

مدرسة بردي لللغات  
Bardy Language School



Parents and Students  
School Handbook  
2025-2026



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# School Calendar

## First Term

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Remarks
September 2025		1	2	3	4	5	6	September 14 - Parent Orientation
	7	8	9	10	11	12	13	September 16 - First day of School - KG and Primary 1
	14	15	16	17	18	19	20	September 17 - First day of School - Primary 2 and 3
	21	22	23	24	25	26	27	September 18 - First day of School - Primary 4, 5, and 6
	28	29	30					September 21 - First day of School - Prep and Sec
October 2025				1	2	3	4	
	5	6	7	8	9	10	11	October 6 - Armed Forces Day
	12	13	14	15	16	17	18	October 23 - Sports Day
	19	20	21	22	23	24	25	October 26 - Exams
	26	27	28	29	30	31		
November 2025							1	
	2	3	4	5	6	7	8	November 5 - Trips for KG and Primary
	9	10	11	12	13	14	15	November 6 - Trips for Preparatory and Secondary
	16	17	18	19	20	21	22	November 13 - Parents Meeting
	23	24	25	26	27	28	29	November 23 - Exams
	30							
December 2025		1	2	3	4	5	6	
	7	8	9	10	11	12	13	December 11 - Parents Meeting
	14	15	16	17	18	19	20	December 18 - Initial Assessment for Primary 1 and 2
	21	22	23	24	25	26	27	December 18 - Fun Day
	28	29	30	31				
January 2026					1	2	3	January 3 - Final Assessment for Primary 1 and 2
	4	5	6	7	8	9	10	January 7 - Christmas Day
	11	12	13	14	15	16	17	January 10 - Midyear Exams
	18	19	20	21	22	23	24	January 17 - Preparatory Certificate Exams
	25	26	27	28	29	30	31	January 24 - Midyear Exams

· Islamic Holidays are subject to alignment with Hijri Calendar.

· Mid-Year Exams are subject to change according to the Educational Administration schedule.



## Second Term

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Remarks
February 2026		2	3	4	5	6	7	
	8	9	10	11	12	13	14	February 8 - Beginning of Second Term
	15	16	17	18	19	20	21	February 18 - Beginning of Ramadan
	22	23	24	25	26	27	28	February 26 - Science Fair and Bazaar
March 2026	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	March 21 - Eid el Fitr
	15	16	17	18	19	20	21	March 25 - Exams
	22	23	24	25	26	27	28	March 31 - Sports Day
	29	30	31					
April 2026				1	2	3	4	April 8 - Parents meeting AND Trip for KG - Primary
	5	6	7	8	9	10	11	April 9 - Trip for Preparatory and Secondary
	12	13	14	15	16	17	18	April 13 - Sham El Nessim
	19	20	21	22	23	24	25	April 20 - Initial Assessment for Primary 1 and 2
	26	27	28	29	30			April 25 - Exams / April 26 - Sinai Liberation Day
May 2026						1	2	May 1 - Labor Day
	3	4	5	6	7	8	9	May 7 - Annual Ceremony
	10	11	12	13	14	15	16	May 11 - Final Assessment for Primary 1 and 2
	17	18	19	20	21	22	23	May 16 - Final Exams
	24	25	26	27	28	29	30	May 26- Eid El Adha.
	31							
June 2026		1	2	3	4	5	6	June 4 - Preparatory certificate exams
	7	8	9	10	11	12	13	June 20 - High school exams
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					
<ul style="list-style-type: none"> <li>Islamic Holidays are subject to alignment with Hijri Calendar.</li> <li>Mid-Year Exams are subject to change according to the Educational Administration schedule.</li> </ul>								



# Preface

## Welcome Message

Dear Students & Parents,

We wish you a very warm welcome to Bardy Language School for the academic year 2025-2026. As we strive to provide a high level of education, ethics and values, we are happy to continue our journey with you for another year. We target growth, excellence and ambition. As always, we work hard to implement different types of educational tools and academic activities to maximize the students' experience at Bardy School. Our educational mission orbits around making a real positive difference, providing opportunities for all students to be successful, as well as helping them explore their potential and develop their lifelong learning skills.

