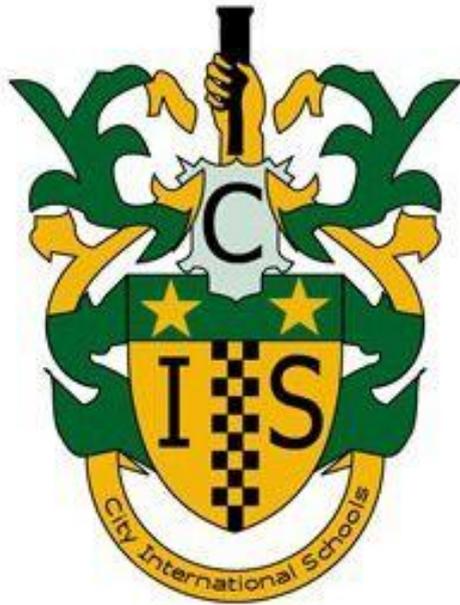


# **CITY INTERNETIONAL SCHOOLS**

**ACC** **BCC**

**6<sup>th</sup> of October Branch**



## **Student Handbook**

**2015/16**

*"If a school is not constantly improving what it does and how it does it then it is falling behind. A school which falls behind is not being faithful to its pupils or serving its local community adequately."*

*CIS Director*

[www.cisoctober.com](http://www.cisoctober.com)

## **YEARLY SCHEDULE**

The academic school year lasts 10 months. It begins at the beginning of September and continues until June. Our year is divided into two semesters: the 1st semester begins in September and extends until the 3rd week of December. The 2<sup>nd</sup> semester begins in January and ends in June. The school calendar includes a mixture of National and American holidays.

## **SCHOOL- DAY SCHEDULE**

School is scheduled to commence at 8:00 a.m. and end at 2:30 p.m. each day for most classes.

## **CONTACT INFORMATION**

City International Schools  
6<sup>th</sup> of October Branch  
Abdullah Alnadeen St.  
El Motamayez District  
6<sup>th</sup> of October City  
Tel: 01282774401 - 01205999305  
Email: [info@cityschools.edu.eg](mailto:info@cityschools.edu.eg)  
Website: [www.cisoctober.com](http://www.cisoctober.com)

## **CIS MANAGEMENT**

Chairman of the Board:	Dr. Awatef Serag El Din
CIS Director:	Dr. Clifford C. Feltner
CIS Principal:	Ms. Manal Morcoss
CIS Doctor:	Dr. Maha Awais
Accounting Manager:	Ms. Zahra El Shoubaky
Operation Manager:	Mr. Ahmed Al-Tohamy
IT Manager:	Mr. Mohamed Sobky
Bus Supervisor:	Mr. Abd El Monaem
Student Affairs:	Ms. Rana Ashraf
Secretary:	Ms. Vallereona Yourkouskaya
Librarian:	Ms. Aya Al Kashef

## **CIS Anthem**

We are students from CIS; this is where we  
learn to grow.  
We will promise to do our best, by our efforts  
you will know.  
Though our courses are in English, The school  
culture is our own.  
We will never forget our country, Egypt's our  
only home.  
We study environments too, keep life safe from  
me and you.  
And we join the human race, to make the world  
a better place.  
We are students from CIS; this is where we  
learn to grow.  
We will promise to do our best, by our efforts  
you will know.

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**NOTE:** Parents and students need to read this handbook together and then sign the mandatory acknowledgment form on the last page.

Thank you

## **WELCOME TO CIS!**

### **Dear Parents,**

Thank you for entrusting the education of your child to City International Schools (CIS). In a world of constant change, it is more important than ever to prepare our young for the challenges and opportunities they will face as 21st century adults. CIS seeks to develop and inspire students who are articulate, knowledgeable, organized, compassionate, creative, responsible, and able to learn and adapt to new information, new technologies, new situations, and new people. As our world becomes "smaller," we seek to bring that world to our students with an informed appreciation of its diversity, depth, and almost limitless possibility. This is our mission, our passion, our labor of love, and our promise.

### **Dear Student,**

It is my pleasure to welcome you to City International School. There is no doubt in anybody's mind that we live in an extremely demanding and highly technically advanced age. We are in an age where only the individuals, who think critically, form their own individual perspective on life and its challenges will aspire to distinguished levels in their society. It is our role as a school to equip and prepare all our students with the skills, experience and tools to achieve their aspirations and ambitions in becoming established and essential members in their practical and social life. So, let us work hand in hand to build the bridge that will safely link our sons and daughters to their deserved and prospective roles in tomorrow's world.

