**VISION STATEMENT**

SJAS aims to empower students to demonstrate the value of quality education, develop personal and academic skills to become life-long learners.

**MISSION STATEMENT**

The mission of St. John American School as an educational services organization is to provide an education that enables students to be productive, responsible and self-disciplined. SJAS provides quality education that utilizes technology methods to train students how to respect and adapt with the environment in order to develop characters that have a positive view of the world in all its aspects.

**QUALITY POLICY**

SJAS staff is selected amongst the best educators in Egypt, with native-like English language proficiency. Teachers are highly qualified and experienced, creative and untraditional. The school provides “on the job continuous teacher training” to limit irregularities and gain wider experience in handling situations in the classroom and during free time. SJAS seeks to present a comfortable learning environment to easily adapt to innovative teaching methods that strengthen professional networks and encourages collaborative learning.

A graduate of St. John American School:

- Enjoys learning.
- Has good studying skills.
- Uses higher order thinking skills.
- Meets or exceeds educational standards.
- Solves problems peacefully and models good sportsmanship.
- Strives to achieve his/her personal best.
- Takes pride in accomplishments, learns from failures and is willing to try again.

**SCHOOL GOALS**

- Implement school policies to their fullest.
- Maintain positive effective communication skills between stakeholders.
- Increase self-esteem, self-confidence, self-motivation, self respect of learners.
- Lay strong foundation on educational systems by fostering knowledge and skills.
- Strengthen the capacity and motivation of youngsters to continue learning beyond school.
- Help students acquire the capability to set their own goals and foster ways to achieving those goals.

**SCHOOL OBJECTIVES**

- To create a friendly, warm and collaborative learning atmosphere that develops the student’s fluency in the English language at an early age (starting from listening and speaking on to reading and writing).
- To stay current with recent advances in instructional methodologies.
- To create an educational environment conducted by self-motivation and creativity.
- To train students on subjective evaluations.
- To interact with the community through school programs and activities.
- To maintain strong ethics for reinforcing respectful attitudes and behavior toward authority and all people.
- To encourage research (either prior to lesson introduction or at lesson end) that helps students develop the NEED TO LEARN MORE about the topic. Modern education is not based on memorizing, but understanding and evaluating.
SCHOOL POLICIES

AUTHENTICITY OF STUDENT WORK

a) Attendance Policy:
Daily Attendance is an essential factor for the academic success; recordings of absence are subject to the following rules:

1. If no “urgent excuse” is provided for absence (preferably submitted in prior).
   Action Taken: All scheduled quizzes of the day are marked “zero”, as well as homework checks, participations, presentations, projects, researches…. consequently affecting the GPA.
2. Missing 3 days or more (without referring to our school doctor).
3. The school allows teachers to re-do quizzes to absent students in case of submitting a doctor’s note once per term ONLY.
4. If a student continues to miss classes without an excuse, steps are taken by the school to expel the student. Parents have to clearly understand that when the school decides to expel a student after several verbal warnings and parent contacts, leading to a sustained pending issue, then, the school has the right to protect its rules. The progress of a regularly absent student declines totally affecting all other parties.
5. Student absence more than 6 days per term (more than 27 days per year) will result in a summer course in the material of the current term of the four core subjects. This is repeated throughout the whole year.
6. Every three times a student is asked to leave the classroom for disturbing the class will be considered a day of absence.

b) Late Arrival Policy:
A regular school day starts with the morning lines at 7:40 am, morning broadcasting takes place, anthem salutation and marching on to the classrooms by 7:55 am.
Unless facing an emergency situation, NO STUDENT is allowed to arrive later than 7:40 am.
Late arrivals (limited to 3 times per semester) = Student is verbally warned about consequences of being late but given a permission slip to attend class.
Late arrivals (exceeding 3 times per semester) = no make-up permission is allowed for any missed quizzes taken by his class in the first period.
   + parents are notified to pick up their child from school
   + marked in the attendance sheet as ABSENT

c) Early Dismissal Policy:
Early dismissal is totally forbidden unless there is a family emergency or student illness. Parents must obtain a Student Early Dismissal Form signed by the Admin.Office in order to get permitted to leave by the gate security guard.