The installation of the Smart Board Interactive Technology in all classes are complete from Primary 1 to Secondary 3. We are happy to witness our students grow from more in using such a technology day in and day out. They are fully equipped to visualize learning using different advanced technological methods. Our goal in the coming period for our teachers continue to focus on increasing motivation, interaction, innovation, and participation of all students. The entire school is equipped with CCTV cameras for the safety and security of our students. A Wi-Fi network has been installed in all classrooms and a fire extinguishing network has been installed to cover all buildings in the school to maximize everyone's safety. As the Ministry issued its decree # 150 dated 4/9/2024 we urge our Students to respect the school code of conduct as referred hereafter in this guide.

A good education focuses on subject matter contents but also applying it to real life experiences. A cultural and scientific extracurricular system has been created by establishing a number of different clubs in most subjects. Last year the number of the clubs increased from six to eight covering languages, sciences, applied mathematics, social sciences and Information Technology, where the students collaborate but also compete with joy. The school administration rewards all club members. In the year 2024/2025, Bardy organized and funded a cultural trip to Alexandria for members of the Science Club. We are on track to develop our students' experiences, academically and practically.

Bardy School always seeks to deepen core values, highlight future aspirations, and motivate all students to pursue their goals. We expect a high response from all our students, academically and behaviorally. We adhere to the necessity of everyone's commitment within the school campus to respect values, and morals so that students become accustomed to these principles every day inside



and outside the school. We are keen to have our student begin their life journey with aspiration that is crowned with principles, values, and morals.

We require parents and students to read these rules to protect our students. Clear and transparent communication between all students, parents, and Bardy School staff is a must so that we can have the best possible result.

We wish you all a successful and prosperous academic year.

**The School Management**



## Overview

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.” **Malcolm X.**

Bardy School works to provide a distinguished education, where the educational process is based on high-level foundations and high moral values. We always hope to provide a sound foundation for students to integrate into the multicultural world. We must not neglect training and practical application that is achieved through students’ interaction and participation in various school clubs such as science, history, literature, languages, etc. Bardy School provides a healthy and vibrant environment that encourages students to challenge, create, innovate and have the ability to choose.

We always aim for equality in giving each student the right to education, motivation and moral values. Bardy school strives to develop the different aspects of the student’s personality and consequently help them to emerge into society with a balanced, successful, responsible and influential personality in society.

Bardy school was founded in 1995 over 14,500 square meters area. Its green atmosphere offers a fresh and healthy environment. Bardy staff are encouraged to welcome students and their development needs. They involve parents for supplementary and corrective actions when necessary. A collective opinion is sometimes necessary for the best outcome. At Bardy, we believe that education comes in many forms. Students become more aware when teachers and parents and the surrounding communities are all engaged. For example, organized cultural, historical, and informative field trip are essential for students to be more involved in the history and culture of Egypt.

## School Information

School Name:	Bardy Language School (B.L.S.)
School Office Hours:	8:00 am - 2:30 pm Sundays through Thursdays
Address:	Talaea City, 42km sign on Cairo- Ismailia Road, Egypt
Phone:	+2 055 4400085 / +2 055 4400086
Mobile:	+2 0100 505 7303 and +2 0106 825 4548 - only working during school hours.
School E-mail:	<a href="mailto:contact@bardy-school.com">contact@bardy-school.com</a>
School Website:	<a href="http://www.bardy-school.com">http://www.bardy-school.com</a>
Facebook:	<a href="https://www.facebook.com/bardylanguageschool">bardylanguageschool</a>
Instagram:	<a href="https://www.instagram.com/bardy.school">bardy.school</a>



## **Bardy School Anthem**

The following song was created when the school opened its doors in 1995. The first students cherished singing it at the morning line.

*Your name means a lot to me*

*(Twice)*

*Your 'B' stands for every*

*Beautiful thing I learn at you*

*Your 'A' is the atmosphere*

*I find in no other place but you*

*Your 'R' is for being ready*

*and that's how I always find you*

*Your 'D' is for the days*

*I spend happily with you*

*Your 'Y' stands for you*

*as I am singing just for you*

*My Bardy*

*(Twice)*



## Purpose

A purpose statement explains what the organization is all about. It describes the reason for its existence. At Bardy, it is a lifelong journey that develops every individual at the school. The purpose statement becomes second nature in everyone's actions, attitude, and behavior at school. If we look at an example outside the school, Disney World's purpose statement is "We provide entertainment for families". At the Police Department, the purpose statement is "We serve and protect". At Bardy, our purpose is to develop intellectual, aware, and competent individuals that can go out into the world and make a difference. With confidence, positivity, and honesty, our graduates can live a lifelong fulfilling life and improve their communities.

