



# SALAHALDIN INTERNATIONAL SCHOOL

Since 2009

## STUDENT PARENT HANDBOOK

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## INTRODUCTION

Parents are encouraged to be actively involved in the education of their children. We are keen to foster among all of the constituents of the school a sense of community based on cooperation, mutual respect, and open and effective communication.

### A MESSAGE FROM THE PRINCIPAL

Dear Students and Parents,

On behalf of Salahaldin International School, I would like to welcome you all to the new Academic Year, with a special welcome to those new to SIS. We are confident that you will find the school a great place to learn, to meet new friends, and to gain new experiences. We encourage you to accept the challenges that lie ahead in learning as you pursue your education and lifetime goals.

This handbook is designed to be a reference so that you have the most necessary information readily available. There are several new sections and changes in this year's handbook, so kindly read it thoroughly.

Our goal at SIS is to create a learning environment that cares for each student's welfare while setting high expectations for behavior and learning. We ask that you not only study and achieve academically but also demonstrate excellent character and leadership qualities that are required of all who wish to be successful students and good citizens in our society. We encourage you to become involved in school activities, arts, and athletics. Become involved in as many activities as you can manage and that you enjoy. Research has shown that when students become more involved in school activities at all stages, grades, and levels of achievement improve.

We hope that this year will be your best school year ever. We wish you a successful and rewarding time at SIS.

School Principal  
**Mr. Mahmoud Thabet**

## SCHOOL OVERVIEW

Salahaldin International Schools (SIS) are international schools in Egypt that opened their doors in September 2009 in Cairo, in 2011 in Beni Suef, and in 2014 in Alexandria. Salahaldin International Schools operate under the supervision and strategic guidance of **Harmony Education**, the managing organization responsible for ensuring consistency, quality, and alignment across all campuses in Cairo, Alexandria, and Beni Suef. Harmony Education provides the educational framework, leadership support, and vision that shape the operational and academic direction of each school.

Each Salahaldin International School campus is empowered to adapt and grow within its community while remaining fully aligned with the core values, mission, and vision established by Harmony Education. This partnership ensures that all policies, practices, and decisions reflect a unified commitment to educational excellence and international accreditation standards.

As part of this alignment, all handbooks and policies must be:

- **Reviewed and updated annually** through collaboration between school teachers/staff, leadership, and governing body members,
- **Aligned with Harmony Education’s mission and vision**, as well as relevant international accreditation frameworks, and
- **Submitted to Harmony Education General Management for final review and approval** before dissemination to stakeholders.

This collaborative and structured process reinforces our shared commitment to quality, coherence, and continuous development across the Harmony Education community.

## Harmony Education Vision

Harmony Education envisions an educational community that integrates innovation, integrity, and inclusivity to prepare students for success in an evolving world.

## Harmony Education Mission

Harmony Education is committed to establishing and operating high-quality schools that provide equitable access to academic excellence while instilling strong moral values.

## SIS Vision

A generation that will combine modern science, universal ethics, and disciplined work is needed to contribute wisdom, compassion, and leadership to a global society while being dedicated to traditional values.

## SIS Mission

Our mission is to equip students with the skills essential to achieve academic excellence and instill in them the moral values needed to become responsible individuals through the guidance of devoted role model educators.

## School Believes

At SIS, we believe that:

- The school is a place where all students can learn.
- We have an obligation to teach every learner and expect all students to learn.
- Fostering a nurturing environment where each child feels special and grows in self-esteem is essential.
- True education balances academic success and moral values.
- Strong parental participation is encouraged. We value close ties among children, staff, parents, and the community.
- Learning is an unending, lifelong process, formal or informal.
- Diversity is a strength, and students are expected to understand, tolerate, and respect all differences.

## Accreditation and Program Authorization

Salahaldin International Schools are proud to be fully **accredited by Cognia**, a globally recognized accrediting organization that ensures high standards of educational quality, continuous improvement, and student achievement.

These accreditations and authorizations reflect our dedication to providing high-quality learning experiences that develop global-mindedness, academic excellence, and lifelong learning in our students.

## Organizational Chart

The organization chart outlines the structure of leadership and management within Salahaldin International Schools. It reflects the clear lines of responsibility, communication, and accountability among the School Principals, Academic and Administrative Departments, and Support Services. This structure ensures effective decision-making, smooth daily operations, and a unified vision across all campuses.

The full organization chart is available through this link: [Organization Chart](#).

