



# Student – Parent Handbook

Port Said Integrated International School

2021 - 2022

## WELCOME TO PIS

Welcome to the 2021–2022 school year! I look forward to the educational journey that each student will take both inside and outside of the classroom this year. As always, safe and secure learning environments will provide the foundation for high levels of teaching, learning, and student engagement.

Port Said Integrated International School is committed to continuous improvement and will build on recent advances in school safety and security through physical, technological, staffing, training, and procedural changes. But each of us who makes up Team PIS – students, parents, community members, and staff – plays an important role.

This handbook offers students and parents with essential information about our school, facilities, academic system, expectations for student behavior and steps we will take when issues arise. In addition, the handbook describes how PIS fosters character development and promotes positive student behavior. A wide cross-sections of Team PIS came together to develop this handbook, and great care has been taken to ensure that PIS behavioral and discipline policies are in the best interest of student learning and wellbeing.

Please review this handbook as a family and discuss the purpose of school, the value of education, and the importance of positive behavior. Educators teach and students learn in our school, but students also discover their talents and interests, make friends, and develop as individuals and future citizens during the years they spend with us. We know that you share our commitment to fostering this positive growth.

Sincerely,

**Ms. Ghada Attia**

PIS Chairperson

## **Introduction**

PIS offers many educational opportunities to prepare its students to be good, smart, creative, and productive citizens and lifelong learners. The academic, career, social, and emotional needs of all students are best met when there is cooperation and support among the school staff, students, and parents. This Student Handbook was designed to help students understand their rights, responsibilities, and behavioral expectations so that they can enjoy learning in safe and orderly environments.

Positive behavior in the school is extremely important to the maintenance of safe and orderly learning environments for all students. Positive behavior displayed in school increases the chances that students will reach expected outcomes.

Each school develops its own routines, regulations, procedures, and expectations for student conduct based on the school system's Code of Student Conduct. Several different strategies may be used by school staff members to teach, practice, and reinforce the school wide code of conduct, rules, and expectations for student behavior. In maintaining positive behavior, each student is expected to adhere to the school's code of conduct; follow all routines, regulations, and procedures included in the school's progress plan; and behave appropriately.



## **About PIS**

Port Said International Schools (PIS) was founded in 2005 by the Governorate of Port Said Executive Office. The school was built in response to the demand of the residents of Port Said to provide a quality level of education to their children. The school was founded as non-profit project providing an exclusive service to middle and upper class families. Port Said International Schools is two sections, Language School (Port Said Integrated Language School) which follows Egyptian national curriculum and standards, and American School (Port Said Integrated International School) which follows international curriculum and standards.

## **PIS Purpose & Direction**

### **Motto**

Shaping Tomorrow by Teaching Today

### **Vision**

PIS seeks to graduate students that are creative, critical thinkers, independent, ethical and visionary leaders.

### **Mission Statement**

We strive for the development of students intellectually, physically, emotionally, and spiritually by utilizing the latest educational means, methodologies, techniques, and technology to empower students with a challenging and equitable international education for success in an ever-changing world.

## **Core values**

Respect – Honesty – Tolerance – Commitment – Responsibility – Integrity

## **Goals**

PIS aims to promote students' learning experience, academic achievement and skills; and to improve school environment that includes active students' engagement.

## **Objectives**

- To offer high-quality education to students in a supportive, engaging and safe environment.
- To provide a wide variety of stimulating learning experiences allowing students to acquire concepts and skills necessary to develop their full individual potentials and become independent learners.
- To encourage cultural understanding, tolerance and diversity.
- To have committed, experienced and qualified staff that leads students to achieve their greatest educational and personal potentials.
- To have well-equipped facilities operating on a sound financial basis.
- To promote a sense of belonging to the school, their community and their country.
- To provide a welcoming environment for parents and encourage them to participate as partners in the education of their children.
- To develop community-minded individuals that would contribute to their society through service-based projects.

## Accreditation



Accreditation is a commitment to achieve high standards, engage in a continuous process of school improvement, and to participate in quality assurance reviews. The hallmark of accreditation is that a school represents itself honestly and thus can be trusted. Accredited schools earn the trust of parents and the public because of their quality and because they consistently act in a professional manner.

Port Said Integrated International School is accredited from k-12 by Cognia (formerly known as AdvancED). Cognia is the largest community of education professionals in the world. It is a non-profit, non-partisan organization that conducts rigorous School Engagement Reviews of K-12 schools and school systems to ensure that all learners realize their full potential.