Sincerely,  
School Director  
CIS

## **MISSION STATEMENT**

*"Education is not the filling of a bucket, but the lighting of a fire."* W.B. Yeats, Irish Poet

CIS seeks to provide education for tomorrow's world for every student by utilizing the latest educational mean, methodologies, techniques and more importantly technology. We are a one happy, positive family doing its utmost for the welfare of its children, parents and staff. We strive to become a "Peaceful School:" a place where students will be informed, tolerant, and capable life-long learners, willing and able to make a positive contribution to today's and more importantly tomorrow's demanding global village. Our goal is to prepare each one of our students to become a distinguished and active member of the worldwide community who is also proud to be a citizen of their country.

## **GOALS AND OBJECTIVES**

- To stay up to date in all fields of education.
- To provide experienced international teaching staff utilizing effective teaching methods—in an Egyptian context—in order to develop well-rounded graduates.
- To inspire and encourage in our students an excitement for the acquisition of knowledge while planting the seeds of life-long learning and giving a helping hand to cross into creativity.
- To encourage respect for the rights and views of others; the acceptance of personal responsibility for one's own actions; and the pursuit of creative, academic, and philosophic self-expression within the bounds of the personal conduct standards set down by the school.
- To train students to think critically about problems and issues, conduct independent research, and organize and implement projects both individually and as part of a group.
- To maintain effective communication among students and teachers in order to promote tolerance and the ideal of a "Peaceful School" where everyone feels safe, welcome, and free to explore their own interests and capabilities.
- To provide character-building extra-curricular activities that compliment student learning by providing fun, interesting, and challenging opportunities outside the normal classroom environment.

## **SCHOOL FACILITIES**

The CIS campus boasts a number of educational, sports, and health related facilities to help provide students with a well-rounded experience.

### **CLASSROOMS**

All of our classrooms are air-conditioned with smartboards and are designed to accommodate up to 24 students.

### **ACADEMIC FACILITIES**

- Three multi-purpose Science Labs for Chemistry, Biology, and Physics
- Computer Lab with internet
- Two Libraries containing fiction, non-fiction and resource books on many subjects for all ages, as well as a media section
- Activities Room
- Music Room
- Art Showroom / Workshop
- Home Economics
- Reading Room / ESL

### **SPORTS AND FITNESS FACILITIES**

- Basketball Court
- Football Court
- Handball Court
- Tennis Court
- Volleyball Court
- Gymnasium
- Swimming Pool
- Play Areas

### **OTHER FACILITIES/PERSONNEL**

- Multi-purpose Indoor and outdoor assembly areas
- Canteen providing hot nutritional meals
- KG fully equipped building
- Health Clinic with a school physician on duty at all times
- Lecture room

## **WHAT YOU, THE PARENT, CAN EXPECT**

*"The greatest gifts you can give your children are the roots of responsibility and the wings of independence."*

DeCIS Waitley, American author

At CIS, we think of parents as being our partners who have vital contributions to make to the educational journey of our students. Participant and active parents talk to their children about school, ask questions, monitor their homework efforts, and stay informed as to their child's progress in all school-related subjects. Parents should always feel free to contact the school administration with questions, concerns, and possible solutions to problems. Likewise, we hope parents will be ready and able to address, in the context of the home and family, concerns that may be raised by the school about the academic performance or behavior of individual students. We do our best to address problems within the walls of the school, but, in some cases, more intensive parental involvement may be required to give particular students what they need to succeed. Working together, we are convinced we can achieve our common goal.

### **Parent-Teacher Association (PTA)**

The PTA is an organization that consists of parent volunteers and teachers working together to create a stronger and more effective school for everyone. The goals of the PTA are to foster a strong relationship between parents and staff, to hear and discuss comments, suggestions, and complaints, and to find solutions and implement new ideas to make our school a better place.

### **Communication**

Parent communication is very important; this is done thru channel books, school website, SMS and phone. Parents are **Not Allowed** to communicate with teachers directly. If you wish to meet with a teacher you must schedule an appointment first.

**Important Note:** We do not participate, endorse, or communicate through any social media groups such as Facebook, Twitter, or WhatsApp.

## **Parent-Teacher Meetings (PTM)**

There are four parent-teacher conferences during the school year. This is your opportunity to visit the school and meet the teachers who are working with your child in order to get a first-hand report on your child's progress, behavior, and status. We encourage you to come to as many conferences as you can.

## **Parental Visitation**

If a parent or guardian wishes to visit the school for observation or to speak with a member of the staff, an appointment must be made in advance. Simply "dropping in" unannounced is too disruptive, as we hope you can understand.

## **Uniforms**

All pieces of CIS school uniforms will be purchased at the designated shop beside the KG area. What we need from parents in this regard is their assistance in seeing that the uniforms are well maintained and ready for their children's use.

## **Student Transportation**

- Please note that students are **NOT ALLOWED** to drive themselves to school.
- In addition, each student who rides the bus in the morning must return home by the same bus after the school day, unless the student provides a parent's note of consent to the school administration.
- In case of bad weather or dangerous roads, the school may be closed temporarily for the safety of our students and staff. If you have any questions about school closure, please feel free to contact the school. (See the Contact Information at the front of the Handbook.)