## COMMUNICATION CHANNELS

### School Contact Information

Address: Schools Complex, Abis the 4th Road, Alexandria Ring Road, Alexandria

Website: <https://sis.edu.eg/alex/>

Facebook: <https://www.facebook.com/sisalex>

Instagram: sisalexandria2014

School Directory: [Contact Us](#)

Department / Office	Phone Number	Email / Link
Front Desk	0103 333 7292	-
Bus Coordinator	0109 778 4487	alextransportation@sis.edu.eg
Finance Office	01000339164	alexfinance@sis.edu.eg
Student Affairs	0106 896 2333	alexsa@sis.edu.eg
Admission	0100 033 9164	alexadmission@sis.edu.eg
Foundation Stage	0100 028 6337	alexfs@sis.edu.eg
Lower Primary Stages	01080826071	alexlps@sis.edu.eg
Upper Primary Stages	0101 009 3364	alexups@sis.edu.eg
Lower Secondary Stages	0109 497 6887	alexlss@sis.edu.eg

Department / Office	Phone Number	Email / Link
Upper Secondary Stages	0100 210 8650	alexcss@sis.edu.eg

## Communication methods

At SIS, we recognize that effective communication is crucial for fostering a vibrant educational community. Our communication policy is designed to clearly express our mission, values, and distinctive offerings, ensuring that parents, students, and the community are well-informed and actively engaged. We are committed to innovation, integrity, and inclusivity, while also supporting our mission to provide equitable access to academic excellence.

For full details and guidelines related to the **Communication**, please refer to the complete document available at the following link: [Communication Policy](#).

## ADMISSION

At SIS, we believe that equitable access to quality education is the foundation for lifelong learning and global citizenship. Our admissions policy is designed to ensure a transparent, inclusive, and student-centered approach to welcoming new families into our community. SIS is committed to nurturing every learner’s potential and upholding the highest standards of academic and ethical excellence.

As an organization accredited by Cognia, we are guided by a shared mission: to create learning environments that empower students to become inquiring, principled, and compassionate individuals prepared to thrive in a diverse and interconnected world.

For full details and guidelines related to this policy, please refer to the complete document available at the following link: [Admission Policy](#).

## ACADEMICS

At Salahaldin International School (SIS), academic excellence is the cornerstone of our mission to cultivate lifelong learners prepared for global challenges. Our academic policy serves as a guide to ensure consistency, transparency, and high standards across all stages, programs, and curricula offered at the school. Through a structured yet flexible framework, we support students' intellectual development while recognizing their individual strengths and needs.

For full details and guidelines related to **Academics**, please refer to the complete document available at the following links: [Student Academic Policy](#).

## DAILY SCHEDULE AND ATTENDANCE

Regular school attendance is an essential component of academic success and personal responsibility. At Salahaldin International School (SIS), we believe that learning is optimized through consistent engagement, participation, and presence in the classroom. This policy outlines our expectations and procedures regarding student attendance, tardiness, and absences, in alignment with SIS values and international best practices.

For full details and guidelines related to **Attendance and school hours**, please refer to the complete document available at the following link: [Student Attendance Policy](#).

## BEHAVIOR AND DISCIPLINE

At Salahaldin International School, we believe that a safe, respectful, and supportive environment is essential for effective learning and personal growth. Discipline is not only about maintaining order but also about guiding students toward responsible behavior through positive support and intervention. This policy integrates clear disciplinary procedures with proactive behavioral support systems to ensure consistency, fairness, and student development across all stages.

For full details and guidelines related to the **Discipline and Behavioral Support**, please refer to the complete document available at the following link: [Discipline and Behavioral Support Policy](#).

For full details and guidelines related to the **Code of Conduct**, please refer to the complete document available at the following link: [Code of Conduct](#).

## HEALTH AND SAFETY

### Illness

- Parents are kindly asked to ensure that the medical information form is filled out at the beginning of each academic year, and this information is accurate and updated.
- The school employs a full-time doctor and nurse on campus. The school doctor will take care of minor injuries and will send a note to parents describing the injury and the action taken.
- Bringing any medication to school is not permitted. If medication must be administered to your child during school hours, please notify the school.
- Only the school doctor shall administer medication.
- The school assumes no responsibility for any adverse reaction caused by a medication sent by parents.

### Visiting School Doctor

Students cannot see a doctor during session times unless it is an urgent case. It should be during the break times, preferably long break times. In urgent cases, the assistant principal's confirmation is required. After visiting the doctor, students need to have the medication slip sealed by the school doctor.

### Medication

We highly recommend that the student be kept at home if he/she is sick. This precaution is for the sick student to recover and to ensure that other students stay healthy. Parents need to inform the school office of their students to be excused. For severe cases, which result in long-term absences, parents must bring a doctor's report.

