



NOZHA
LANGUAGE SCHOOLS

NLS

**PARENTS AND STUDENT
HANDBOOK**

**EDUCATION
THAT INSPIRES**



NOZHASCHOOLS

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Intro

This Guide is intended to assist both parents/guardians and students to know about the schools' regulations and to keep them updated with the school staffs, and to establish effective communication between home and school to achieve the best results we hope for our beloved students.

OUR MISSION



In correlation with our mission, we instill in our children/students the sense of belief in their social responsibilities towards their families and their community to inculcate the spirit of

Since the establishment of Nozha Language Schools (NLS) in 1987, our mission has not only been about offering just an academic program to our students, but it has also been about building their characters and raising them in a healthy and balanced community to be eligible academically, cognitively, spiritually and physically. By doing so, Nozha Language Schools offers to the community a citizen who is capable of respecting individual differences on a cultural, social and religious level. On our path to achieve our mission, we depend on qualified




teachers and we utilize the latest technological tools to integrate them into the educational system. However, we are aware that this cannot stand alone to help in raising a citizen who is successful and efficient to his community. Therefore, the thing that we believe in the most is that every student has his own talent and has an individual skill that needs to be discovered and developed. For each one is characterized by an original critical mind and needs to be encouraged to reach his biggest dream that requires support to be achieved.






OUR VISION



The vision of Nozha Language Schools (**NLS**) is to establish a modern academic institution to be the central hub of raising generations of leaders and social figures who can inspire the community with their ethics and values and who are capable of competing in different fields, nationwide and worldwide. Nozha Language Schools always seeks to help its students expand their horizons internationally while conserving the society values that meet our Egyptian and Arabian identity.



NLS BOARD



HANY HAWASS

Lower Prim.
Headmaster



**AWATEF
ABD EL RAHMAN**

KGs
Manager



MARWA YASSIN

Schools Manager



MARWA KAMAL

Upper Prim.
Headmistress



MOHAMED YASSIN

CEO



MOATAZA MORSY

Prim.
Manager



MAALY BAKIR

Research & Development
Quality Assurance
Head of Department



ABEER ABDUL FATAH

1st & 2nd Prep.
Headmistress



NAZEK SAYED

Prep. & Sec.
Manager



MAHMOUD EL HADY

3rd Prep. & Sec. Stage
Headmaster

NLS ACADEMIC TEAM

Kindergarten Stage:

Eman Abdelnaby:

English&Math Supervisor

Heba Ibrahim:

KG1 Arabic Supervisor

Mai Samir:

KG2 English & Math Supervisor

Thoraia Hussein:

KG2 Arabic Supervisor

Manal Hamdy:

Boys Social Worker

Wedad Abd Allah:

Girls Social Worker

Karima Gaafar:

Art Supervisor

Abu Bakr El Sedeeq:

Physical Education Supervisor

Howida Mohamed:

Quran Kareem Supervisor

Primary Stage

(1st,2nd, & 3rd Primary):

Dina Shaaban

English Supervisor

Sohair Hakim

Arabic Supervisor

Nessma Barakat

Math Supervisor

Karim Abdelrahman

Quran Supervisor

Eman Ibrahim

French Supervisor

Shaimaa Harras

German Supervisor

Hanan Ahmed

Library Supervisor

Fatma Elzahraa Emam

Physical Education Supervisor

Hend Abdelhakim

Values&Life Skills Supervisor

Karima Gaafar:

Art Supervisor

Primary Stage

(4th, 5th, & 6th Primary):

Hadeel Mohamed

English Supervisor

Reda Waly

Arabic Supervisor

Hend El Feky

Math Supervisor

Heba Adly

Social Studies Supervisor

Alaa Abdo

Quran Supervisor

Eman Ibrahim

French Supervisor

Shaimaa Harras

German Supervisor

Ahmed Sabry:

ICT Supervisor

Hanan Ahmed

Library Supervisor

Fatma Elzahraa Emam

Physical Education Supervisor

Hend Abdelhakim

Values&Life Skills Supervisor

Karima Gaafar:

Art Supervisor

SUZAN SAMIR

Science Supervisor

Preparatory Stage:

Shaimaa Ibrahim

English Supervisor

Sayed Fahim

Arabic Supervisor

Dalal Eid

Maths Supervisor

Ahmed Sabry

ICT Supervisor

Hanan Ahmed

Library Supervisor

Shreef Ghonem

Social Studies Supervisor

Diaa Sharaf

Science Supervisor

Zeinab Elhellaly

French Supervisor

Fatma El Zahraa Emam:

Physical Education Supervisor

Mohamed El Awam:

Quran Kareem Supervisor.

