالمظهر العام: عدم التزام الطالب بالمظهر العام للبيئة بالزي المدرسي 4-احضار الاجهزة التي تعيق العمل المدرسي
عرض مخالفة الطالب علي مجلس إدارة المدرسة	اصلاح المخالفة مع الارشاد والتوجيه ابلاغ ولي الامر دفع قيمة المخالفة	اصلاح المخالفة مع الارشاد والتوجيه ابلاغ ولي الامر دفع قيمة المخالفة	5- الاضرار بالبيئة المدرسية وهو كل مايسبب الي بيئة المدرسة
- تحويل الحالة للأخصائي الاجتماعي لدراستها. - توقيف الطالب من يوم دراسي الي خمسة أيام مع استدعاء ولي امر وأخذ تعهد كتابي علي وعلي ولي الامر	-استدعاء ولي الامر وأخذ تعهد كتابي علي. - توقيف الطالب لمدة يوم.	-أخذ تعهد كتابي علي الطالب -استدعاء ولي الامر وأخذ تعهد كتابي علي.	6- اضطرابات السلوك أو السلوكيات غير منضبطة 7- القيام بسلوك غير سوي يعرقل سير عملية التعليم
- تحويل الحالة للأخصائي الاجتماعي لدراستها. - توقيف الطالب من يوم دراسي الي خمسة أيام مع استدعاء ولي امر وأخذ تعهد كتابي علي وعلي ولي الامر	- توقيف الطالب من يوم دراسي الي خمسة أيام مع استدعاء ولي امر وأخذ تعهد كتابي علي وعلي ولي الامر	ارشاد وتوجيه الطالب	مخالفات المستوى الثالث: 1-السلوك العدوانى العنيف
- دراسة وضع الطالب من قبل مدير المدرسة.	- تحويل الحالة للأخصائي الاجتماعي لدراستها.	النصح والارشاد من قبل الاشراف اليومي	2- السرقة واستيلاء الطالب علي ممتلكات الغير
بحث حالة الطالب من قبل مجلس إدارة المدرسة للنظر في الفصل المؤقت لمدة 15 يوم	- دراسة وضع الطالب من قبل مدير المدرسة.	- توجيه وتنبيه الطالب من قبل المعلم والتوثيق عند المشرف اليومي - أخذ تعهد كتابي مع إبلاغ ولي الأمر بتغيبه	3- اساءة الأدب مع اعضاء الهيئة الادارية
تحرير محضر وحرمان الطالب من الامتحان	- توقيف الطالب من يوم دراسي الي خمسة أيام مع استدعاء ولي امر وأخذ تعهد كتابي علي وعلي ولي الام	- توجيه وتنبيه الطالب من قبل المعلم والتوثيق عند المشرف اليومي - أخذ تعهد كتابي مع إبلاغ ولي الأمر بتغيبه	4-الغش في الامتحانات

بحث حالة الطالب من قبل مجلس ادارة المدرسة للنظر في الفصل المؤقت لمدة 15 يوم	النصح والارشاد من قبل الاشراف اليومي	تنبيه وتحذير شفهي التوجيه والارشاد استدعاء ولي امر	5- المساس بالسيادة الوطنية: اي فعل فية اساءة او تحريض
- توقيف الطالب من يوم دراسي الي خمسة ايام مع استدعاء ولي امر وأخذ تعهد كتابي علية وعلي ولي الامر	- توجيه وتنبيه الطالب من قبل المعلم والتوثيق عند المشرف اليومي - أخذ تعهد كتابي مع ابلاغ ولي الامر بتغيبه	- تحويل الحالة للأخصائي الاجتماعي لدراستها. - توقيف الطالب من يوم دراسي الي خمسة ايام مع استدعاء ولي امر وأخذ تعهد كتابي علية وعلي ولي الامر	6- الانحرافات الاخلاقية الاساءة الي الغير بما يجرح مشاعرهم
النصح والارشاد من قبل الاشراف اليومي	توقيف الطالب 3 ايام	توقيف الطالب 3 ايام	7- تصرفات سلوكية غير مألوفة (التمرد المشاجرة)

إقرار لائحة الانضباط المدرسي

إقرار ولي أمر الطالب بالإطلاع

لقد تم الإطلاع وإستلام نسخة من لائحة الانضباط المدرسي المعتمدة لدي وزارة التربية والتعليم والمطبقة في مدرسة الرائد المتكاملة وأقر أنا بكل ما جاء فيها وأعلم بأن هذه التعليمات سارية المفعول طوال فترة تواجد الطالب في المدرسة

اسم الطالب:

الصف:

اسم ولي أمر الطالب:

صلة القرابة:

التوقيع:

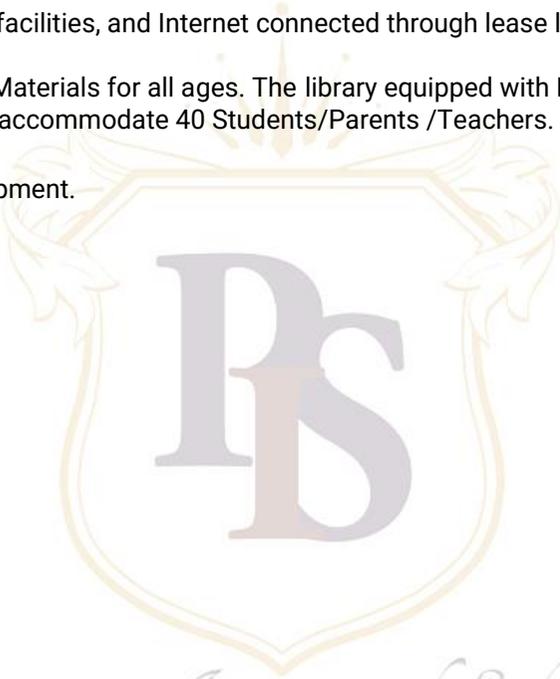
الرقم القومي:

التاريخ:

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.
- All classes are equipped with Smart boards.
- 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.
- 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



Pioneer Integrated Schools

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-Pioneering 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-Pioneering Monthly Projects.

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

You are going to work in group inside the school under the supervision of the teacher.

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 to record the results, discoveries or your opinion and finally prepare the presentation.

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

3- Pioneering 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.

Community Service

Students from grade 9 to grade 12 have to participate in different community services, as it will be included in their GPA by 10%.

STEM Programs:

School implemented **Livit studio stem software and hardware** program starting from 2023/2024

Curriculums progressive lesson plans Livit Studio Curriculums are a progressive set of educational resources that teach students about coding, robotics, and VR/AR using the Livit Studio platform. The curriculums are designed for students of all ages and skill levels, and they can be used in schools, homes, and after-school programs. Livit Studio Curriculums are based on the latest research in education and technology and aligned with international standards. They are designed to be engaging and effective, and they help students develop the skills they need to succeed in the 21st century.

Partnership with TAKAML 2024/2025

TAKAML STEAM" refers to an initiative where Takamul Education integrates Robotics and STEAM (Science, Technology, Engineering, Arts, and Mathematics) training programs into student learning at schools like Pioneers Integrated School. This partnership aims to provide hands-on, innovative learning experiences to develop students' critical thinking, creativity, problem-solving skills, and prepare them for the 21st century

- Robotics. - Nanotechnology - Quantum Computing - Biotechnology - The Internet of Things - Fifth-generation wireless technologies (5G) - Fully Autonomous Vehicles. - Additive manufacturing and 3D printing. Recognizing the growing demand from schools to deliver a meaningful STEM education to students during or after the school day, our STEM Program Solutions are designed as a Whole School Solution to connect the STEM curriculum to hands-on experiences that make Science, Technology, Engineering, Art and Mathematics more accessible and meaningful for students and teachers. All STEM Program courses have been built and designed by educators to be aligned with global standards for technology and education. Through this program, Thousands of students will be able to walk through the doors of creativity and innovation every week through the best educational platforms, informative curricula, qualified trainers and the biggest worldwide competitions.

Pioneer Integrated Schools

PIS School Days, Hours and Rules

The school day consists of 8 sessions and 1 break time.

The school hours are Sunday to Thursday from 8:00 am to 2:00 pm (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.

Daily School Schedule

Session	From	To
First Session	8:00	8:40
Second Session	8:40	9:20
Third Session	9:20	10:00
Fourth Session	10:00	10:40
Break	10:40	11:20
Fifth Session	11:20	12:00
Sixth Session	12:00	12:40
Seventh Session	12:40	13:20
Eighth Session	13:20	14:00

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.

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 took. This will help the school nurse to keep your child's health records up to date.

Extensive Absences

For the well-being of students, any student suffering from severe illness or a contagious illness (such as measles, mumps or chicken box), should be kept at home until he/she is cured.

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.

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.

Penalty for absence:

Pioneer Integrated Schools

Number of absent days	Penalty
2 days	Exempted
3 days	Lose 5 participation marks
5 days	Lose 10 participation marks

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 should be kept at 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.

O Lost and Found

All items found in the school are taken to the school's principal in her office. If the item is labelled, it will be returned to its owner.

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

Class Rules:

Show courtesy and respect to others. Vulgar language or gestures, name calling and insulting others or their families is not allowed.

Solve problems through discussion rather than force. Fighting or threatening to do bodily harm to another person are not permitted.

Respect school property and the property of others. Get permission before borrowing personal or school property.

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.

Do not bring extra money to school.