### Health Screening

Regular hygiene and hair checkups will be conducted. Parents will be notified of any health or hygiene issues detected. In case a student needs home treatment, parents need to take responsibility for the treatment, and students will not be allowed to attend school during treatment time, according to the school doctor's decision.

## P.E. Participation

Physical education helps develop children’s gross motor skills and maintain a healthy body, positive attitudes, and congeniality. Any student who is unable to participate in a physical education (P.E.) session must bring a note signed by a doctor giving the reason for their non-participation.

## Medical Emergency

When a child needs hospital attention, the school will call the parents to get approval for medical intervention. In case the school cannot reach the parent, the school will accompany the child to the hospital upon the recommendation of the school doctor.

## Smoke-Free Campus

SIS is a smoke-free campus. Parents and personal drivers are asked to abstain from smoking on campus, including in the parking area.

## Crisis and Safety Management Policy

SIS is committed to ensuring the safety, security, and well-being of all students, staff, and community members across its network of international schools in Egypt. This Crisis and Safety Management Policy provides a comprehensive framework for preventing, preparing for, responding to, and recovering from emergencies. It is designed to ensure that all schools operate in a state of readiness to protect lives and minimize disruption to the educational process.

For full details and guidelines related to the **Crisis and Safety Management Policy**, please refer to the complete document available at the following link: [Crisis and Safety Management Policy](#).

# SCHOOL LIFE AND SERVICES

## Lower Primary Bell Schedule

Sunday-Wednesday Bell Schedule			Thursday Bell Schedule		
Morning Line	7:30	7:50	Morning Line	7:30	7:50
Breakfast	7:50	8:20	Breakfast	7:50	8:10
1	8:20	9:00	1	8:10	8:50
Break	9:00	9:10	2	8:50	9:30
2	9:10	9:50	Break	9:30	9:40
Break	9:50	10:00	3	9:40	10:20
3	10:00	10:40	4	10:20	11:00
Break	10:40	10:50	Lunch Break	11:00	11:30

Sunday-Wednesday Bell Schedule			Thursday Bell Schedule		
4	10:50	11:30	5	11:30	12:10
Lunch Break	11:30	12:00	6	12:10	12:50
5	12:00	12:40	Break	12:50	13:00
Break	12:40	13:00	7	13:00	13:40
6	13:00	13:40			
Break	13:40	13:50			
7	13:50	14:30			

### Upper Primary Bell Schedule

Sunday-Wednesday Bell Schedule			Thursday Bell Schedule		
Morning Line	7:30	7:50	M.Line	7:30	7:50
Hr Time	7:50	8:20	Hr Time	7:50	8:10
1	8:10	8:50	1	8:10	8:50
Breakfast	8:50	9:05	Breakfast	8:50	9:05
2	9:05	9:45	2	9:05	9:45
3	9:45	10:25	3	9:45	10:25
Break	10:25	10:35	Break	10:25	10:35
4	10:35	11:15	4	10:35	11:15
5	11:15	11:55	5	11:15	11:55
Lunch Break	11:55	12:20	Lunch Break	11:55	12:20
6	12:20	13:00	6	12:20	13:00
7	13:00	13:40	7	13:00	13:40
Break	13:40	13:50			
8	13:50	14:30			

## Secondary School Bell Schedule

Sunday-Wednesday Bell Schedule			Thursday Bell Schedule		
Morning Line	7:30	7:40	Morning Line	7:30	7:40
ADV Time	7:40	7:55	ADV Time	7:40	7:55
1	7:55	8:40	1	7:55	8:40
2	8:40	9:25	2	8:40	9:25
Breakfast	9:25	9:40	Breakfast	9:25	9:40
3	9:40	10:25	3	9:40	10:25
4	10:25	11:10	4	10:25	11:10
Break	11:10	11:20	Break	11:10	11:20
5	11:20	12:00	5	11:20	12:00
6	12:00	12:40	6	12:00	12:40
Lunch Break	12:40	13:10	Lunch Break	12:40	13:10
7	13:10	13:50	7	13:10	13:45
8	13:50	14:30			

## Academic Calendar

[Click Here To Open The Calendar](#)

## Breakfast And Lunch

- Provide your child with a labeled fresh water bottle/flask every school day.
- If parents would like to send meals, food, and drinks, they should be nutritious, such as sandwiches, plain biscuits, fruit, fresh vegetables, yogurt, juice, and milk. Please do not send any pure chocolate, chewing gum, lollipops, candy, junk food, fizzy drinks, or any other unhealthy items to your child.
- Canteen service is not provided for Foundation stage students.
- School canteens, cafeterias, and gardens are places to have lunch.
- Out-of-school food order is not allowed except for after-school and weekend activities with the permission of the school administration.