*"The objective of education is to prepare the young to educate themselves throughout their lives."*

-Robert Maynard Hutchins, American Educator

## **Tuition Policy**

To ensure enrolment, Admission Fees are to be paid upon acceptance of your child to CIS. Fees are paid in THREE (3) installments:

- 1<sup>st</sup> installment: 35% of fees + Bus & Registration fees (due May 15 – June 5)
- 2<sup>nd</sup> installment: 35% of fees + Books (due August 15 – September 5)
- 3<sup>rd</sup> installment: 30% of fees (due December 15 – January 5)

## **IMPORTANT NOTES:**

- Any delay of payment past a due date will result in a fine amounting to 1.5% of the unpaid amount per week.
- If payment is delayed for longer than a month, the student will not receive their report card, will not receive credit, is subject to suspension, and will not be accepted to CIS the following year.
- In case of legitimate emergencies, parents can seek approval for late payments from the School Director.

## **Tuition Refund Policy**

Percentage Refund Date of withdrawal from school

90% before September

80% before the first day of school

## **NO REFUNDS FOR ASSESSMENT AND REGISTRATION FEES**

## **Book Policy**

At the end of the school year, when student books are returned and in good condition (outside the normal use) a discount will be given for the next academic year. If books are not returned or are damaged, the student will not receive the final report card.

## **WHAT IS EXPECTED OF YOU, THE STUDENT**

*"A man's character is his fate".*

Heraclitus, ancient Greek Philosopher

Nobody—not even the greatest teacher or greatest school in the world—can learn for you: you as the student must take primary responsibility for your own education. To be a successful student at CIS requires you to meet certain standards in three areas: attendance, behavior, and class work.

## **ATTENDANCE**

It is difficult to learn if you are not in school. Your success at CIS will depend, therefore, in large part on your being here—on time—on a consistent basis. Be aware that excessive absences can lead to disciplinary action and even expulsion.

## **Unexcused Absences**

An unexcused absence occurs whenever you miss school or class without an adequate excuse either from your parents or the school administration. Excuses should, whenever possible, be presented BEFORE the absence occurs. (In case of illness or emergency, this will, understandably, not be possible). All unexcused absences will be recorded, while your scores for all tests, quizzes, and assignments for that day will be marked as "zero" by your teachers. More than FOUR (4) unexcused absences in a single term will result grade deductions, which in turn will affect your GPA. Excessive absences can result in expulsion. If you miss class without permission it will be counted as a full day absence, attendance is checked at the beginning of each class everyday. If students are absent more than 18 days in the whole year, they must attend summer school to make up for the lessons they missed and credit hours in the case of high school students. Exceptions will only be made in emergencies. Excusable absences, meanwhile, include pilgrimage, family emergencies, illness, and sports tournaments. Students who are absent from school are not allowed to visit the school on the same day unless authorized by the School Director.

**Important Note:** Unexcused absences occurring on school-trip days or other unusual days -such as the last day of a shortened school week, after long breaks-will be treated with more severity than typical unexcused absences. In fact, points may be directly and immediately deducted from all your subjects!

## **Late Arrival**

You are late to school the moment the school gates have been closed and you are on the wrong side of them. The gates close every day at 08:00 sharp. If you arrive late between 08:00-08:10 more than THREE (3) times during a term you will miss the first session, if you are late more than five (5) times during a term you will be sent home and your parents will be contacted. If students are late more than 18 times in the whole year they will have to attend summer school to make up for their lost lessons and other disciplinary action will be taken. Students arriving after 08:10 more than once during a term will be sent home and parents informed. NO students will be allowed in the school after 08:10.

**Important Note:** If you arrive at the gates AFTER 8:10 a.m. you will not be admitted at all and your absence on that day will be counted as unexcused.

## **Buses**

You need to be outside, waiting for your bus each morning at least FIVE (5) minutes before you are scheduled to be picked up. It is also your responsibility to be on the correct bus at the end of the day to go home. All the rules that apply to you while in school apply on the bus. You should also remain seated and remain orderly from the time you get on your bus until the time you leave. Inappropriate behavior on buses will not be tolerated. If you are consistently misbehaving on the bus, or late getting on the bus you will be warned officially by the bus supervisor, if you persist and are warned more than twice you will be banned from using the bus.

## **Early Dismissal**

Students will not be allowed to leave school early without the written or verbal consent of a parent, preferably provided at least one day before the early dismissal is to occur. Early dismissals should, obviously, occur only in necessary cases. If the parent informs the school of early dismissal on the same day it will only be allowed at the School Director's discretion.

## **APPEARANCE AND BEHAVIOUR**

### **Dress Code:**

Your personal appearance in school demonstrates your seriousness about your education, your school, and yourself. Because of this fact, you should be wearing a full, clean, and ironed uniform EVERY day. Other aspects of your appearance (hair styles, accessories, etc.) should also be appropriate to an academic setting. We value your individuality, but we need you to express that individuality through your talents, schoolwork, ideas, and personality—not make-up, unapproved clothing, or vandalized uniforms. Breaking the dress code of the school will result in disciplinary action, including possibly being sent home to change your clothes.