## Vision

A vision statement explains what our goal is and the time frame it is expected to be achieved. It includes a quantitative and qualitative measure to help know when a vision is reached and set for a new one. All visions are under the umbrella of the purpose statement and are inspired by its contents. At Bardy our vision to become the preferred language national education institute on the Cairo- Ismailia Road by 2030".

## Strategies

To achieve the current vision, we must consider different, unique, and differentiating actions that the staff have considered:

1. To apply modern technology in education.
2. To discover and develop the talent of students.
3. To introduce student clubs and grow through educational activities.
4. To foster good values and recognize and reward students' good manners.
5. To learn about different parts of our history and become an active member in the society.

## Values

Values are defined as characteristics that shape the behavior of an individual. They are developed to become second nature. This leads to applying values with ease and without reflection. At Bardy School, we cherish the core values of our culture in every action that we do. They include being responsible, performing with quality, being honest with oneself, and taking care of others.



## School Leadership Team

### Management

Legal Representative	Yousef Niazi
School Principal	Zakaria Talaat
School Deputy	Mahmoud Ahmed
Kindergarten Deputy	Hala Fekry
Students Affairs	Nagwa Shafik
Executive Secretary	Rania Emad
Head of Audit	Ayman Elkady
Accounts and Human Resources	Esraa Metwaly
	Marolen Raouf
	Mohamed Hussein
Transport Supervisor	Ibrahim Ali

### Division Heads

Arabic Language Advisor	Ahmed Ibrahim
English Language Advisor	Sara Abdelnaim
Tertiary Language Advisor	Ahmed Taha
Math Advisor	Karima Christina Georgisko
Science Advisor	Therese Ibrahim
Social Studies Advisor	Mohamed Abdelmoneim
Physical Education and Activities	Sameh Elhosseiny
Information Technology	Sara Rabie

## Home School Alliance

At Bardy, we are continuously creating a culture of learning where students are enthusiastic, ambitious, and motivated. It is important to provide an inviting, secure, and caring environment for all students. We support mutual respect and collaboration between all adults and students. This Parents- Students Handbook is an agreement, which is designed to ensure that we all understand our responsibilities and agree to work collaboratively towards the same goals to continue developing our students to keep learning constructively.

### Bardy Responsibilities

1. Deliver the educational and learning experience.



2. Look after students' upbringing, safety, and well-being.
3. Preserve a high standard of education.
4. Challenge, meet the needs of our students, and maximize their potential.
5. Communicate curriculum overviews and provide strategies for supporting progress at home through parent engagement workshops and documentation.
6. Supervise and report students' progress and efforts.
7. Contact Parents for any issues regarding attendance, progress, or behavior towards their education.
8. Organize Parent-Teacher meetings to discuss progress and effort.
9. Regularly inform parents about school policies, news, and activities.
10. Answer enquiries within 24 hours during the working week.

### **Parent Responsibilities**

1. Encourage students to be aware of school policies and procedures.
2. Attend the 1<sup>st</sup> and 2<sup>nd</sup> term parents meeting at 10:00 am. These meetings are already set in the school calendar and need no invitation.
3. Visits to the school are not allowed during exams as instructed by the ministry of education.
4. Submit any complaints in writing to the concerned staff.
5. Support students' academic and social development by following their progress at school.
6. Engage with Students about learning and supervise any homework.
7. Verify Student planner weekly to ensure that they are updated if there is any concern.
8. Attend and support relevant school events.
9. Ensure that school fees, activities fees and Bus charges are paid on time.
10. Ensure the drop off and pick up of their student on time.
11. Encourage the best possible school attendance of their student.
12. Support the school policies regarding attendance, uniform, homework, and behavior.
13. Make appointments in advance with the school administration regarding any topic.