## Transportation Policy

Riding the school bus is a **privilege** that requires students to maintain respectful and responsible behavior at all times, consistent with the expectations set during the school day.

## Bus Conduct

To ensure the safety, comfort, and efficiency of the transportation service, students must follow all bus rules and listen to the bus supervisor. **Inappropriate behavior, vandalism, or violations of bus rules** will not be tolerated and will be reported to both parents and the school administration.

## Bus Rules

Students must:

- Board and exit the bus in an **orderly and safe** manner.
- **Remain seated** while the bus is in motion.
- Use a **low voice** when speaking to other passengers.
- **Keep hands, arms, and head inside** the bus at all times.
- Show **respect** to the driver, bus matron, and fellow students.
- **Promptly comply** with instructions from the bus matron.
- Treat the bus and all **school/private property with care**.
- Help **keep the bus clean** and free of litter.
- **Refrain from eating or drinking** on the bus.
- **Never throw** objects out of the bus window.
- Be on time—**buses depart at 2:50 PM sharp** (1:50 PM on Thursdays).

## Bus Pickup and Drop-off

- Students must be **ready and waiting** at their designated pickup time.
- Buses will **wait for only 2 minutes** past the assigned pickup time.
- The bus **will not return** for late students, and **routes cannot be altered** to accommodate delays.
- Bus service is generally **door-to-door**, but the school **reserves the right** to apply necessary restrictions for efficiency or safety.
- Upon exiting the bus, students are expected to proceed directly into the school building. Loitering or standing in the parking area is not permitted for safety and supervision reasons.

## Changes to Transportation Arrangements

- All transportation changes must be communicated **through the school office**, either by **written note or in person**.
- Unless the school is notified otherwise, students will be placed on their **regularly assigned bus** for dismissal. This ensures all students arrive safely at the correct destination.
- Changes in transportation will only be accommodated **if there is an available seat** on the requested bus.
- In case of emergency changes, parents must **call the school before 12:00 PM**. Requests after this time may not be fulfilled.
- **Students who are not officially registered for bus service are not permitted to ride the buses.**

## Bus Matrons

- Bus matrons and drivers are **not permitted to receive** money, gifts, or charitable items from parents or students.
- They are also **not authorized** to deliver messages or school materials between school and home.

- Books, homework, or other academic materials will **not be sent home** if a student is absent.
- Any arrangements or concerns related to students must be made **through the school office** via written communication or a phone call.

## Use of Technology

At Salahaldin International School (SIS), we believe that excellence in education requires the seamless integration of technology across the curriculum. The use of iPads and digital tools is central to empowering students to become independent learners and critical thinkers, preparing them for future academic and professional success. This policy outlines the responsibilities and expectations for proper use of iPads and school-provided Gmail accounts.

For full details and guidelines related to this policy, please refer to the complete document available at the following link: [Use of Technology Policy](#).

## Extra-curricular Activities

In addition to the core subjects taught within the IG system, it is considered important and highly essential that students also engage in extracurricular studies and activities so that they might learn new skills and broaden their educational and social horizons. In answer to this necessity, SIS is offering - in addition to the normally scheduled extra-curricular courses - a range of activities for students to choose from.

### Field Trips

Trips are enjoyable and beneficial to youngsters and are part of our education system. No extra money will be collected for the field trip. In case of non-attendance, there will be no refund.

For the child's safety:

- Students will not be allowed to go on trips without their parents' permission. (Parents can permit the school via email, text message, or a signed permission slip)
- Students who are not attending school trips are required to stay at home. No supervision will be available at school for those students.
- All school rules and regulations are applicable on field trip days.
- Students who are below the expected behavior level will not be able to attend the trips.
- Parents shouldn't be approaching their kids or other kids by being in the designated trip area.

### Birthday and gift policies

Students cannot celebrate birthdays in or outside the classroom without the school's permission. After getting school permission, donuts, cupcakes, and cookies are welcome **before 12:30 p.m.**, but party items such as candles, birthday cakes, and **balloons** are not allowed.

## Important Reminders For the Foundation Stage

- The child's name tag should be worn the first week of school.
- In Foundation Stage 2, the first week of school is dedicated to educational activities, while in Foundation Stage 1, the initial two weeks are similarly focused on activity-based learning. During this time, children will engage in fun activities, getting to know their school environment, teachers, and classmates.

## SCHOOL FACILITIES AND PROCEDURES

### Lost and Found

To reduce the number of lost items, all student belongings (including uniforms, jackets, lunchboxes, bags, and supplies) must be clearly labeled with the student's full name and class.