Port Said Integrated International School is also certified and licensed by the Egyptian Ministry of Education and follow the laws of Private Education.

## Scholastic year

The scholastic year lasts for 9 months. It begins in September and continues until June. Our year is divided into 4 terms. Each term is followed by a Parent Teacher Meeting (PTM). It is a chance to see how your child is getting on in school, where their strengths and areas that need improvement lie, how they socialize with other children in the classroom, playground, extra-curricular activities.. etc. It is also a chance for teacher to learn more about your child in order that you can work together for your child's success.

## **School Hours:**

- Sunday to Wednesday: from 7:30 A.M to 2:35 P.M
- Thursday: from 7:30 A.M to 1:30 P.M

## **School Stages:**

Kindergarten Stage	KG 1 & 2
Elementary Stage	Grades 1 to 5
Middle Stage	Grades 6 to 8
High School Stage	Grades 9 to 12

## **Board of Trustees**

The school's Board of Trustees includes members from the community that have great interest in the development of education. The Board of Trustees also includes parent volunteers and teachers working together to create a stronger and more effective school environment. The main goal of the school's Board of Trustees is to develop and maintain healthy relationships with key stakeholders including effective communication channels; and to set strategies to make our school a better place.

## **School Facilities**

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

## **Classrooms**

Each of our classrooms is designed to accommodate 28 students. Each classroom is equipped with smart board, PC, and speakers.

## **Academic Facilities**

- Three multi-purpose Science Labs for Chemistry, Biology, and Physics.
- Six different age groups computer Labs with fast internet connection.
- School Library containing various books categories for different ages, as well as a media section.
- Multimedia Rooms.
- Music Rooms.
- Art Showrooms
- Art Workshops.
- Two Lecture rooms.
- Highly equipped School Theater.

## **Sports and Fitness Facilities**

- Futsal Court.
- Astro Turf Football Courts.
- Multi-purpose sport Court. (Handball – Basketball- Volleyball – Tennis)
- Basketball Court.
- Gymnasium.
- Swimming Pool.
- Outdoor Play Area.
- Indoor games Hall.





## **Health Care**

PIS has a school physician and a Nurse on duty at all times. Students can be treated for minor ailments and/or rest. It should be remembered, however, that an ounce of prevention is worth a pound of cure, and with this in mind, students should consider the following at all times.

- Personal hygiene and cleanliness is imperative.
- Students should be provided with tissues and hand gel.
- Avoid drinking from the same glass or soda bottle as communicable diseases can be transmitted in this way.
- Students must wash their hands with soap and water after visiting the lavatory, before and after eating, and after all laboratory activities.
- If a student suffers from any temporary or permanent health problems, parents should directly inform the School admins of their child's condition. Parents should provide the school with their child's medical requirements, or equipment (inhalators, insulin, etc.)
- If a student is very ill or has any kind of contagious disease (chickenpox, the flu, etc.), they should stay home.
- It is the parent's responsibility to complete the health form and deliver it to school.

## Communication

Parents are welcome to communicate with school via the following methods:

- Channel book.



- Email address: [international@pis.edu.eg](mailto:international@pis.edu.eg)



- Facebook page: PIS International.



- A phone Call.



- An appointment.



- School Management System Message (Classera)



## PIS Parents Society

At PIS, we think of parents as our partners who have vital contributions to make to the educational journey of our students. Active parents talk to their children about school, ask questions, monitor their academic performance, and stay informed about 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 students.

## **Parental Visitation**

If a parent or guardian wishes to visit the school to meet school administration, an appointment must be made in advance. Simply, unannounced “dropping in” is too disruptive. Your cooperation will be highly appreciated.



## **Parent Teacher Meeting (PTM)**

At PIS we have 4 regular Parent Teacher Meetings (PTM) annually, after each term exam. On the other hand, parents of underachieving students could have special meetings to discuss ways of help them. It is a chance to see how your child is getting on in school, where their strengths and areas that need improvement lie, how they socialize with other children in the classroom, playground, extra-curricular activities etc. It is also a chance for teacher to learn more about your child in order that you can work together for your child’s success.

Teachers and parents are requested to hold additional meetings as needed throughout the year as a way of establishing a productive relationship between parents and teachers, resulting in improved student achievement and success. Communication between parents, teachers and administrators is vital for our students' success. Therefore, we have systems in place to ensure that parents are regularly informed of their child's performance.

## Transportation

PIS offer convenient paid bus service to our students on daily basis to different areas of the city covering both Port Said and Port Foad. School buses are checked on a regular basis also drivers and bus matrons are trained and oriented about service and students' safety and control.