### **Student Responsibilities**

1. Embody Bardy core values.
2. Uphold the best attendance and cooperation.
3. Bring all the tools needed for each school day.
4. Complete classwork and homework on time.
5. Share the school experience with parents.
6. Adhere to all school policies and procedures.
7. Respect different cultures, beliefs, and traditions.
8. Communicate with any staff member regarding any concern.
9. Deliver any communication between Parents and Staff.



10. Leave all personal valuables at home.

### **Communication**

1. Bardy maintains a healthy communication channel between the staff and the parents:
  - a. The standard means of communication are correspondence notebooks.
  - b. Phone calls are welcomed during break hours.
  - c. Extra communication is made through Parent-Teacher appointments.
  - d. All parents are invited to attend the 1<sup>st</sup> and 2<sup>nd</sup> Term Parents Day.
2. For any concern from any parent, they can:
  - a. Submit the concern in writing and give it to their student to hand over to the class teacher or the stage deputy.
  - b. Call the school's administration to report their concern. They will coordinate with the concerned staff member. The stage deputy will be involved if necessary.
  - c. Call the school's administration to make an appointment with the concerned staff member. The stage deputy will be involved if necessary.
3. The school management will attempt to resolve any issue within 3 working days.
4. Any concern should be directly related to the parents' child.
5. All discussions must be done with full transparency.
6. All discussions are highly confidential between the school management and the parents.
7. According to the Ministry of Education decree #10 on 10/10/2018 and decree #150 on 4/9/2024, any verbal abuse, immoral behavior or inappropriate comments through social media in the communication process will be investigated in a legal manner affiliated with the Ministry of Education and necessary measures shall be taken.
8. The same decree also stipulates that "it is prohibited to take pictures inside educational facilities, schools, departments, directorates, bodies, centers, except after prior coordination with the ministry and the school director."

And, to safeguard everyone's time, it is advisable for parents to seek a confirmed date on the calendar before coming to meet the schools management.

In the case of finding no response at the reception desk, it is kindly advised to contact any of the following responsible members of the school management.



<b>Stage</b>	<b>Contact</b>	<b>Phone</b>	<b>Calling Hours</b>	<b>e-Mail</b>
Kindergarten	Hala Fekry	01270126852	10:30 – 11:30	halaa.fkri@bardy-school.com
Primary	Nagwa Shafik	01005057303	11:00- 12:00	nagwa.shafik@bardy-school.com
Preparatory - Secondary	Rania Emad	01068254548	12:00- 13:00	rania.emad@bardy-school.com
Buses	Zakaria Talaat	01002753791	11:00- 12:00	zakaria.talaat@bardy-school.com
Accounting	Esraa Metwally	01005881902	12:00- 13:00	esraa.metwally@bardy-school.com

In the event that the contact person does not respond, parents may call 0109365813.



# School Guide

## Bardy Environment

Bardy School keeps an atmosphere of understanding and respect. Every individual in the school community is responsible for keeping the environment clean and tidy. While the maintenance team are responsible for overall care of the campus, we require our students to treat the school grounds with care. In addition, Bardy ensures that all classrooms and laboratories are safe and clean on regular basis. Bardy School regards its well-maintained campus as equally important as its quality of education.

## Admission and Enrollment

Students who want to enroll at Bardy school need to submit relevant previous school records. They will need to pass a placement test in their respective grades to join the school. Priority is held for siblings registered in the school, scholarships. Completing the Admission process and grade level placement are finalized after evaluation of previous school records, completion of school admission examinations and a personal interview with the supervisor.

### Admission Rules

1. Bardy Application forms are completed at the Administration Office.
2. Administration Office sets up an appointment to evaluate the level placement.
3. Written examination (English, Arabic, Math) for placement after evaluation of the previous school records, then a meeting with the Deputy in charge of the stage (KG, Primary, Preparatory and Secondary)
4. PS: The school cannot accept admission entry for students who score under 60% in their admission testing exams.

### Necessary Documents

1. A completed Bardy application form.
2. 1 digital birth certificate.
3. 6 recent passport photos.
4. Academic records for the previous years in case of Student transfer.
5. Copies of Parents' ID Documentation.
6. School transfer papers stamped by Egyptian Ministry of Education (Transfer Student).
7. Medical form (if applicable).
8. Vaccination Record.
9. Bus application form (if applicable).
10. Photocopy of the passport with residency visa stamp (Non-Egyptian Students Only).
11. Report Card from previous school stamped by Egyptian Ministry of Foreign Affairs (if transferring from abroad).