Academic policies

Grading System:

Total credits for core subjects from grade 9 to grade 12 is 4 credits in English

Students must earn at least 24-28 (core and electives subjects) credits in grades 9 to 12

English **4 credits** **Social Studies** **2 credits**

Mathematics **4 credits** **French / German** **3 credits**

Science **4 credits** **Computer** **3 credits**

P.E **2 credits** **Art and design** **2 credits**

Offered electives for high school students (Advanced Biology-Advanced Chemistry-Advanced Physics-Geology-Environmental Science-Business-Economics-psychology-Logic-Phylosiphy-Staistics-Advanced Mathematics-Sociology) Each course studied as 1 credit.

Each full-year course earns one credit and is covered in 130 instructional hours per year. Letter grades are given in all courses and their numerical equivalent is as follows:

Letter Grade	Percent Grade	GPA Scale
A+	96-100	4
A	93-95	4
A-	89-92	3.75
B+	86-88	3.25
B	83-85	3
B-	79-82	2.75
C+	76-78	2.25
C	73-75	2
C-	69-72	1.75
D+	66-68	1.25
D	63-65	1
D-	60-62	0.7
F	Below 60	0

Assessment Policy

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

Assessment	Grade Breakdown
Attendance/Participation	10
Classwork	10
Homework	10
Weekly Quizzes	10
Projects & Researches	20
Quarter Exam	40
Total	100

N.B:

Students who obtain less than 24 marks out of 40 in the quarter exam will get an F Grade for the same quarter and should achieve make up exam.

Pioneer Integrated Schools

STANDARDIZED TESTS

1-EST Test Information

The Egyptian Scholastic Test (EST I) is currently the only entrance exam accepted by Egyptian public and national universities. It is also required by all private universities that follow the Egyptian Ministry of Higher Education (such as GUC, BUE, MIU, New Giza, ...).

EST II is a subject-based test required by some colleges. Students choose two subject tests from the following: Math Level 1, Math Level 2, Biology, Chemistry, Physics. The choice of subject test to take depends on the field of study they plan to pursue.

University Major/Faculty Required EST II Test

Medicine Pharmacy, Dentistry, Physiotherapy Veterinary Medicine Nursing.

2 subjects required: Biology

one of the following: Physics, Chemistry, Mathematics 1 or Mathematics 2

Engineering Information Technology Computer. Fine Arts, Architecture section Urban Planning

2 subjects required: Mathematics 1

- one of the following: Physics, Chemistry or Biology

EST Structure

EST I:

Literacy Test 1 (Writing and Language): 35 minutes – 44 multiple choice questions

Literacy Test 2 (Reading): 65 minutes – 52 multiple choice questions

Math: 90 minutes – 45 multiple choice questions and 13 short constructive response questions (Graphing or scientific calculator is allowed for some questions)

Essay (Optional): 50 minutes

EST II:

Math Level 1: 60 minutes – 50 multiple choice questions (Graphing or scientific calculator is allowed for part 2 of the exam)

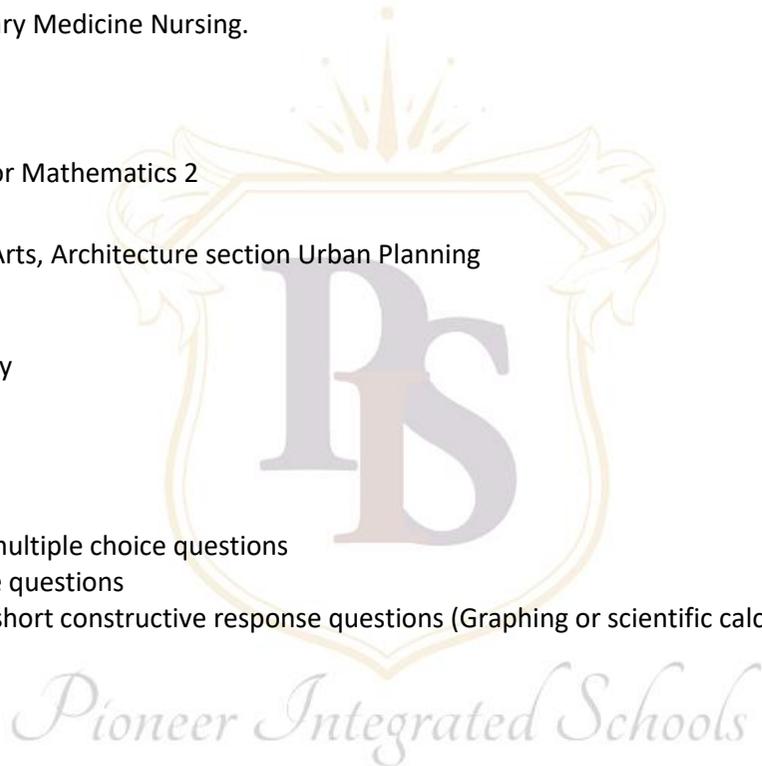
Biology: 60 minutes – 80 multiple choice questions (Calculator is NOT allowed)