Hend Abdelhakim

Values&Life Skills Supervisor

Karima Gaafar:

Art Supervisor

Secondary Stage:

Asmaa Lotfy :

English Supervisor.

Emad Hamdy:

Arabic Supervisor.

Mohammed Abdelmon'em

Maths Supervisor

Hany Hawas:

Social Studies Supervisor.

Diaa Sharraf

Science Supervisor

Zeinab Elhellaly

French Supervisor

Fatma El Zahraa Emam:

Physical Education Supervisor

Mohamed El Awam:

Quran Kareem Supervisor.

Hend Abdelhakim

Values&Life Skills Supervisor

Karima Gaafar:

Art Supervisor

Ahmed Sabry:

ICT Supervisor

Hanan Ahmed

Library Supervisor



NOZHA SCHOOLS FAMILY COMMITMENTS:



Nozha Language Schools Expected To:

- Strive to create and build a community that brings together the best teachers and students to become an ideal community full of rights, values and principles through developing the school strategies and policies that aims to achieve the schools' mission and vision.
- Provide students with the academic and practical experiences that qualify them to unleash their hidden abilities to achieve their dreams, and to be good citizens, and the best representatives of the school in universities and the business market.
- Maintain a supportive and healthy learning environment for both students and teachers.
- Discover and explore student's passions and develop them.
- Monitor the student's behavior and implement a modification plan.
- Develop a supervision plan throughout the school day to make sure of the students' safety.

The Teacher Is Expected To:

- Maintain student safety inside and outside the classroom.
- Have an expert knowledge of the subject area, and never stop to be updated with new tactics and technology of learning.
- Respect, and being fair to all students with no discriminations.
- Provide the students with motivation and inspiration experience, and establish their self-confidence based on free choices.
- Assist the students to access and use current technology, resources and information to solve problems, and provide them with the opportunities to apply what they learned on their real life.
- Apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students, and evaluate students' performances in an objective, fair and timely manner.
- Prepare the students to be an independent learner through designing and implementing effective learning strategies.



The Student Is Expected To:



- Students should respect the image of the school when they represent it at different events and occasions.
- Follow the rules & regulations of the school; like attendance, school uniform and disciplinary rules.
- Express their opinions, feelings and ideas politely without disrespecting any of school members.
- Never bullying on his/her colleagues and treat everyone as family.
- They must be well-disciplined, not just in school and classrooms but also everywhere.
- Always maintain cleanliness with their supplies, classroom, school and home, and avoid any damage of the school properties.
- Have a responsibility to complete all classwork and homework assignments in a timely manner.
- To be prepared for class with the appropriate supplies and avoid using others' supplies.
- Participate in the activities organized in the school, and contributing to discussions and group activities
- Don't feel it as a burden to study enjoy learning.

The Parents Is Expected To



- Attend all parent-teacher meetings, as it is very hard to meet the teachers during the schooldays.
- Take an active interest in their children's education, and to support their children by discussing their progress with them.
- Discuss work that is being done in classes and follow up with the students that homework and assignments are completed well and on time.
- Assist the student in recognizing his or her strengths and weaknesses.
- Assist the student in developing a realistic concept of success and failure.
- Insist on punctual and regular attendance to school, and online classes if existed.
- Respect the school staff and regulations and being a positive role model when visiting the school.
- Demonstrating respect and good manners towards others in the school community including teaching and education support staff, and every other member in the school.
- Be responsible for all damage and loss of school property caused by the student.

SCHOOL UNIFORM:



Kindergarten Stage

Pink polo shirt and dark blue pants.



Prep. Stage

Yellow polo shirt, dark blue pants for boys and wide legs pants for girls.

Red polo shirt and dark blue pants.

Primary Stage



Turquoise polo shirt, dark blue pants for boys, and dark blue wide legs pants for girls.

Sec. Stage



NB: Wear a dark blue winter jacket for all grades.

We confirm you that there is no change in the school uniform, and it is available in the previously mentioned stores.

In case of a violation of the school uniform; The student's attention is drawn and his guardian is contacted, and the penalty may be to deprive him of attendance if the matter is repeated.

Uniform Regulations:

- Students must be committed to the school uniform during their existing in the school, in the school trips, and during presenting the school in the official events.
- Black shoes for school days and white shoes for PE classes.