- Girls are only allowed to wear black or white headbands; veiled girls are only allowed to wear plain white or black headscarves.
- Girls are not allowed to wear any form of makeup, nail varnish or accessories. Only gold ear studs are allowed, no other gold or jewelry is allowed to be worn or brought to school.
- Girls must always wear their hair up.
- Boys are not allowed to wear any accessories, wristbands and chains.
- Boys are not allowed to use gel or dye in their hair, no loud or excessive or fully shaven haircuts are allowed, hair must be short and tidy at all times.

- Students are allowed to wear sports shoes which are dark or white, **no loud colors are allowed**. Students are not allowed to wear any studded shoes off the astro-turf football pitch.
- The school shoes must be black, and only the school trousers are to be worn by all students (**NO Jeans or Sweat Pants are Allowed**).
- Students-except for veiled girls- are not permitted to wear long sleeved undershirts or hoodies under their short sleeved polo shirts.
- Students will only be permitted to participate in the PE session if they have their PE kit.
- Students are only allowed to wear their track suit bottoms on the days they have a PE session.

## **Behavior**

What follows are the general guidelines for behavior in our school. Please note that individual teachers and departments are free to develop their own specific discipline plans for their subjects. Although these plans may be more detailed than the school guidelines below, they will not be contrary to any of rules set forth here. Be aware that breaking rules—both those of teachers and the school as a whole— will result in serious consequences, which include, but are not limited to, in-school detention, suspension from school, grade reductions, and expulsion. As always, final word on questions of discipline and consequences for inappropriate behavior rests with the school administration.

- You are to follow all classroom, bus, library, and lab rules and regulations at all times.
- You are expected to show responsibility for your own learning by having the required textbooks and supplies ready on a daily basis at the start of each subject.
- Students must use the English language in their oral or written communications with their teachers-except Arabic & French- at all times. Students must also use English in the classes with their colleagues.
- You should always be orderly, cooperative, responsive to your teachers, and fully engaged in class activities.
- Shouting and running in the school is prohibited: if you must shout or run, please do it outdoors during your break.
- Mobile phones **ARE NOT ALLOWED** in school and will be confiscated. For emergencies, they can be kept with the floor supervisor. The school is not responsible for any mobiles brought to school (At Your Own Risk!).
- Random searches of students' bags and lockers may be carried out by the School Security and School Director.
- Students must not carry large amounts of money when coming to school:

**KG – Grade 2** students must not carry any money

**Elementary** students must not carry more than 20 L.E

**Middle school** students must not carry more than 50 L.E

**High school** students must not carry more than 100 L.E

**Note:** Meal vouchers can be purchased through the canteen in the amount of 17 L.E for a minimum 10 vouchers.

- Drugs, alcohol, and smoking are strictly prohibited.
- You must, at all times, show respect for the personal space, dignity and safety of others—whether students, teachers, school staff, or guests. Foul and disrespectful language will never be tolerated.
- You are expected to demonstrate a sense of pride in your school by not littering, either in classrooms, on our outside buses, or anywhere else on school grounds. You will also refrain from damaging or otherwise defacing school property.
- Students are not allowed to leave their classrooms without the permission of a teacher or a floor supervisor between sessions.
- Students who are out of the class must have a hall pass.
- Students are expected to be honest: cheating and plagiarism, for instance, will not be tolerated.
- Any kind of bullying or threatening behavior directed at fellow students is utterly unacceptable. Fighting and violence will result in severe consequences and may, indeed, qualify as a Catastrophic Rule Breach (see below.)
- Laptops are only allowed to be brought to school if authorized by teachers and maybe inspected at random for inappropriate content.
- Students are not allowed to bring matches, lighters, fireworks or any flammable materials to school.
- Students are not allowed to bring their, iPods, mp3, mp4 or any other personal audio or video players to school.
- All students must ensure that they have their hygiene kit which must include:

### **Elementary**

Alcohol based hand gel

Alcohol based wipes

Tissues

### **Middle and High**

Alcohol based hand gel

Alcohol based wipes

Tissues

Deodorant

Cologne/perfume

Towel

## **Disastrous Rule Breaches**

Unfortunately, there may come a time when a student breaks CIS rules or expectations in a manner so offensive, dangerous, or otherwise unacceptable that drastic action is required to guarantee that such behavior never occurs again. We hope this never happens, but students should be aware that exceptionally severe lapses in judgment and behavior can result in swift and serious consequences, including immediate expulsion.

## **CLASS WORK AND GRADES**

### **Class Work**

The heart and soul of your time spent here at CIS is found in the subjects you take each day with your various teachers. You need to listen to your teachers, keep track of assignments and handouts, take notes, study for exams and quizzes, and complete all assignments and homework in a timely fashion. You cannot succeed without taking your school work seriously every day. We know you can do it!