Early Dismissal Rule:
1. Parents have to fill in the Early-Dismissal Request Form and email it to school at least 2 hours before the requested time.
2. Parents have to arrive at the school gate at least 30 minutes before the requested time.
3. It is forbidden to ask for early dismissal permission after 12 p.m.
4. It is forbidden for any person other than the parent/guardian to pick up the child from school. In case the parent/guardian himself will not be available for any reason; a written and signed note has to be delivered to the Admin. Office clarifying the identity of the person who will pick up the child from school or send an email from the parent’s personal email account clarifying the same information.
d) **Student Bus Policy:**
Whilst on the bus, students are under supervision so as to maintain discipline. Parents are obliged to follow SJAS Bus rules regarding the route and discipline. Behavioral incidents from students are dealt with exactly as if the student is at school during school time.
School may be closed due to unexpected bad weather or dangerous road conditions, busses do not operate on that day.

**Bus Rules:**
1. Students must wait for 5 minutes before the scheduled time.
2. Bus doors must not open while the bus is moving.
3. Students must keep their arms and heads inside all the time while on the bus.
4. No disturbance in any way to the bus driver is allowed (talking loudly, fighting, etc)
5. Students must keep their bus clean.
6. Students must be on the bus directly after the school day ends. Busses leave immediately.
7. Students must listen to the instructions of the bus attendants otherwise a disciplinary action will be taken by the administration.
8. Students must not throw litter out of the windows.
9. In case of any problems arising in the bus, parents are not allowed to discuss it with the bus attendant but to schedule an appointment or email the school.
10. Students must use the same bus mornings and afternoons. Otherwise it’s forbidden to get picked up from a location and released to another location.
11. If bad weather arises during a school day, students do not leave early but only the last period gets cancelled to give a chance for the busses to decrease their speed so that students arrive home on their regular afternoon timing.

e) **Bus Drivers Policy:**
1. The driver must have a valid drivers’ license.
2. The driver must have a clean record of driving.
3. The driver must be at least 25 years of age.
4. The driver must have 3 years of experience at least in the same field.
5. The driver must pass the test supervised by the driver’s manager.
6. The driver must be aware of the bus rules.
7. The driver must follow road directions received by the driver's supervisor.
8. The driver must not exceed the legal speed limit.

f) **Bus Attendants Policy:**
1. Bus Attendants practice the new route before the beginning of the academic year.
2. Bus Attendants must have a Daily Check List of all the students on the bus mornings and afternoons to make sure the same number of students is on the bus mornings and afternoons unless one student was dismissed early from the school, bus attendant and driver's supervisor are notified by the Admin. Office.
3. Bus Attendants maintain silence, cleanliness and good conversation habits with all the students whilst on the bus.
4. Bus Attendants must not answer questions from parents or students regarding school rules, regulation, teachers, etc….., but have to refer them to the Admin. Office to get accurate information.
5. If a Bus Attendant faces any strange incident from any parent (e.g: parents go on the bus to check a student or talks harshly, etc…) such an incident has to be reported directly to the Admin. Office for prompt investigations.