Physics: 60 minutes – 75 multiple choice questions (Calculator is NOT allowed)

Chemistry: 60 minutes – 85 multiple choice questions (Calculator is NOT allowed)

Math Level 2: 60 minutes – 50 multiple choice questions (Graphing or scientific calculator is allowed) Register and prepare for the EST at this link:

<https://www.egyptianscholastictest.com/>



2- ACT Test Information

The ACT is accepted by some universities in Egypt (AUC and others), all colleges and universities in the United States and more than 200 universities around the world. The test takes approximately 3 hours and 35 minutes to complete. Including a short break.

ACT consists of:

English Test: 45 minutes – 75 questions

Mathematics Test: 60 minutes – 60 questions

Reading Test: 35 minutes – 40 questions

Science Test: 35 minutes – 40 questions

Writing Test (Optional): 40 minutes

ACT composite score ranges between 1-36, which is the average of the four test scores, not including the writing. ACT writing scores, which is optional, ranges between 2-12.

You can send your scores to up to four universities at no additional cost.

Register for the ACT at <https://my.act.org>

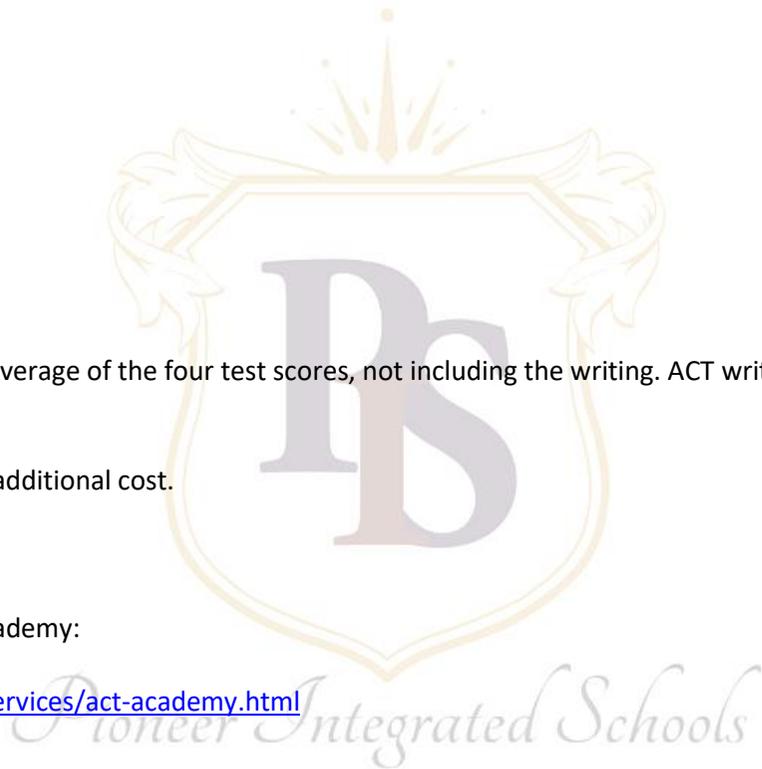
You can prepare for the ACT test for free through ACT Academy:

<https://global.act.org/content/global/en/products-and-services/act-academy.html>

Free practice tests can also be found at this link:

<https://mena.actclub.org/cbt-practice-tests/>

Information about the ACT subject tests can be found at this link: <https://mena.actclub.org/cbt-practice-tests/>



SAT 2025 –for Egypt (College Board Update)

Digital SAT Launch in Egypt

- Starting **June 2025**, the **College Board** will offer the **digital SAT** in Egypt, joining 180+ countries already using the digital format.
- The test will be available at **weekend test centers**, many of which previously hosted the paper-based SAT.
- The **digital SAT** is designed to be:
 - **More accessible** – shorter test time, adaptive sections, and user-friendly design.
 - **More secure** – reducing risks of cheating and test leaks.
 - **More student-friendly** – built-in tools like a calculator, timer, and annotation features.
- The SAT continues to be recognized by **U.S. universities** and more than **85 other countries** as a trusted credential for college admissions and scholarships.