### **Education and Bus Fees**

The school fees payment schedule must be followed properly. Any delay will cause disruption in the supply of products or services such as books, copybooks, and bus transportation for subscribers. The school fees are made on three payments for any new academic year:

1. Preliminary: April or May - To confirm admission in the new academic year and to reserve a seat on the school bus. Limited availability.
2. First Payment: July or August - 60% of the school fees and 100% of the school bus. The school does not guarantee a bus seat should the bus fees are related beyond 2 weeks before the beginning of the academic year.
3. Second Payment: December or January - 40% of the school fees to be paid before the start of the second term.
4. All Parents must take these deadlines seriously to aid the school's preparation and delivery of its academic year.

### **Daily Timetable.**

1. The school day at Bardy begins at 8:00 am and ends at 2:30 pm.
2. The day is divided into 9 periods, including breaks, and each period amounts to 40 minutes.
3. The break time for the KG stages is from 11:00 am to 11:40 am.
4. The break time for the Primary stages is from 10:20 am - 11:00 am.
5. The break time for the Preparatory and Secondary stages is from 11:00 am - 11:40 am.

### **Drop off and Pick up.**

1. The school opens at 7:40 am for drop off and closes at 2:40 for pick up. All parents are requested to park their cars at allocated parking zones and follow the rules of the drop off zone. Extra caution is required for everyone's safety during drop off and pick up times.
2. Parents must ensure that their students have entered school grounds upon arrival.
3. We expect parents to have reached the school at least 5 minutes before the end of the school day. If there is any delay from any parent at pick up times, the parent must contact the school during school hours.
4. All students are escorted to the bus by their class teacher or teacher assistant to meet the bus attendant.
5. All students picked up by the bus attendant must be accompanied by a parent or guardian. Students must be ready for pick up at least 5 minutes before the scheduled time.
6. All students dropped off at their address must be received by a parent or guardian.
7. If any student is not received by a parent or guardian upon drop off, the student will be returned to the school for their own safety.
8. All parents must have an identification card to be able to pick up any KG student at the school gate.



### **Attendance**

1. Students are not allowed to leave the school premises during the school day unless necessary.
2. All Students are expected to attend regularly and to be on time for their classes. Regular attendance is necessary if Students want to be successful at Bardy.
3. Students may be excused from attendance only under certain situations. An excused absence will be granted only after a note is received from the parent of the student. Students with excused absences need to make up for the work they missed. Students whose absences are unexcused may or may not be allowed to make up for their work. This is at the discretion of the subject supervisor.
4. Student attendance less than 85% of the days of the academic year will result in the student not being permitted to take the end of year exams.
5. Students leaving school early must submit a written permission from the parent to the Administration Office in the morning. The time, reason, and the responsible person for picking up the student are required.
6. Using the front gate must not be used by the parents from 1:30 pm onwards to allow the school buses to be ready for departure.
7. Regular attendance is required.

### **Absence & Tardiness**

1. All Bardy Student Attendance is recorded at the beginning of each class.
2. Pass System: The Administration Office issues a standard form pass to all Teachers to be used by Students when moving throughout the school campus during class time.
3. Tardiness Policy: Students who are late to school must get a tardy slip from the Administration Office. Students who are late four times will be counted as 1 day absence in his/her record.
4. An absence limit has been set for all students. Any student who is absent for more than 3 consecutive days is required to present a valid doctor's note at the administration office.
5. For absence related to traveling, the parents must submit a written note to the administration office. The duration and reason of absence is required.
6. Absence for 15 consecutive days or 20 nonconsecutive days will lead to the dismissal of the student from the school. This is in line with the 19th and the 20th articles of the Education Law # 420 in Egypt. An exception is made when presenting a medical case from a public hospital.

### **Absence during Examination Period**

1. Absence without an excuse: If a student is absent during the midyear exams or the final exams with no valid or acceptable excuse, the student will not receive a 0 mark and is not allowed to take a re-exam.