g) **Bus Route Policy:**
1. School bus route is restricted to wide streets only. Parents are obliged to drive their son/daughter to the meeting point prior 5 minutes of the announced pick up time. This meeting point is the same place as the afternoon drop off. Parents are also obliged to be available at the same place in the afternoon.
2. In case the parent (spouse or guardian) is not available in the afternoon, they are to pick up their son/daughter from the bus garage after the bus finishes its official route.
3. It is forbidden for any student to occupy a place in more than one bus.
4. It is forbidden for any student to change the bus during the school year.
5. It is forbidden for the parent to meet the bus anywhere other than the specified meeting point mornings and afternoons.
6. It is forbidden for any student to depart from school with another parent unless an official consent signed by the parent is presented to the school administrator.
7. Parents are not allowed to discuss any matters with the Bus Attendant so as not to interrupt the punctuality of the bus route.
8. The school is not responsible for any fees sent with the Bus Attendant to be paid in school. Fees must be paid in person.
9. In case of any complaints parents are to call the person in charge of the Transportation Department.
10. In case of any danger facing the students whilst in the bus or from the driver, parents are to email the school with details on the incident so as to start an official investigation on that matter.
11. Due to the critical role of Bus Attendants, the school seeks to hire the most qualified of applicants. At times, the school hires more than the required number so as to maintain balance in time of need. Nevertheless, at other times the school might face shortage in the number of hired bus attendants; in this case the bus operates without an attendant until one is hired.

h) **Student Appearance Policy: (SJAS Dress Code)**
It is completely forbidden to attend school out of uniform or even wearing similar designs and colors.

1. Students must learn to respect their school through respecting the school uniform. Appearance reflects the image of the school.
2. Uniform must be clean, neat and ironed everyday.
3. Accessories, make-up, jewelry, colorful hair bands, fashionable hair styles are totally forbidden.
4. Ice-caps, hoods and colorful scarves are not allowed inside the classrooms.

i) **Classroom Discipline and Management Policy:**
Leading a successfully managed classroom with fewer interruptions and disruptions depends basically on mutual respect between the teacher and classroom students.

Our method is to teach students how to behave correctly, reward them, and to provide a second chance for correction of behavior. Our hope is that students practice correct behavior naturally.

j) **Student Homework / Class Work Policy:**
The school maintains a file for each student that includes enrollment records, academic records from previous years, standardized results, class and grade rosters and any other relevant information.

Usually, such detailed information are guidelines for teachers as to specify the weak points in any new student and try to move on with his/her abilities to reach an intermediate standard of education meeting other standards within the same class. This step encourages the new student to feel at ease when attending school, dealing with classmates, and following curriculums and school policies.

Class Work Efforts:
Students must participate in class so as to ensure their understanding of the introduced material. Teachers have to encourage students to participation and understanding, since work done in school decreases efforts postponed for later.

Classroom Incentives:
- On-the-spot gifts
- Award/achievement certificates
k) **Student Termination Policy:**

A student may be expelled by the school if determined that it is in the best interest of the student, other students, and the overall operation of the school. After every effort to correct a problematic situation conducted by the student, he/she may be expelled for dangerous or disruptive behavior or continued violation of school policies. **Electronic devices are totally forbidden in school.**

Acts upon which a student is put under probation:
1. Unethical behavioral acts
2. Disrespectful vocabulary
3. On-the-bus dangerous conduct
4. Fighting / Aggressive Acts
5. Cheating
6. Electronic devices (personal computers, cameras, ipod, ipad, tablet, mobile phones, etc…) for the reason of improper usage
7. Possession of dangerous weapons (cutters, knives, etc…)
8. Smoking
9. Alcohols
10. Contempt the school or its reputation by students or parents during school hours or after the school day specifically through social media (facebook, twitter, etc…)

** The school has the right to expel any student abruptly if possessing or caught in the act of items “4 till 10” without going through the steps followed for items “1 till 3”.

Procedures leading to the final expulsion step:
1. Verbal warning to the student accompanied by an official phone call to the parent describing the incident.
2. If misbehaving is repeated, student is suspended from one to seven days according to the seriousness level of the incident or act and decided by the school principal. Situational Official Notice (Bus Suspension Notice, Exam Cancel Notice, School Suspension Notice…) will be sent to the parents including number of suspension days and requiring parents’ signature. Student will be prevented from taking quizzes or exams schedule on the days of suspension, and will not be allowed to take a make-up quiz/exam.
3. If misbehaving is further repeated, a Final Warning will be sent to the parents’ indicating that the next step is termination from school due to serious misconduct problems. In addition to deducting marks from each subject (amount of marks is decided by the school principal).
4. Final Expulsion Letter

l) **Internet Use Policy:**
The internet provides an opportunity to enhance students’ learning experiences by providing access to vast amounts of information across the globe. Online communication links students to a collaborative learning environment and intends to assist with learning outcomes.