Students are responsible for following and obeying the bus rules and regulations. In the event a student violates bus rules, he or she is subject to disciplinary action. In more severe cases, a student may be suspended from riding the bus temporarily. If the behavior continues, the expulsion from riding the bus will be permanent.

Safety is our number one priority at PIS. We apply safety measures to ensure that our students are brought to and from campus in a safe environment. Communication between parents and bus matrons is always facilitated to ensure that parents are well informed about their children status.



## Grading System

The grading system of Port Said Integrated International School includes the following specifications:

- The academic year consists of 4 terms.
- Term's mark is graded out of 100 for each subject and distributed as follows:

Term Work (Attendance, Class Participation, Homework, Quizzes, Projects, and Behavior )	60%
Term Exam	40%

- No exam mark in activities subjects such as PE, Art & Music.
- All Term exams should be done PHYSICALLY at school campus.
- Passing marks:

Elementary Stage (Grades 1 to 5 )	50%
Middle and High Stages ( Grades 6 to 12)	60%

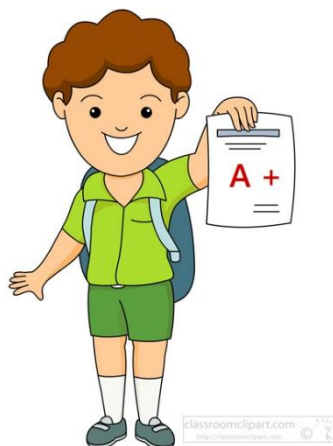
- Year final grade is the average of the 4 terms. If the students fail to achieve pass mark in the final grade, he/she should attend a retest PHYSICALLY at school campus during summer vacation, if he/she fail or didn't attend the retest exam, the student will NOT be promoted to the next grade level and that result in repeating the academic year in the same grade level.

## Grading Scale

Each teacher must follow PIS grading scale in evaluating students. Fail (F) and (D) grades must be remediated and extra care sessions should take place in order to enhance student performance.

## Grading scale

Elementary Stage (Grade 1 to 5)		Middle & High Stage (Grade 6 to 12)	
Grading Scale	Range	Grading Scale	Range
A+	97 - 100	A+	97 - 100
A	93 - 96	A	93 - 96
A-	90 - 92	A-	90 - 92
B+	87 - 89	B+	87 - 89
B	83 - 86	B	83 - 86
B-	80 - 82	B-	80 - 82
C+	77 - 79	C+	77 - 79
C	73 - 76	C	73 - 76
C-	70 - 72	C-	70 - 72
D+	67 - 69	D+	67 - 69
D	63 - 66	D	63 - 66
D-	60 - 62	D-	60 - 62
P	50 - 59	F	0 - 59
F	0 - 49	----	----



**Grade Point Average (GPA) Weights:**

<b>Grading Scale</b>	<b>GPA</b>
<b>A+</b>	<b>4</b>
<b>A</b>	<b>4</b>
<b>A-</b>	<b>3.75</b>
<b>B+</b>	<b>3.25</b>
<b>B</b>	<b>3</b>
<b>B-</b>	<b>2.75</b>
<b>C+</b>	<b>2.25</b>
<b>C</b>	<b>2</b>
<b>C-</b>	<b>1.75</b>
<b>D+</b>	<b>1.25</b>
<b>D</b>	<b>1</b>
<b>D-</b>	<b>0.75</b>
<b>F</b>	<b>0</b>

**Credit Hours:**

Some subjects earn 1 credit hour annually depending on the number of hours taught throughout the academic year.

## Egyptian Ministry of Education Exams

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

Arabic

Religion (Islamic or Christian)

Arabic Social Studies (Grade 4 and above)

Civics and Citizenship (High School)

**Note:** Students should attend on ministry exams days, even if they are during a scheduled calendar vacation. Otherwise, the student should attend a retest during summer or on same day of the next ministerial term exam, which is very disruptive to our students. Travelling during ministry exams should be permitted by the educational directorate.