2. Absence with excuse during the midyear exams: If a student is absent during the mid-year exams in one or more subjects with a valid excuse, the student has the right to retake a different exam after the final exams.
  - a. It will be included in the student's final grade, along with his/her portfolio, summer schoolwork, activities, attendance, and participation.
3. Absence with excuse during the final exams: If a student is absent during the final exams in one or more subjects with a valid excuse, the student has the right to retake a different exam(s) after the academic year in the summer on the material covered in the second term.
  - a. The final grade will be produced by combining the midyear exam and the retake exam grades. This grade will also include Student portfolio, summer schoolwork, activities, attendance, and verbal participation.
4. Summer Program: The school has a summer program specialized for those Students who need further development in certain subjects to improve their educational level.

### **Prescription Medication**

1. Students requiring prescription medication, including inhalers, during the school day must have signed consent from their parents before the medication can be used.

### **Bardy Keys**

1. The school awards students who attend every school day.
2. At the annual ceremony, a ceremonial key is granted to every student who achieved a flawless attendance during the school year.
3. Ten years of continuous flawless attendance is awarded a gold key.

### **Dress Code**

1. Students must follow the uniform dress code and wear the uniform every school day.
2. All students must wear black shoes and white socks.
3. Violation of the dress code will not be accepted and will result in disciplinary action.
4. Suspension may apply if the violation is repeated.

### **The Bardy School uniform**

1. Summer Wear:
  - a. Yellow Polo Shirt
  - b. Dark Green Pants
2. Winter Wear:
  - a. Dark Green Pants
  - b. Yellow Polo Shirt Long Sleeves
  - c. Dark Green Jacket
3. Physical Education Wear:



- a. Yellow T-shirt.
- b. Bardy Training Suit
4. Swimming Wear:
  - a. Swimming Suit
  - b. Towel
  - c. Slippers
  - d. Bonnet
  - e. Comb
5. Laboratory Wear:
  - a. White long coat
6. Art Class:
  - a. An Apron.

### **Emergency Evacuation of Building**

There are Emergency Evacuation plans posted in the building. Students are taught the procedures at the beginning of the school year to ensure that the students know what to do in times of an emergency. Bardy staff are trained for such drills during the school year.

#### Fire Safety and Evacuation Procedure

1. Emergency sirens will go off immediately.
2. The staff will ensure the safety of the students and implement the necessary emergency evacuation protocol.
3. The staff will initiate the use of extinguishers to put out the fire.
4. The staff will contact firefighting department.
5. All Students will exit accompanied by their class teacher to the blacktop area.
6. Classroom doors and windows must be shut when exiting.
7. All Teachers will check all student count of their classrooms.
8. Any student unaccounted for will be put on an absence list and given to the designated safety monitor.
9. Students must remain quiet and attentive to their class teacher throughout the emergency drill.
10. After ensuring that all Students are accounted for, the staff will wait for further instructions before proceeding.

#### Earthquake Drill

1. Classes in the playground move away from the buildings towards the blacktop area.
2. Students and staff will take up positions under desks or in doorways. While under desks, Students/Teachers should be in the kneeling position holding their hands over their head.



3. Following the cessation of movement and providing that it is safe to move, Students will leave the building in an orderly manner with their class Teacher.
4. Students must remain silent and with their class Teacher throughout the emergency drill.
5. After ensuring that all Students are accounted for, staff will wait for further instructions before proceeding.

#### Other emergencies

1. In case of other emergencies or bad weather, all students will leave as the management sees fit.



# Parents and Students Guide

## Private Property

The school does not accept responsibility in cases of loss of personal property. Therefore, no expensive items should be brought to school. Students should avoid bringing large sums of money to school. All property must be clearly marked with the name of the student. Students are not allowed to bring any of the following items to school:

1. Mobile phones:
  - a. They are prohibited at all schools as per the Ministry of Education.
  - b. If the Student is caught using their mobile phones, the phone will be confiscated.
  - c. The parents are responsible for retrieving it from the school campus.
2. Dangerous Items such as but not limited to:
  - a. Any kind of rifles, knives, matches, lighters, illegal substances, or any weapon of any kind.

## School Property

Students must always respect all school property. Parents will be responsible for any damaged school property caused by their children. Parents and students are advised that the school will withhold all records and grades until all accounts for damaged, lost property, or unpaid outstanding fees are settled. Property includes but not limited to: Desks, Doors, Windows, Chairs, School buses seat and windows.