### **Grades (2-12)**

The school-year is divided into 2 semesters, with each semester being divided into 2 terms. (There are, thus, 4 terms in each school year.)

For each of your subjects, your TERM GRADE will be calculated as follows:

Attendance, Behavior, Class Participation, Homework, Projects and Quizzes:	80%
Exam Tests:	20%

Your **FINAL GRADE** will be determined thusly:

Term 1 Grade:	25%
Term 2 Grade:	25%
Term 3 Grade:	25%
Term 4 Grade:	25%

Term examinations take place at the end of each term. Your **FINAL GRADE** for each subject will be the AVERAGE of the 4 term Grades. All grades are based on a Grade Point Average (GPA) that will be calculated as follows:

- A = 4.0 points
- B = 3.0 points
- C = 2.0 points
- D = 1.0 points
- F = 0.0 points

The passing grade for each subject is a "C"

## **Egyptian Ministry of Education Tests**

Egyptian students in the school are obliged to attend the Egyptian Ministry of Education tests for the following subjects:

Arabic

Religion

Arabic Social Studies and Civics (High School)

## **Standardized Tests**

In CIS we do not only depend on internal feedback that our students' grades are high and are doing well. We check this and verify it by comparing their levels, to students not only in Egypt but from other schools all over the world. This is achieved by administering standardized test in English, Math and Science. The results of these tests are analyzed and used as an essential tool in assessing the students, teachers and curricula.

## **IMPORTANT NOTES:**

- To be eligible for High Honor Roll, you need to maintain a 3.8-4.0 GPA.
- To be eligible for Honor Roll, you need to maintain a 3.6-3.79 GPA.
- If you wish to play on a school sports team, you must maintain at least a 2.0 GPA. Failure to do so will result in your being dismissed from the team.

## **Bonuses**

It is possible to receive bonuses as a reward for your participating in major school activities. Such activities include the Annual Show and the Student Council.

*"The past cannot be changed. The future is yet in your power."* -Mary Pickford, American Actress

## **SCHOOL EVENTS, ACTIVITIES, AND ORGANIZATIONS**

CIS provides students with many opportunities and options for exploring and developing their interests, talents, and potential. We encourage all students to become as involved as possible in all the opportunities that interest them. This is a time for exploration, new challenges, and fun. We believe that interested students can find all these possibilities deeply rewarding.

## **SCHOOL EVENTS**

From class trips and special in-school holiday events to guest speakers and live talk-shows, events of one kind or another are a constant feature of life at CIS. Two of the most exciting events are the Annual Show performed by students each spring and the Senior Class Trip.

## **EXTRA-CURRICULAR ACTIVITIES**

A choice of exciting activities is available, including:

- Art
- Choir
- Creative Writing
- Debate
- Drama
- Home Economics
- MechaSTEM (Robotics)
- Orchestra
- Sports
- Yearbook
- Model UN/ Model Arab League
- IT

## **ORGANIZATIONS**

*"Be the change you want to see in the world."*

Mahatma Gandhi, Indian Political and Spiritual Leader

School organizations provide a unique opportunity for students to get involved in ways that make a real difference to the lives of their fellow students. These organizations also provide vital opportunities to develop qualities of leadership, kindness, and teamwork that will benefit any student in future life.

## **Student Council**

In the spirit of the American system and the principles of leadership, personal responsibility, and public-spiritedness it seeks to install in students, CIS has developed a plan for a student council. The primary goal of the Council is to contribute to the education, enjoyment, and well-being of their peers. Student council members provide counseling for students who need someone to talk to

while also seeking to address problems within groups and classes. They organize events such as the Christmas Party, the Charity Campaign, and various Valentine's Day activities, as well as dances, special trips, and cultural events. Finally, they prepare and sponsor talk shows addressing themes and ideas vital to today's young people. They meet typically once per week. How are the members of the council chosen? Each year, 12th grade students possessing an "A" or "B" average can be nominated for one of four official positions by their classmates. All students' grades 6 through 12 are then eligible to vote for officers in an election. The offices they will be filling are as follows:

- Student-body President (must be from Grade 12)
- Vice-President/Treasurer (must be from Grade 11)
- Secretary (can be from Grade 9, 10, 11, or 12)
- Representative (1 representative is elected from each grade (6-12) to assist the major officers in their respective duties, which are outlined in the Student Council Manual.