## Standardized Exams

PIS students sit for standardized tests that expose them to different levels of proficiency. The results of these tests are analyzed and used as an essential tool in assessing the students, teachers, and curricula. Standardized exams are Mandatory and part of PIS graduation requirement. These tests are as follows:

No.	Standardized Exam	Developed by	Related Grade levels
1	SAT (Scholastic Assessment Test) ACT (American College Testing) EST (Egyptian Scholastic Test)	College Board ACT inc. Egyptian Ministry of Education	Grades 10, 11 & 12
2	Thanaweya Amma (General Secondary Certificate)	Egyptian Ministry of Education	Grade 12
3	DELFL (Diplôme d'études en langue française)	French Ministry of Education	Grades 7 & 8
4	MAP (Measures of Academic Progress)	NWEA	Grades 3 to 10
5	ACA (Adobe Certified Associate)	Adobe Systems	Grade 11



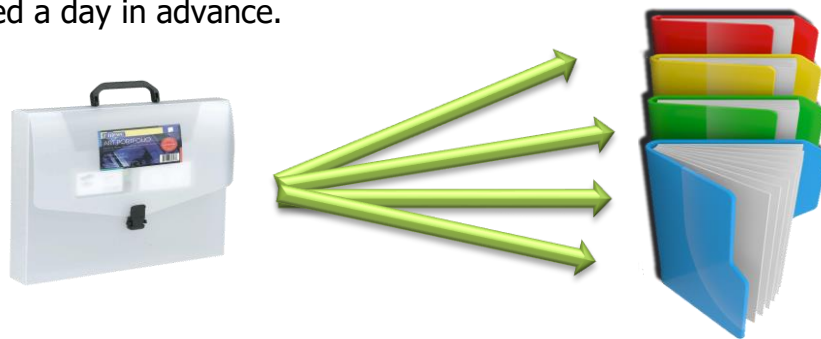
## High school standardized exams (SAT / ACT / EST)

During Grade 11 and/or Grade 12, student must sit for high school standardized exams. It is a requirement for everyone planning on attending college, and can be taken at various testing centers in Cairo or Alexandria Governorates. It denotes 60 % and GPA denotes 40 % of final total graduation grade.

**Note:** For students to graduate from PIS and receive an American Diploma, they must attend a minimum of three years in High School, grade 10, 11 and 12. Seniors' final transcripts and diplomas usually require to be stamped by Cognia (Formerly AdvancED) and the Egyptian Ministry of Education. Stamping costs extra fees that each student should pay for and subject to change from year to another.

## Portfolios

Student should have their portfolios complete and up to date. The portfolio should contain all syllabi, revision papers, work sheets, parent-signed quizzes, ..etc. All worksheets, quizzes, revision papers, should be very clearly dated and sequentially ordered. Students should keep all subjects' portfolios at home and bring one general portfolio to school to collect all sheets and documents of all subjects and when they go home, they should distribute documents according to each subject portfolio. If a teacher requires to check portfolios, students should be notified a day in advance.



## School Learning & Management System (Classera)

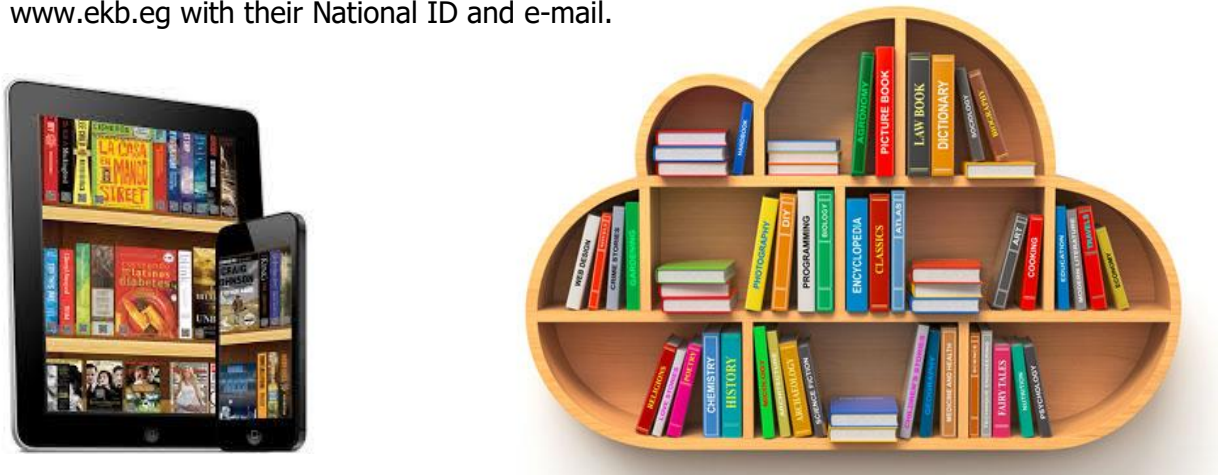
Classera is a database system of integration and administrative features and tools. This system records grades, attendance as well as behavior points. It acts also as a platform for interactivity between teachers and students.