## Transferring Students

Students withdrawing from Bardy School should complete a clearance form before school records are released. This process is completed in the Student's Affairs Office/Accounting Office. Parents and Students are required to get signatures from the Accounting Office to ensure that there are no outstanding fees. Any books taken from the library by the withdrawing student must be returned to the librarian. After completing these steps, the parents will sign a release form stating that they have received all necessary files and that the school is no longer responsible for that student's education.

## Transportation Services and Bus Conduct

Bus transportation is only for Students who require the service. Students who are not enrolled in this service will not be able to ride the school bus. In case of address change, Parents must inform the Administration Office one week prior to provide enough time for including the new address in the bus route. Students are responsible for obeying the rules and regulations of the bus. The bus is considered an extension of the school and the following rules apply:



1. Students must enter the bus in an orderly manner only when the bus is at a complete stop.
2. No disruptive or disorderly conduct of any kind on the bus is tolerated in order to ensure the safety of all passengers and drivers' concentration on the road.
3. No throwing of any objects.
4. No eating or drinking except for water.
5. Students must wait 5 minutes before the bus is scheduled to arrive for pick up. Failure to do so will result in the student missing the bus ride. It is not the responsibility of the bus attendant to call the Parents before passing by them unless in dire cases or situations of emergency. In case of complaints, Parents should call the school Administration Office.
6. No Student will be left alone in the designated waiting area. Parents must receive their children, or they must inform the Administration Office with an official letter. Otherwise, the Student will be returned to school campus and Parents will come to school campus to pick up their student.
7. Students should follow the rules and directions of the bus drivers and the bus attendant, which may include assignment of seats. In case of suggestions/complaints, the Parent should discuss matters with the Administration Office directly and not with the bus driver or attendant.
8. Misbehavior on the bus will be treated the same as it would be at school. Consequences for inappropriate behavior on school buses can include a loss of bus privileges for 1-2 weeks or longer if the misbehavior continues as per the following offences:
  - a. 1<sup>st</sup> Offence - 3 days bus service suspension.
  - b. 2<sup>nd</sup> Offence - 1 week bus service suspension.
  - c. 3<sup>rd</sup> Offence – Permanent suspension of the bus service till the end of the year.
9. No Student may change the bus or the dropped off location without a valid written request to be submitted at least one day prior from the Parents and an approval from the Administration Office. No phone calls will approve such an action without a written request.
10. Any Student who decides to join another Student to their destination must submit a written approval of both Parents that must be verified and approved by the Administration Office. No phone calls will approve such an action without a written request.
11. Parents should not give any kind of financial reward to any bus driver or the bus attendant.
12. Gate 5 is the designated area for Parents who drop off Students while Gate 2 is restricted only for the school buses without exception.

## **Student's Code of Conduct**

All Students must:

1. Treat Teachers, fellow classmates, and all staff members with respect.
2. Not provoke any political or religious topics.
3. Complete all homework on time.



4. Wear the approved school uniform on campus during all school sponsored activities and trips.
5. Arrive at school and to all classes on time.
6. Treat Bardy School facilities and all school properties with care.
7. Speak English on campus.
8. Bring all academic belongings daily. Parents must also check their child's bag daily.
9. Wear the Physical Education uniform on the PE assigned days in their schedule.
10. Not enter undesignated areas.
11. Maintain proper school appearance which includes clean uniforms, a short haircut for the boys, and tied hair for the girls with limited accessories.

## **Disciplinary actions**

1. Any type of vandalizing caused by a student on school property, the parents will be held liable to repair any damages. They will be contacted directly by the school administration.
2. Damage to school environment such as throwing waste and papers, lack of attention to hygiene, cracking or uprooting trees, tampering in school gardens, writing on desks or walls is considered a violation.
3. Damage to the school environment will lead to a student detention from 1 to 3 days. A written pledge not to repeat any offenses will be done by the responsible parent.
4. A student's improper behavior that interrupts the educational process, such as provoking chaos, or rioting in the classroom, will lead to contacting the parent and potential suspension of the student.
5. Violent and aggressive behavior of a student such as causing obvious bodily harm, whether by hand or foot, would lead to the detention of the violent Student from one to three days. An apology and a pledge are required from the student to not repeat such behavior. The parents will be involved in that procedure.
6. Theft and seizure of others' property will lead to the transfer of the offending Students to the social worker and contacting the concerned Parent to take a proper action.
7. Any abuse of any kind, verbally or physically, will lead to a suspension of the student committing such an abuse. The appropriate number of days will apply to such a violation. An apology and a pledge will apply.
8. No bullying of any kind is tolerated. The procedure of an apology and pledge will apply.