SAT Structure (2025 Digital Format)

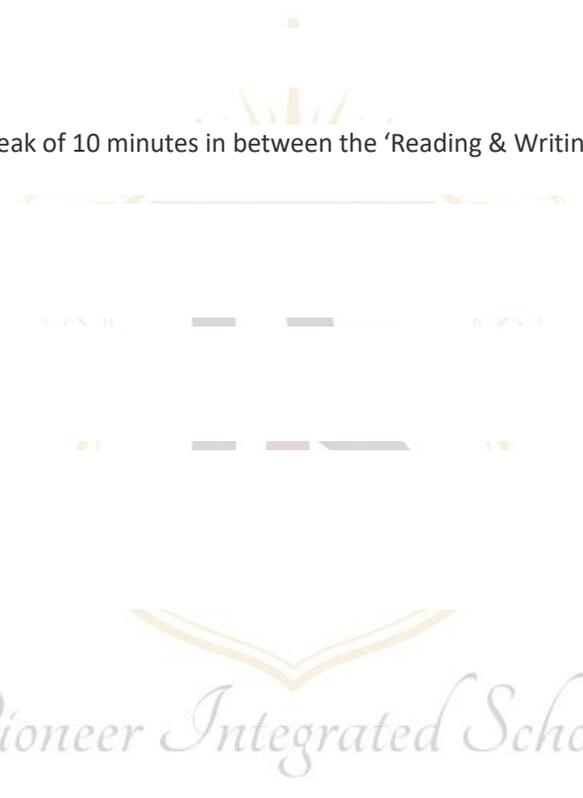
The SAT measures **college and career readiness** across key skill areas:

1. **Evidence-Based Reading Test**
 - Multiple-choice questions based on passages.
 - Includes paired passages and informational graphics (tables, charts, graphs).
 - No prior topic-specific knowledge required.
2. **Writing and Language Test**
 - Tests grammar, clarity, and expression.
 - Students read, identify errors, and fix weaknesses.
 - Includes graphics (charts/tables) with no math required.
3. **Math Test**
 - Divided into **Calculator** and **No-Calculator** sections.
 - Focuses on:
 - **Heart of Algebra** (linear equations & systems)
 - **Problem Solving & Data Analysis** (quantitative reasoning)
 - **Passport to Advanced Math** (complex equations & algebraic structures)
 - Additional geometry & trigonometry topics relevant to careers
 - Includes both multiple-choice and grid-in questions.

4. Optional SAT Essay

- 50 minutes long.
 - Students analyze an author's argument rather than share personal opinions.
 - Required by some universities.
-

Highlights for Digital SAT Exam Pattern

- **Time Duration:** 2 hours and 14 minutes, with an optional break of 10 minutes in between the 'Reading & Writing'(RW) and 'Math' sections.
 - **Reading & Writing (RW) Section:** 64 minutes
 - **Math Section:** 70 minutes
 - **Scoring Range: 400-1600**
 - **RW Section:** 200-800
 - **Math Section:** 200-800
 - **Total Number of Questions: 98 questions**
 - **RW Section:** 54 questions
 - **Math Section:** 44 questions
 - **Adaptive: Yes**
 - **Mode:** Online
- 

SAT Scoring

- Each section scored on a **200–800 scale**.
 - Total SAT score range: **400–1600**.
 - Percentile scores provided to show how a student performed compared to peers.
 - Scores are comparable across test dates (a 400 in June = a 400 in October).
-

Registration & Contact

- Register online via: [SAT International Registration](#)
- Fee details: [SAT International Fees](#)
- Contact College Board:
 - **U.S. Phone:** 1-866-630-9305
 - **International Phone:** +1-212-713-8000
 - **Contact Form:** [SAT Help Center](#)

1-Career & College Exploration

- **Explore Careers:** [Mapping Your Future – Career Planning](#)
- **8th Grade Students:** Begin early college prep: [College Planning](#)
- **High School Students:** Plan for life after graduation: [Guide to Life](#)
- **Explore Majors & Colleges:** [College Board BigFuture](#)

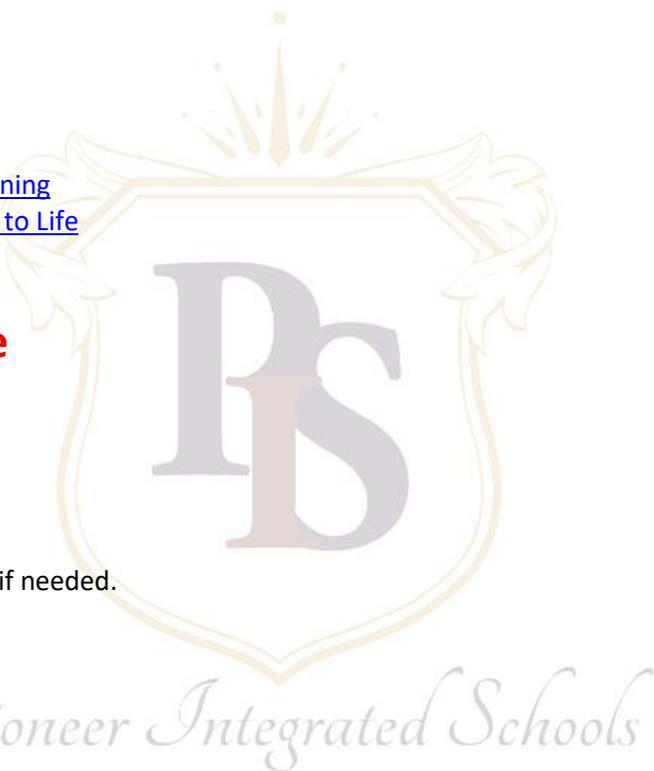
2- Senior Year College Planning Timeline