*"No act of kindness, no matter how small, is ever wasted."* -Aesop, ancient Greek writer

## **GRADUATION!**

The day you graduate from High School is a day you will remember forever. You have worked hard, laughed, cried, met new friends and faced new challenges: indeed, you have had countless experiences that have helped make you the person you have become. At last you are ready to leap into a new phase of your life to continue your journey, and the graduation ceremony is the time when everyone— your family, your friends, your teachers, and your peers— come together to honor you and your achievement. It is their opportunity to wish you the best for the future and praise you for what you have accomplished. It is your day: you are a Hero. **Congratulations!**

## **Graduation Requirements**

Before you reach that glorious point of time called "Graduation Day," however, you must meet all of the requirements for the American Diploma. To do this, you must complete 24 credits with a minimum Grade Point Average of 2.0. ("C") (This is important, because most universities require a GPA of 2.0 or higher as a minimum for admission.) Below is the list of major requirements for the American Diploma. One credit is awarded for each subject once a full year of that subject has been successfully completed. The hours per week required for each type of credit is as follows:

English 5 hours per week  
Mathematics 5 hours per week  
Social Studies 5 hours per week  
Science 5 hours per week  
Arabic 5 hours per week  
Civics (Arabic) 2 hours per week  
Religion 1 hour per week  
Computer 2 hours per week  
Foreign Language 3 hours per week  
Electives 3 hours per week

### **The College Board SAT**

During Grade 11 and/or Grade 12, you must sit for the Scholastic Aptitude Test (SAT I). The SAT is a requirement for everyone planning on attending college, and can be taken at various testing centers in Cairo.

### **IMPORTANT NOTES:**

- For students to graduate from CIS and receive an American Diploma, they must attend a minimum of three years in High School.
- Students wishing to join faculties of Engineering, Medicine, and Pharmacy must take a (SAT II) subject test.
- Taking the SAT II gives you a bonus to your total grade when applying to universities.

### **The Graduation Ceremony**

- The Graduation Ceremony is celebrated in the second half of June each year.
- All graduates are expected to attend all rehearsals for the ceremony as well as the ceremony itself. Any student failing to be present for 90% of rehearsals will not be allowed to attend the ceremony.
- Black trousers or skirt, a white shirt or blouse, and classic shoes should be worn under graduation gowns.
- Valedictorian and Salutatorian speeches are assigned to the students who score the highest GPA from Grades 10, 11, and 12, as well as the student who scored the highest SAT score.

## **AN OVERVIEW OF ACADEMIC PROGRAMS**

### **(ORGANIZED ACCORDING TO SUBJECT)**

#### **Pre School**

Kindergarten classes emphasize the development of motor, art, social, language, and basic math, computer, and science skills by engaging students in fun, interactive, and fast-paced learning activities. KG students learn to recognize and print letters of the alphabet, use the basic phonetic principles of identifying and writing beginning sounds, identify story elements, and communicate ideas through pictures and writing. Students quickly learn to communicate in English and are soon able to express themselves fluently by the end of KGII.

### **ENGLISH LANGUAGE CURRICULUM (Grades 1-8)**

The general goals of the English curriculum at CIS are to foster language skills—including writing, reading, and speaking skills—in the areas of grammar, analysis, problem solving, self-expression, and comprehension.

#### **Grade 1**

Reading is the priority in first grade. Students are immersed in a print-rich environment to facilitate development of oral language skills, vocabulary, reading comprehension, and the awareness of print materials as sources of information and enjoyment. They use listening and speaking skills to participate in classroom discussions, use a variety of strategies to read new words, and develop an understanding of character, setting, main idea, and story sequence through examining a variety of texts. They increase vocabulary and comprehension strategies by reading age-appropriate materials across the curriculum. Students begin to communicate ideas in writing and become independent readers by the end of the year.

#### **Grade 2**

Reading continues to be the highest priority in second grade. Students participate in classroom discussions, utilize a combination of reading and comprehension strategies, and further increase vocabulary. They identify main ideas, make and confirm predictions, and write stories, letters, and simple explanations. Simple grammatical principles are applied to writing, and information is located using reference materials. By the end of the year, students will read with fluency and expression.

#### **Grade 3**

The emphasis in 3rd Grade is on learning about words, reading with fluency and expression, and developing comprehension strategies. Effective communication skills will be practiced through the use of group activities and brief oral reports. Students will plan, draft, revise, and edit stories, simple

explanations, and short reports. In addition, information from print and non-print sources will be used and gathered. The student will write legibly in cursive by the end of the year.

#### **Grade 4**

Previously developed reading and writing skills provide, in 4th Grade, the foundation for an increased emphasis on content throughout the curriculum. Students use text organizers, summarize information, formulate questions, and draw conclusions to demonstrate reading comprehension. They read classic and contemporary literature selections by a variety of authors, continue to increase communication skills in large-and small-group settings, and plan, draft, revise, and edit narratives and explanations. Information resources and word references will be used routinely while writing.