## **Library**

1. The library is a place for quiet reading, research, and study.
2. Any disruption caused in the library will lead to a disciplinary action and removal from the library.
3. Students and staff can check out books from the library. Library books may be checked out for a maximum period of 5 days.



4. Any book must be returned within 5 days or else the book will be considered overdue.
5. Any overdue book will result in a fine. Until the fine is settled, the student will not be allowed to use the library.
6. Good care must be taken to maintain all library materials.
7. If a book is lost or damaged, the student will be expected to replace or pay for a new one.

## **Computer Lab Rules & Regulations**

1. Students must not damage any computer or the network.
2. They must use the network for educational research only.
3. The use of any computer must be under the supervision of the teacher.
4. Students must not use any computer to harm or insult their peers or staff.
5. Students must not view, send, or display indecent photos.
6. Students must not send threatening or offensive messages or videos.
7. Breaking any of these rules may result in suspension or expulsion from the school.

## **Science Laboratories**

1. Students can only use the science lab equipment with the supervision of the classroom teacher.
2. Students must follow the steps given by the teacher when conducting an experiment.
3. These experiments must be done in the presence of the teacher.
4. Students are not allowed to take their bags inside the laboratory.
5. Students must follow the science lab rules and not misuse any of the equipment.
6. Students must wear the white lab coat during all science lab classes.
7. Students are liable for any damage caused inside the science lab including all the equipment.
8. Students will be asked to cover the expenses of any damage caused before using the lab again.

## **Swimming Pool Rules**

1. Take a shower before swimming.
2. Use the pool toilet when necessary and not the pool.
3. A swimsuit and bonnet are always required when using the pool.
4. No rough play inside the pool.
5. No running around the pool.
6. No pushing others into the pool.
7. No diving in the swimming pool.
8. No glass items allowed around the pool or inside the pool.
9. No swimming alone under any circumstance.
10. Swimming must be in the presence of a teacher.



## **Lawn Rules**

1. No stud shoes.
2. No littering.
3. No rough play.
4. No playing on watered lawn.

## **Lost and Found**

The Lost and Found is located at the Administration Office. Students who have lost a personal belonging need to check with the Administration Office. Students must remember to label all their belonging items to confirm their personal belongings.

## **Activities and Club Program**

Bardy school supports the idea that education is not only limited to classroom lessons. Consequently, a variety of exciting extra-curricular activities are available to all Students. These are supported by qualified staff, excellent facilities, and community relations.

1. Student clubs:
  - a. They will be introduced based on the students' talents and interests.
  - b. The clubs can cover areas such as Languages, Geology, Space, History, Scouting, Photography, Drama, Fashion, Botanical, Art, Book, Chess, Media, and History.
  - c. Selected breaks will be used to identify members of the appropriate club for assembly.
2. Campus Activities:
  - a. Sports: Aerobics, Athletics, Basketball, Football, Gymnastics, Swimming, Tennis, Volleyball, Physical Fitness.
  - b. End of Year celebration ceremony.
3. Field trips:
  - a. Field trips are made for the purpose of enhancing the learning experience.
  - b. Bardy school selects and organizes trips which are educational, historical, scientific, or cultural.
  - c. They are made to entertain and develop the students' knowledge. This includes learning about patriotism and admiration for the country.
  - d. In addition to that, some trips encourage a humanitarian quality which develops the student's perception as well as getting involved in charity work such as visiting orphanages, special needs, or day care center for the elderly.

**The School Administration**



**School Handbook Signature Form:**

The school reflects the school policy; as such it should be read by both Student and Parent.

By signing this form, the Parent acknowledges that they have read and understood the standards set forth for attendance at Bardy Language School.

Student's Name: .....

Class: .....

Student's Signature:.....

*(For Prep & Sec Students Only)*

Parent's Name: .....

Parent's Signature: .....

Date: .... / .... / .....

Please sign and return this page only to the stage supervisor.

**Students' Affairs Office**