October – December (Application Season)

- Attend **college fairs** and, if possible, visit universities.
- Finalize college list and **apply by deadlines**.
- Retake SAT/ACT or English proficiency tests (TOEFL/IELTS) if needed.
- Draft and refine **college essays**.
- Apply for **scholarships and financial aid**.
- Request **recommendation letters** from teachers.
- Prepare portfolios, writing samples, or talent submissions.

January – June (Decision Season)

- Submit remaining essays and applications.
- Ensure **recommendations and transcripts** are sent.
- Continue academic performance—avoid “senior slump.”
- Review admissions offers carefully; some require follow-up actions.
- **Confirm your college choice** and pay deposit before the deadline.
- Notify other universities you won't attend.



- If waitlisted, inform the college of your continued interest and send updated grades.
- Send **AP Exam scores** if applicable.
- Finish strong in final exams—offers are conditional on final grades.

3-Revision and check transcript and report cards

4-Study abroad students prepare documents and corresponding selected college and university

5- College Search

US University Search:

- College Board: <https://bigfuture.collegeboard.org/>
- College Navigator: <https://nces.ed.gov/collegenavigator/>
- College Rankings: <https://www.niche.com/colleges/rankings/>
- College Data: <https://www.collegedata.com/en/explore-colleges/>

UK University Search:

- UCAS: <https://www.ucas.com/>
- British Council: <https://study-uk.britishcouncil.org/find/university#/>
- Complete University Guide: <https://www.theguardian.com/education/universityguide>

Canadian University Search:

- Study in Canada: <https://www.studyincanada.com/>
- Canadian Universities: <https://www.universitystudy.ca/canadian-universities/>
- Ontario Universities' Application Centre: <https://www.ouac.on.ca/>

Universities in Europe & other destinations:

- Find Bachelor degrees in Europe: <https://www.bachelorsportal.com/search/bachelor/europe>
- Study in Europe in English: <https://www.studyineurope.eu/in-english>
- Study Abroad Course Search: <https://studylink.com/>

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Career Exploration

It is very important step to determine future goals.

- Assess your skills and interests.
- Develop a career plan. Use the Career Planning Checklist at <http://www.educationplanner.org/students/career-planning/checklists/high-school.shtml>.
- Research careers and interest-based career assessments: <https://career.missouri.edu/career-interest-game>
- Research different careers and majors using the links below.
<https://www.myplan.com/careers/index.php>
<https://www.mynextmove.org/>
<https://www.onetonline.org/>
<https://www.bls.gov/ooh/>
- View career videos:
<https://www.drkit.org/career-videos/>
<https://www.careerpilot.org.uk/stories/get-career-ready>
<https://www.illinoisworknet.com/explore/Pages/Videos.aspx>
- Select a college. When you identify your career goal, it will be much easier to choose a college or university that will provide you with the appropriate education. Check out “College Search” section on this website for further assistance.
- Prepare for college and be sure to take the right classes.

GRADUATION

- * Report Cards are sent in hard copy only at the end of the year.
- * Students must successfully complete 24 academic credits in grades 9, 10, 11 and 12 (high school) 1 credit for core and elective subjects.
- * 1 credit = 130 instructional hours
- * Attendance is very important who is absent for 10 days per semester without acceptable reason he will not take marks of attendance.
- * Student who is failed in quarter exam will improve it through make up exam directly after quarter exam according to school schedule.
- * No changes in the C.G.P.A or transcripts after stamping if you have any modification, you should tell students affair and registration office before uploading roster to Cognia.
- * Graduation Fee: Every senior will have to pay a graduation fee to cover diploma stamping and any other needed items for graduation.
Graduation Rehearsals: All graduating seniors are entitled to attend the graduation rehearsals. Absences, early dismissals, or tardiness for rehearsals may result in prohibiting the student from attending the ceremony.
- * The High School Prom:
- * On-Campus School Prom will be supervised and chaperoned by the school administrators and teachers.
- * Off-Campus Prom will not be the school's responsibility under ANY circumstances.

ACADEMIC PROBATION & FAILING

- * Students receiving “At Risk” letters and/or placed on academic probation may be at risk of failing the year if their grades are not improved.
- * Students are in grades 4 to 12 who are failing in any subject more than 3 times after make-up exam per subject will be re-examined during the summer.
- * Students who are failing more than 3 subjects will not be promoted to the next school year.
- * A minimum of 50% is required to pass in written semester exams, and an average of 60% is required in the overall final grade per subject. Remedial exam is allowed to who do not pass quarter exam (grade is less than 60%) after each quarter.