Responsible use of the services by students, guided by our teaching staff, provides a secure and safe learning environment. Students using internet services have the responsibility to report inappropriate behavior and material to their supervisor.

SJAS has set a policy to ensure proper usage of the internet, students must be aware that violating this policy may result in disciplinary action aligned with the discipline policy. Generally, some internet social sites are restricted for students so as to prohibit their distractions while attending their Computer Lab classes.
Rules and responsibilities:
1. Not disable settings for virus protection, spam and filtering that have been applied.
2. Ensure that communication through internet is related to learning.
3. Log off at the end of each session to ensure safety of the device.
4. Promptly tell their supervising teacher if they suspect they have received a computer virus or spam.
5. Never knowingly initiate or forward emails that contain a computer virus or attachment that is capable of damaging recipients’ computers.
6. Not to email unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
7. Use of unauthorized programs and intentionally downloading unauthorized software, graphics or music that is not associated with learning, thus is not permitted.
8. Never publish or disclose the email address of a staff member or student without that person’s permission.
10. Ensure that any material published on the internet has the approval of the principal.

**TECHNICAL SERVICES FOR SCHOOL AND STAFF:**

**Admission Policy:**
SJAS’s Admission System has been carefully set to meet a certain sequence of steps. Questionnaire is answered by the Admission Deputy. This brief introduction about school capacity, fees and education system is sufficient enough to help the parents take a decision.

**Policy Applied:**
KG students undergo a general evaluation session by the KG Stage Supervisor. Supervision include testing capability to take part in a conversation, reply to a simple question, simple knowledge of colors, shapes, favorite food, …..). For a 3.9 year old, it is more likely to be a friendly chat than an enrollment evaluation session.

After acceptance, parents are interviewed by the school principal discussing relevant information from both sides. Parents are requested to fill in a detailed application, pay registration fees and complete their file with obligatory documents.

The child is given an ID number that stays with him unchanged till he/she graduates. Grade level applicants take Assessment Tests in both the English Language and Mathematics. The student is accepted in school and all other related steps are carried out after passing these tests, the school apologizes for non acceptances when applicants fail either or both assessment tests. Transferred students to SJAS check class availability first before going through with the required assessment tests. When routine procedures are done, parents are given 2 days to complete their files and payable fees.

**Tuition Policy:**
Admission fees are paid upon acceptance to ensure enrollment. Divided into 3equal installments:

1. **1st Installment:** 33.3 % of total amount - due April 15—May15
2. **2nd Installment:** 33.3 % of total amount - due Aug 15—Sept 15
3. **3rd Installment:** 33.3 % of total amount - due Dec 1—Dec31

**Refund Policy (transfer from SJAS):**
When paying the first installment, parents sign an official declaration that he will finalize installment payments within the mentioned due dates. Failing to meet due dates will result in:

During the first week after due date: 5% fine of the total amount of due installment will be added. 5% will be applicable for 1 week.

Starting the second week after due date: 10% fine of the total amount of due installment will be added. 10% will be applicable for 3 weeks.
Parents who fail to meet official due dates and fine due dates have to sign an Withdrawal Form at the Administration Office so that the school can use the place for other transfers, if any.

Due date for 1st Installment is May 15. The school will not consider reserving the places of their children. This will be a declaration from parents for the school to replace the places with new comers.

New Registrations/Transfers: In case parents decide not to choose SJAS after going through all the interviews, assessment tests, file completion, legal governmental transfer documentations, internal school registration procedures.