#### **Grade 5**

In 5th Grade, students will read texts in all subjects and will acquire information enabling them to answer questions, generate hypotheses, make inferences, support opinions, confirm predictions, compare and contrast relationships, and formulate conclusions. Literary appreciation will continue. Presentations will be prepared utilizing online, print, and media resources to prepare presentations to enhance communications and learning skills. Students will plan, draft, revise, and edit writings to describe, to entertain, and to explain

#### **Grade 6**

The student will be an active participant in classroom discussions, will present personal opinions, understand different viewpoints, distinguish between fact and opinion, and analyze the effectiveness of group communication. Word origins will be studied and vocabulary development will continue. A variety of fiction and non-fiction works, including a significant number of classic works, will be read for appreciation and comprehension. Students will plan, draft, revise, and edit narratives, descriptions, and explanations with attention to composition and style as well as sentence formation, usage, and mechanics. They will demonstrate correct use of language, spelling. Reading and writing will be used as tools for learning academic concepts, and available technology will be used as appropriate.

#### **Grade 7**

Oral communication skills will be developed further and the effects of verbal and nonverbal behaviors will be studied. 7th grade students will continue to read a wide variety of fiction, non-fiction, and poetry while becoming more independent and analytical. Written composition skills— with special emphasis on word choice, organization, style, and grammar— will be increased. Written explanations utilizing informational writing and persuasive writing will be introduced. Students will study figurative language, vocabulary, and roots and affixes. The study of the impact of media on public opinion will be introduced. Proficiency in the use of print and electronic information resources will increase

and students will learn how to reference sources. Correct use of language, spelling, and mechanics by applying grammatical conventions in writing and speaking will be demonstrated.

### **Grade 8**

Students learn and apply interviewing techniques, demonstrate correct use of language, spelling, and mechanics by applying grammatical conventions in writing and speaking, and plan, draft, revise, and edit writing, with emphasis on exposition and persuasion. Reading and writing skills are applied in all subjects and literature is responded to critically. Vocabulary development continues with special attention paid to connotations and figurative language as the student continues to develop an appreciation for literature through studying a wide variety of selections. Themes and main ideas will be inferred and cause and effect relationships will be interpreted. Students will become skillful interpreters of the persuasive strategies used in print and mass media.

## **HIGH SCHOOL ENGLISH CURRICULUM (Grades 9-12)**

### **Grade 9: Language and Literature**

In 9th grade English emphasis is placed on building vocabulary, exploring the writing process, and improving reading comprehension and written communication skills. Students will be exposed to a variety of literature genres and writing styles both classical and contemporary and will develop writing and analysis skills through practical daily activities. Reading, writing, and grammatical assignments along with team projects are frequent features of 9<sup>th</sup> grade English and should be expected by all students.

### **Grade 10: Language and World Literature**

Communication skills continue to be refined through writing, oral presentations, and practical daily activities. Special emphasis will be given to the writing process, including creative, expressive, and formal writing with particular concentration on the persuasive essay. A variety of literature genres and writing styles with a wide range of literary emphases will be studied. The student can expect frequent reading, writing, and grammatical assignments and plenty of team project work. In addition, SAT Preparation classes are given regularly in grades 10 and 11 to help students prepare for this vital test.

### **Grade 11, Language and American Literature**

Using American Literature as a springboard, students will explore various authors, genres, and styles of both poetry and prose. The course is designed to develop the student's analytical, comprehension, and analysis skills at a deeper level. While grammar is incorporated as part of the whole language process, greater emphasis will be given to writing, analysis, and communication skills. Students should expect frequent and comprehensive writing and analysis assignments along with team project work.

## **Grade 12, Language and British Literature**

By exploring the various authors, genres, and styles of British writers of poetry and prose, students will further develop their analytical, comprehension, and analysis skills on an even deeper level. While grammar is incorporated as part of the whole language process, greater emphasis will be given to writing, analysis, and communication. Students should expect frequent and comprehensive writing and analysis assignments along with team project work.

**NOTE:** ESL classes are given at minimum twice weekly for English learners.

## **SCIENCE CURRICULUM**

The general goals of the CIS Science curriculum are to give students an understanding of the nature and methods of science and to develop conceptual and practical skills in the context of student involvement in scientific activity. Students will develop their ability to analyze scientific information critically, apply knowledge and skills in order to generate new knowledge, communicate scientific ideas, and their awareness of the impact of science on society, thus helping prepare them for life in the age of 21st century technology.

### **Grade 1**

Students will begin to learn about and investigate the things around them by observing and identifying Living & Nonliving things. They will acquire basic facts about Plants and Animals, the Earth's Land, Air and Water, the Seasons. They will investigate matter and examine Forces as Pushes & Pulls, and Magnets.

### **Grade 2**

Students will identify changes that happen when plants grow, when animals grow, and when People grow. Learning about the Sun, the Moon, the Stars and Earth's weather. Identifying changes in Matter, Forces & Motion and Sound.

### **Grade 3**

Comparing different Types of animals, Observing How plants grow, identifying differences between rocks, minerals, fossils and Soils, Investigating properties and changes in matter, studying heat and light.