ACADEMIC DIS-HONESTY

- * Any type of cheating that occurs in relation to any formal academic exercise is considered academic dishonesty. This includes but is not limited to plagiarism, fabrication, deception, cheating, bribery, or impersonation.

In case of quarter exam

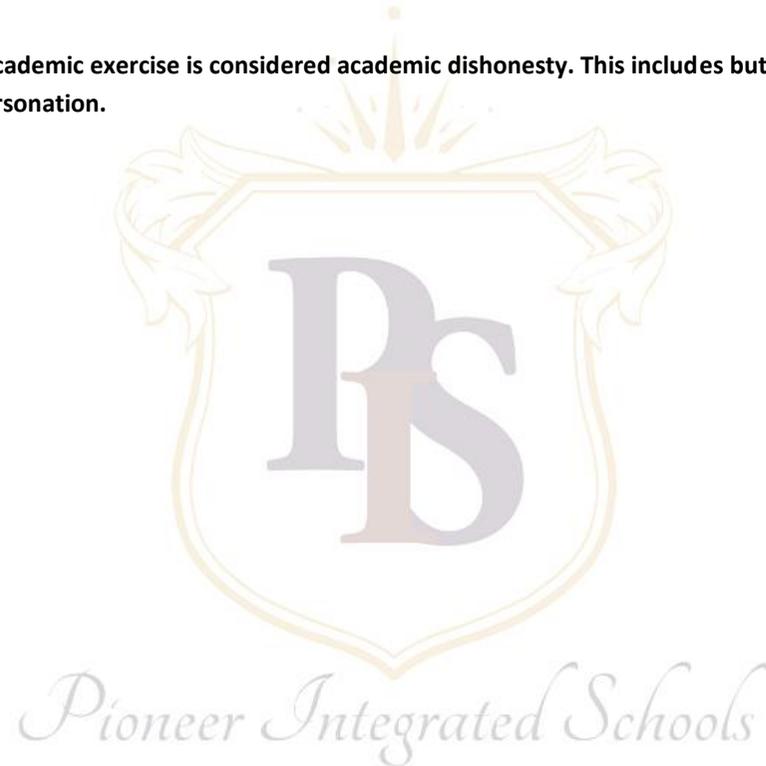
- half marks for the Task
- Parent

Conference/Phone

Call

2nd Incident

- Failing the Subject
- Repeating the Course during summer



* Substitute classes count as regular classes.
* Attendance and class work will be counted normally by the substitute teacher in charge.

*Students will be graded for the work they are entitled to submit.

* Substitute classes are “Not Free” lessons.

MOBILE PHONES

***Mobile phones are not allowed on school campus.**

* Students are not allowed to carry mobile phones or keep them in their lockers under any circumstances.

* Mobile phones will be **confiscated** if spotted at any time and in any place other than the school bag

* Students are not allowed to take the SIM cards out of their phones upon confiscation.

1st Incident

To be returned to parent next day

2nd Incident

To be returned to parent after 3 working days.

3rd Incident

To be returned at the end of the academic year.

Pioneer Integrated Schools

Most Common Requirements for Different Egyptian Faculties

Please double check with your intended university for exact requirements.

Engineering/Computer Science		Business / Mass Communication / Economics / Political Science / Commerce		Medicine / Dentistry/ Pharmacology		NOTES ABOUT COURSES
1	English Language / Literature	1	English Language / Literature	1	English Language / Literature	<i>Obligatory in G11 and G12</i>
2	Math I (Pre-Calculus / Business Math)	2	Math I (Pre-Calculus / Business Math)	2	Math I (Pre-Calculus / Business Math)	<i>G11</i>
3	Math II (Calculus)	3	Science (Bio. Phy. Chem. Or Environmental Science)	3	Biology (+AP Bio. Optional)	<i>G12</i>
4	Physics	4	French / German	4	Physics	<i>Part 1 G11, Part 2 G12</i>
5	Chemistry	5	Chemistry	5	Chemistry	<i>G11</i>
6	Computer	6	Computer / Art			<i>G12</i>
7	Arabic	7	Arabic	6	Arabic	<i>National Curriculum</i>
8	Religion	8	Religion	7	Religion	<i>National Curriculum</i>
9	P.E.	9	P.E.	8	P.E.	
10	SAT I (Reasoning) English /ACT/EST	10	SAT I (Reasoning) English /ACT/EST	9	SAT I (Reasoning) English /ACT/EST	
11	SAT I (Reasoning) Math	11	SAT I (Reasoning) Math /ACT/EST	10	SAT I (Reasoning) Math/ACT/EST	
12	SAT II Math / ACT/EST	12	Any SAT II subject /ACT/EST	11	SAT II Biology/ACT/EST	
13	SAT II/ACT/EST Physics or Biology or Chemistry	13	Any SAT II/ACT/EST subject	12	SAT II/ACT/EST Physics or Math or Chemistry	
14	Elective	14	Accounting/Sociology	13	Elective	
15	Elective	15	Business/Psychology	14	Elective	