- For girls who wear veils, it should only be white or dark blue.
- It is strictly forbidden to wear jeans, tight trousers.
- PE uniforms are only allowed on PE sessions.
- Accessories for boys and girls are strictly prohibited.
- Students must not have an extreme haircut with designs, and too long hair is strictly prohibited.

ABSENCE DISCIPLINARY POLICY:

- For medical absence, the school need doctor's prescription with the case and the number of days off, to be handed to the clinic.
- In the event of absenteeism for sports competitions, an official letter from the game federation should be brought for all stages, and it should be delivered before the day of absence.
- In case of student's absence without excuse, ministerial administration regulations applied.

DISCIPLINARY RULES:

Discipline is essential in life, as it plays a vital role in building a nation, shaping the child's healthy mind, and growing up them on the principle of respect and responsibility.

As we believe in sharing responsibility between home and school, we are sharing with you the most popular violation cases that may happen from some students, and the school apply one or more of the following actions in these cases according to the school investigation. We are certain about your support on applying these actions.

First-Level Violations

- Being late to the morning assembly or not participating in it without a valid excuse.
- Being late to class without a valid excuse.
- Failure to comply with the school uniform policy without a valid excuse.
- Growing long hair for boys or having inappropriate hairstyles for boys and girls.
- Not bringing textbooks or school supplies without a valid excuse.
- Failure to follow positive behavior rules inside or outside the classroom, such as lack of quietness and discipline during lessons or making inappropriate noises.
- Sleeping during lessons or official activities without a valid medical reason.
- Eating during class or morning assembly without permission or a valid medical reason.
- Failure to submit homework or assignments on time.
- Misusing electronic devices such as tablets during lessons, including playing games or using headphones in class.
- Any similar violations as determined by the School Protection Committee.

Second-Level Violations

- Absence from school without a valid excuse, including before or after holidays, weekends, or exams.
- Entering or leaving the classroom without permission.
- Not attending school activities or events without a valid excuse.
- Inciting fights, threatening, or intimidating other students.



- Behaviors that contradict public morals, school rules, or community values, such as cross-dressing or wearing inappropriate hairstyles or makeup.
- Writing on school furniture, bus seats, or misusing alarms or elevators.
- Bringing mobile phones to school or misusing any means of communication.
- Any similar violations as determined by the School Protection Committee.

Third-Level Violations

- Bullying in all its forms.
- Cheating or attempting to cheat.
- Copying assignments, reports, research, or projects and claiming them as one's own.
- Verbal abuse or insulting students, teachers, staff, or school visitors.
- Smoking on school premises or possessing smoking tools.
- Refusing to comply with inspection procedures or refusing to hand over prohibited items.
- Leaving school without permission or escaping during the school day.
- Defaming students or staff on social media and insulting them.
- Impersonating others in school matters or forging school documents.
- Damaging or vandalizing school property or seizing it.
- Vandalizing school buses, harming the driver, supervisor, or road users.
- Physical assault on others in school without causing injury.
- Failure to follow safety and security instructions.
- Taking, possessing, or sharing photos of staff or students without their permission.
- Any similar violations as determined by the School Protection Committee.

Fourth-Level Violations

- Committing criminal acts punishable by law.

Disciplinary Actions

- Written warning.
- Assigning the student additional school tasks during the school day.
- Deducting part or all of the behavior grade in one or more subjects.
- Summoning parents.
- Temporary suspension from school for a period determined by school management.
- Suspension until the end of the semester.
- Suspension for a full academic year.
- Disciplinary transfer to another school.
- Switching the student to an external study system.

TRANSPORTATION POLICY:

Since safety is a priority to us, Nozha Language Schools provides transportations for its students which covers more than 30 residential area.

Students should arrive 5 minutes before the assigned time, and if the student is not at the assigned stop at the assigned time, the bus will leave without the student.

- If the student does not comply with the assigned time after the end of the school day, the bus will leave the school without waiting for the student and parents/guardian will be responsible for picking him up.
- If a student is absent from school for any reason for a period of two days, the bus will not pass on the third day until the parent/guardian notify the buses' administration that the student will be back to attend regularly to the school.
- Student should keep the bus clean, and not to push others, run to or from the bus, or



- throw objects inside or outside the bus.
- In case the student damaged any of the bus property, the parent/guardian afford the fixing expenses.
- Student should follow the bus matron instructions for his/her and others safety, and in case of violation, the student will be suspended from the school bus for a period of time, determined by the school administration.**
- The school's disciplinary regulations will also be applied over the school buses regarding the student's behavior with other students and teachers.**
- Kindergarten students should be received at the assigned stop and assigned time by an adult, and in case that there is no adult person to receive the student, the bus will return him back to the school, and picking the student from the school after that is the parent's/guardian's responsibility, an in case this action was repeated, the bus service will be suspended.
- The school administration hopes that if the student leaves with his/her parent/guardian without the school bus during or after the end of the school day, to record this at the reception desk, so as not to delay the return of the bus with the rest of the students.