### **Grade 4**

Classifying living things, Animals and Plants growth and adaptations, studying Human body systems, Physical properties of matter, heat energy and Electricity & Magnetism.

### **Grade 5**

Tracing the structure of living organisms from single cell to body systems, studying animal growth & reproduction, Plants & their adaptations and Plant processes. Studying Matter & its Properties, Atoms & elements, and Forms of energy.

## **Grade 6**

Investigating Plants and plant processes, Sound & Light, Atoms, Elements & compounds, More about Properties and changes in Matter, Forces & motion, Machines & work.

## **Grade 7**

Cells, Heredity & Classification, Invertebrates & Vertebrates, Matter & their Properties, Periodicity, and more about electricity & Magnetism.

## **Grade 8**

Studying Types of Plants and Plant Processes, Bacteria & Viruses, Protists & Fungi. Investigating Interactions of Matter and Chemical Equations, Waves, Sound & Light.

## **Grade 9**

Grade 9 science is forming, (with G7 & G8), a solid base for the High School science in Biology, Chemistry and physics. Investigative approach is applied in science learning at this stage and the G9 syllabus covers; Classification of living organisms, Plant Processes, Bacteria & Viruses, Protists & Fungi, Interactions of Matter Chemical Equations Ionic and Covalent Compounds, Energy & Heat.

## **Grade 10 Biology**

A high school course is considered to prepare students to do the SAT II test in Biology. The Syllabus covers; Molecular Biology, Cell structure & functions, Genetics & Heredity, Diversity Of Life , and Interactions of Ecosystems.

## **Grade 11 Chemistry**

A high school course in chemistry is structured to fulfill the General goals as well as to prepare students to do the SAT II test in chemistry. The syllabus covers; Gas Laws & KM Theory, Solutions, Acids & Bases reactions, Oxidation Reduction, Stoichiometry, Equilibrium & Rates of Reaction, Thermodynamics, and Inorganic & Organic compounds.

## **Grade 12 Physics**

A high school course in physics is structured to fulfill the General goals as well as to prepare students to do the SAT II test in physics. The syllabus covers; Motion in one and two dimensions, Forces & Motion, Work & Energy, Momentum & Collisions, Circular Motion & Gravity, Vibrations & Waves, Sound & Light, Electrostatics, and Electric circuits & Electromagnetism.

## **MATH**

### **Grade 1-6 Math**

Mathematics is fundamental to student's education. This program offers a fun and interactive introduction to basic concepts in Math. With the use of hands on activities, group work and stimulation, the students learn by experimentation, creating a great understanding of the concepts.

### **Grade 7 and 8 Math**

The syllabus is set up to help building up all basic skills in arithmetic, geometry, basic statistics. It also enforces all the needed algebra concepts and paves the way to algebra 1 & 2 through a smooth introduction of Pre-Algebra in grade 8.

### **Grade 9 and 10 Math**

The syllabus combines between algebra and geometry. In grade 9 Algebra 1 is introduced and it helps in solving numerical problems in geometry which are often used in SAT Math. In grade 10, the course syllabus includes Geometry and Algebra 2 introduction is given as a warm up. In grade 10 SAT Test Prep. Classes are offered, up to grade 12.

### **Grade 11 Math**

Pre calculus mathematics is taught to all students. It is a combination of Algebra II, Coordinate Geometry, trigonometry and some math applications. Pre-calculus gives more in depth math to our students. That helps most of our students to pass SAT I by the end of grade 11 with an outstanding scores for some of them.

### **Grade 12 Math**

Calculus is taught to most of grade 12 students. It includes differentiation & Integration and some of its applications in life. This helps students who are studying in the engineering and science fields in the Egyptian universities and the students who are going to any college in the German university.

**NOTE:** Special classes are given at minimum twice weekly for weak math learners.

### **STATISTICS**

Statistics is taught as a separate subject in grade 12 which helps giving an introduction to statistic. Students who are going to study business or accounting at the university are going to benefit the best from that.

### **ARABIC LANGUAGE CURRICULUM AT CIS**

Since we believe in striking a balance between the Egyptian and American culture, it is one of our school objectives to teach good Arabic, Religion and Civics. Teaching Arabic starts from KG 2 to grade 12. Our approach is a very modern one in teaching the Arabic Language; students are using multimedia and videos, and all available teaching aids. Our students are also encouraged to do researches in Arabic as much as they do in English and all other subjects.

**NOTE:** ASL classes are given for weak and non-Arabic students.

*"Reflection is the lamp of the heart. If it departs, the heart will have no light." – 'Abd Allaḥ ibn 'Alawī 'Aṭṭās*

**MANDATORY PARENTAL ACKNOWLEDGEMENT AND SIGNATURE FORM**

I \_\_\_\_\_ the parent or guardian of  
\_\_\_\_\_ in grade \_\_\_\_\_, confirm  
that my child and I have read, understood, accept and agree to abide  
by all the rules and regulations of City International Schools.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_