Working in Groups

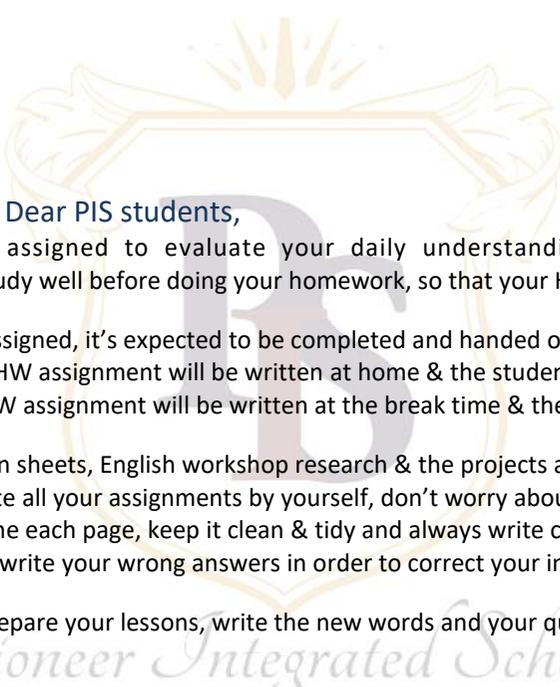
Real groups should model ideal & proper behavior, so they are expected to.....

- 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- Don't shout or speak loudly in the playground
- 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-Playground 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 hands & 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 whole 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 meetings 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 Supervisor is available they can speak with you directly. If not, please make an appointment to speak to The Supervisor through the office. We will happily appreciate this act if possible.

Link Books

Each one of the students will have their own link book, link book will be used as one of the communication methods between parents and teachers, it is 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 question or request made by the teacher, please feel free to ask question via link book to your child's teachers.



School management software&(LMS)

Learnovia

Our new School Management System (Learnovia) 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 via what's app groups for students, parents, and staff community.

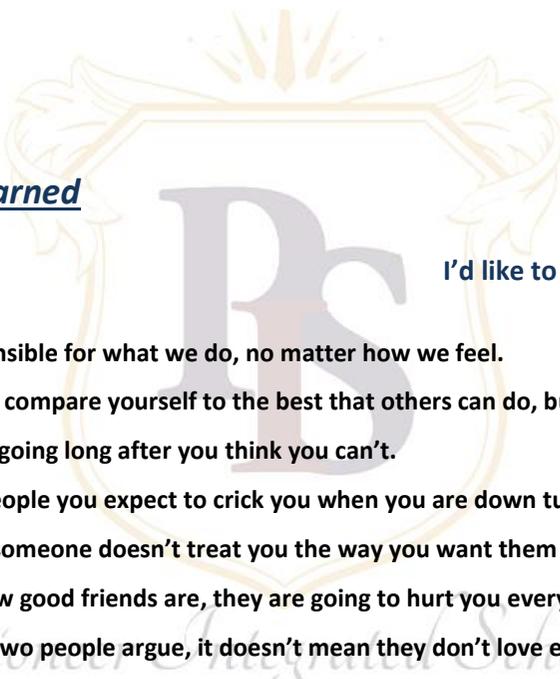
Facebook

Pioneer Integrated Schools

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.

<https://web.facebook.com/pis.american>

WEBSITE: <https://pisegypt.com.eg/>



Lessons Learned

**I'd like to end this book by writing some lessons I have learned
In my life, I have learned that.....**

- 1- We are responsible for what we do, no matter how we feel.**
- 2- You shouldn't compare yourself to the best that others can do, but always the comparison must be between what you were and what you will be.**
- 3- You can keep going long after you think you can't.**
- 4- Sometimes people you expect to crick you when you are down turn out to be the one who help you get back up.**
- 5- Just because someone doesn't treat you the way you want them to, doesn't mean they don't love you.**
- 6- No matter how good friends are, they are going to hurt you every once in a while, and you must forgive them for that.**
- 7- Just because two people argue, it doesn't mean they don't love each other, and just because they don't argue, it doesn't mean they do.**
- 8- It's hard to determine where to draw the line between being nice & hurting people's feeling and understanding up for what you believe.**
- 9- When you are angry, you have the right to be angry, but what don't give you the right to be cruel.**
- 10- You should leave loved ones with loving words because someday it may be the last time you see them.**

School Superintendent
Dr. Nermein El-Ghazawi



Pioneer Integrated Schools

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