CONCERNING THE CHILDREN'S ATTENDANCE AND DEPARTURE:

- For the safety of our children, they will be handed to their parents only after showing the student leaving ID for kindergarten and 1st and third primary stages, issued for free by the school, and parent/guardian national ID for higher stages, and in case of losing the student leaving ID, please, inform the school administration, and it could be reissued for an extra fee.
- School day begins at 6:45 AM.
- Parent should pick up student on 2:00 PM by maximum, and the student morning arriving not before 6:45 AM, as no supervision available before 6:45 AM and after 2:10 PM.
- Parents who will come to pick up their children, please avoid wrong car parking, knowing that it's totally forbidden to park in the area allocated for the school's buses, and avoid crowding in front of gates to protect yourselves, our students and our staff.
- School Reception and Customer Service Center working hours are from 7:00 AM till 1:45PM sharp. No entry will be allowed before or after these hours
- Be sure that the kindergartners ID is daily clipped to the student school uniform throughout the whole school year, especially in the first month.

HOMework POLICY:

Homework is an essential part of our school program. It is based on lessons taught in class.

Students should be able to complete the homework with minimal assistance.

Younger students will need assistance with reading.

Homework or assignments may be given as written works including projects, and the studying of the lessons taught in class. That's in addition to, having the student to practice reading daily through choosing something of their choice to read.



Homework is Assigned for Several Reasons:

- To reinforce skills taught in class.
- To train and memorize the lessons ideas and concepts.
- To work on an assigned project over a period of time.
- To allow time to collect information.
- To develop regular and independent work habits.
- To develop responsibility.

Students' Homework Responsibilities:

- To bring home all the materials needed to do the homework properly.
- To do the written work neatly and carefully.
- To consider study work as important as written work.
- To seek help if needed.
- To return the assigned work to school on time.

NUTRITION:



Please focus on healthy food for your children.

Please be informed that,

- Make sure that the student had his breakfast at home.
- Providing children with plenty of water is extremely important.
- Students use the canteen during the break time only.
- Students and staff are encouraged to bring their own lunch and water flasks, as sharing food and water is not allowed. Consideration must be given to choosing healthy and beneficial foods to prevent disease.



STAND UP AGAINST BULLYING:

NLS does not tolerate bullying and has put strict measures to prevent its occurrence. As a school, efforts are made to educate the students about the rights of all children have to be safe from harm. Students are entitled to actively participate in building a school community which promotes safety and well-being.

Educational Counselor

The school administration is always keen to provide the best means of support for our students in both educational and academic aspects, in line with the needs of each grade level. From this perspective, the role of the Educational Counselor has been introduced to be constantly present alongside our students—listening to them, guiding them, and helping them overcome any challenges they may face.

Roles of the Educational Counselor:

- Monitoring students' behavioral and social aspects and providing them with appropriate support.
- Collaborating with teachers and parents to identify any academic or behavioral difficulties and working on suitable solutions.
- Delivering guidance and awareness sessions for students on values, life skills, and adaptation to the school environment.
- Contributing to the improvement of academic performance by developing individual support plans when needed.
- Strengthening effective and positive communication channels between the school and families to serve the best interests of the students.

Disciplinary Actions

- Written warning.
- Assigning the student additional school tasks during the school day.
- Deducting part or all of the behavior grade in one or more subjects.
- Summoning parents.
- Temporary suspension from school for a period determined by school management.
- Suspension until the end of the semester.
- Suspension for a full academic year.
- Disciplinary transfer to another school.
- Switching the student to an external study system.

Values and Life Skills:

Believing in the importance of behavioral and educational aspects and their role in shaping students' personalities and influencing their academic performance, the school administration is always keen on fostering students' holistic development. For this reason, a weekly class on values and life skills has been allocated to prepare students for the challenges of school and social life.

This class is included in the academic schedule and is delivered under the supervision of specialized teachers, with the aim of instilling behavioral



values and enhancing life skills among students, in accordance with a well-organized, pre-prepared program that suits the characteristics of their developmental stage.

Program Objectives:

1. Instilling moral values such as respect, cooperation, honesty, and discipline.
2. Developing communication, problem-solving, and responsibility-taking skills.
3. Strengthening positive relationships between students, their teachers, and peers.
4. Reducing negative behaviors and promoting positive ones.