Any found items will be placed in the school's **Lost and Found Room**. If your child loses an item, you may notify the school via phone or written note. While our staff will make every effort to help locate lost belongings, recovery is not guaranteed.

Unclaimed items will be **donated to charity at the end of each semester**.

### Lockers

- Lockers are assigned to students from grades 1-12 for storing personal items and books.
- Locker **decorations, stickers, or writing** on or inside lockers are not allowed.
- Students must keep their lockers **clean and organized** at all times.
- Lockers may be **inspected by school staff without prior notice**.
- Students may not visit their lockers during class time without the teacher's permission.
- All lockers must be completely emptied and cleaned by the end of the academic year.

### Student Supplies

Students are expected to bring their own **notebooks, stationery, and other class materials**.

Each teacher will share a detailed supply list at the beginning of the year or term. Supply Lists can be found at this link: [Supply List](#).

**Failure to bring the required materials may result in a deduction of discipline points for the primary and secondary stages.**

Teachers will notify the parents during the academic year if students need additional supplies or specific items for special activities, projects, or educational purposes.

*For Foundation Stage Students:*

- Students' belongings (jackets, bags, etc.) should be labeled with their full name and class. The school will not be responsible for any lost, unlabeled items.  
**An incomplete supply list will be returned until it is complete.**
- Please do not send colored markers, pens, or soft or fancy pencils.

### Money and Trading Policy

- Students may not **sell or trade** goods or services on school grounds.
- Activities such as **bake sales, collections, or fundraisers** are not permitted unless organized and supervised by the school.
- Students are advised not to bring large amounts of money to school.
- The school recommends using **canteen cards** to reduce cash handling.
- The school **is not responsible** for any lost money or personal items.

## School Events

To maintain academic focus and avoid interruptions during instructional hours, **students are not permitted to attend siblings' school events** held during regular school days.

## Private Tutoring

Teachers at SIS are not allowed to tutor SIS students privately unless approved and organized by the school administration.

**Free academic support sessions** are provided every **Wednesday** for students in need of academic support. Please contact the relevant academic coordinator to inquire about availability.

## Library Policy

The school library is open to all students during school hours and is an excellent resource for research, reading, and independent learning.

### *Circulation Guidelines*

- Books: Loaned for 2 weeks (10 school days).
- Magazines: Loaned for 1 week (5 school days).
- Items may be renewed multiple times, but must be physically presented.
- Students are responsible for all items checked out under their name.
- Overdue items must be returned before new ones can be borrowed.

## Fines and Fees

- Lost or damaged books must be replaced at full cost.
- Outstanding library fees must be settled before **report cards are released**.
- Graduating students must clear all fines to participate in graduation.

### *Library Rules*

- All general school rules apply in the library.
- Students must remain **respectful and quiet**.
- No food or drinks are allowed.
- Use the library only for **academic work, reading, or research**.
- Misuse of the library will result in the **loss of library privileges**.
- Return books to the designated return table if you do not know where they belong.
- Always clean up your space and **push in chairs** after use.

## Visitors

- All visitors must receive **prior administrative approval** to enter school grounds.
- Visitors are required to check in at the **front office**, present valid ID, and **receive a visitor pass**.
- **Students from other schools are not permitted to attend classes or events** during school hours without administration approval..

## STUDENT/PARENT CONTRACT

The success of every student depends on **active collaboration** between the school, the student, and the parents. The following commitments outline this shared responsibility:

### **Educators Commit to:**

- Maintain high expectations for all learners.
- Clearly communicate learning goals and expectations early in the year.
- Welcome and encourage parental involvement.
- Respect and value every child's unique background.
- Provide a safe and engaging learning environment.
- Plan lessons that actively involve students.
- Understand students' learning styles and individual needs.
- Communicate progress regularly to parents and students.

### **Parents/Guardians Commit to:**

- Support and respect the learning environment and school community.
- Respond to sent emails and Google Forms sent by the school within the requested time frame.
- Maintain high academic and behavioral expectations.
- Monitor and ensure homework completion.
- Communicate relevant concerns or changes that may impact the child.
- Attend parent-teacher meetings and school functions.
- Read regularly with their child and encourage lifelong learning.

### **Students Commit to:**

- 1 Attend school regularly and on time.
- 2 Show respect for self, others, and the school environment.
- 3 Follow school rules and policies.
- 4 Take care of school and personal property.
- 5 Complete all assignments on time and to the best of their ability.
- 6 Ask for help when needed.
- 7 Talk openly with teachers or parents when facing challenges.