CLASSROOM RULES:

Believing in the importance of behavioral and educational aspects and their role in shaping students' personalities and influencing their academic performance, the school administration is always keen on fostering students' holistic development. For this reason, a weekly class on values and life skills has been allocated to prepare students for the challenges of school and social life.

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4. Reducing negative behaviors and promoting positive ones.

LEARNING MANAGEMENT SYSTEM (LMS):

The past years showed the massive importance of E-Learning as an essential alternative educational way. Nozha Language Schools provides an integrated learning management system to help students, parents/guardians, and teachers to manage the educational process easily with high performance. COLNN is our official school platform where all the E-Learning process is running.

Here are the Top LMS Privileges:

- It's the only official way of communication between the parents or students, and the teachers.
- You can send any message, inquiry or complaint through your accounts on the platform, as it is the fastest and easiest official means of communication between parents, teachers and the school administration, and the response is within 24 hours throughout the week, except for Thursday, within is 48 hours.
- Helping to organize all E-Learning materials in one accessible place.
- Private accounts for students and parents are created with private username and password.
- Providing an Android and IOS application to an easily access with active notifications system.

- Allowing the student to view his/her various educational materials, schedules and quizzes scores, anytime and anywhere.
- A huge library full with materials such as recorded videos by our teachers for the whole curriculum, school booklets, and external materials and documents to support the educational process.
- Providing a question bank depending on Bloom's Taxonomy model that aims to develop the students' knowledge and skills through six different question types.
- Providing virtual classrooms, (in case of need).

CLINIC:

School clinic is a health care facility within the school intended to provide basic health care for students and /or refer them to the specialist/primary health center if required. School clinic duties can be summarized as the following:

- Receiving any student who suffers from an emergency medical condition and dealing within the limits of first aid
- Contact parents in case of student illness.
- Follow up with students who have chronic medical cases.
- Communicate with the Ministry of Health regarding vaccinations and medical campaigns.

NB: If any student is sent to school with medicine, it has to be put in a plastic bag and sent to the doctor with the dose and time specified.

In case the student was infected with a contagious disease (chickenpox, measles, ... etc.), the student should stick at home for a period not less than 15/21 days or more according to infection.

COMMUNICATION CHANNELS:

Nozha language schools welcoming to communicate with everyone especially our respectful parents through the official channels as the following:

Official ways to contact us

COMMUNICATION is key; if you have any questions or any inquiries, we are here and glad to receive it through our official ways of communication.

- You can send any messages or inquiries on COLNN platform as it's the simplest and fastest way to contact teachers and school's administration.
- Parents services center; you are most welcome to visit us at school's reception for any inquiries or complaints within working ours.

Also, we are glad to receive any inquiries or complains on a private message through our official page on Facebook.

General Inquiries

LMS (COLNN): Use the messaging system through student, or parent account. COLNN is the official way to communicate with school staff directly.

Facebook Official Page: Nozha Language Schools 

Kindergarten Stage:

General Inquiries	01022284078
Boy's school inquiries	
Manal Hamdy:	01091310916
Girl's school inquiries	
Wedad Abd Allah:	01007429121



Academic Inquiries

Arabic Language:

KG1: Heba Ibrahim 01014836363

KG2: Thoraia El Nahas 01000195760

English Language and Mathematics:

KG1: Eman Abd El Naby 01112727250

KG2: Mai Sameer 01001444004

(1st,2nd, & 3rd Primary):

Mohammed Elsherif FOR BOYS 01555634932

Aya Fouda FOR Girls 01221904047

(4th, 5th, & 6th Primary):

Abdelhady Mahmoud FOR BOYS 01120037791

Nagwa Mohammed FOR Gils 01090187790

(1st&2nd Preparatory):

Abir Fekry FOR BOYS 01092166023

Laila Ibrahim Girls 01117848108

(3rd Preparatory and Secondary Stage):

Saeed Salama FOR BOYS 01094405852

Sahar Atta FOR Girls 01226162078

Bus Administration:

Gehan Sayed: 01001617602

For Complaints

For any complaints or suggestions, you can communicate with parents service department through from one of the following ways:

Landline: 21928000

Mobile And WhatsApp: 01001635535

Facebook Page: Nozha Language Schools

YouTube Channel Nozha Language Schools - YouTube

Instagram Account Nozha Language Schools (@nozhaschools)

Or you can communicate us on official facebook page messages.





NOZHA
LANGUAGE SCHOOLS

www.nozhaschools.com