## School Library

The library is here to support learning and research needs of the faculty and students. Students are encouraged to come to the library for a quick review of its resources and ask the librarian to help them to find valuable reading resources. Reading makes a huge difference in the quality and success of students' experience.

### Access to the Egyptian Knowledge Bank Databases:

The Egyptian Knowledge Bank, EKB, is the largest digital library and online knowledge hub in Egypt providing students, researchers, teachers and Children with access to free education and scientific publications in various branches of knowledge from the largest publishing houses in the world, which is suitable for all age groups. The available sources vary from stories and audio-visual products for children stories to highly technical material, scientific journals and specialized books for researchers in various sciences and subjects. Students can easily access this portal by registering on [www.ekb.eg](http://www.ekb.eg) with their National ID and e-mail.



## **Character Education**

Character development is an important element of PIS continuous school improvement process. Character development is to be included in all instructional programs for all students. The modeling of good character is expected of all staff and students because it is a powerful means of developing and reinforcing positive character in schools. Students who exhibit good character contribute to safe and orderly schools, student achievement, and positive student and staff morale.

Character development includes the study and practical application of ethics and codes of conduct acceptable for our society. It provides opportunities to develop skills necessary to determine right from wrong, understand consequences, and make appropriate choices. Developing good character should be an ongoing process.

### **The following are PIS character objectives:**

- To develop the wisdom and good judgment to make reasoned decisions.
- To develop a sense of justice that is informed by fairness, honesty, and civility.
- To develop and demonstrate respect for self, respect for others, and respect for property.
- To demonstrate tolerance and understanding of others regardless of race, gender, ethnicity, disability, national origin, religion, socioeconomic status, or political belief.
- To demonstrate compassion for others through empathy, kindness, and service.
- To demonstrate discipline and responsibility by exhibiting self-control and the willingness to admit mistakes and correct them.

- To develop a positive attitude that reflects hope, enthusiasm, flexibility, and appreciation.
- To demonstrate pride in oneself and others by doing the best for self, family, school, and community and by respecting the achievements of others.

## **School Behavioral Discipline Bylaw**

PIS will apply the Ministerial Decree No. 179, Issued on 17 May, 2015 that form the framework of School discipline that aims at facilitating the educational process and removing any obstacles that might hinder it from reaching its goals. It also sets precautionary procedures against violence cases. Parents should be aware of all regulations that address students' violation of school policies and disciplinary actions as a consequence of such practices whether it is inside or outside the school (outside-school activities, trips, or on the school bus).

## **Attendance**

It is difficult for your children to learn if they are not at school. Their success at PIS will depend, therefore, in a large part on their being here—on time—on a consistent basis. Be aware that excessive absenteeism will be tackled seriously and can lead to mark deduction, disciplinary actions and/or even expulsion according to law.

## Unexcused Absenteeism

An unexcused absenteeism occurs whenever you miss school days or classes without an acceptable excuse either from your parents or the school administration. Excuses should, whenever possible, be presented BEFORE absenteeism occurs. (In case of illness or emergency, this will be considered). All incidents of unexcused absenteeism will be recorded, and the scores of all tests, quizzes, and assignments for that day/session will be marked as "zero" by your teachers.

- Students should not miss class without permission as attendance will be checked at the beginning of each class every day.
- If students are absent more than 15 days in the whole year, they must attend summer school to make up for the lessons and credit hours they missed. Excused absence will only exempt the student from marks deductions, but will NOT exempt the student from summer school as credit hours, in this case, are NOT covered and should be compensated.

**Marks deduction policy** for unexcused absence for EACH TERM will be as follows:

- No marks will be deducted for the first day.
- One mark will be deducted per day from all subjects from the second to the fifth days.
- Two marks will be deducted per day from all subjects from the sixth day up.
- If the day is before or after a weekend or vacation, the day will be counted as 2 days and marks will be calculated depending on the total number of days then.

- Excused absenteeism, however, includes pilgrimage, family emergencies, and illness.
- Sick notes should be attested by the Educational Health Insurance Authority.
- Students who are absent from school will not be allowed to visit the school or attend any activity on the same day unless authorized by the School Director.

### **Important Note:**

Unexcused absenteeism occurring on school-trip days or other special occasions - such as the last day of a shortened school week, before or after long breaks or frequent absenteeism on Thursdays & Sundays, will be treated with more severity than typical unexcused absenteeism. In fact, points may be directly and immediately deducted from all your subjects and the day will be counted as 2 days of absenteeism.

### **Late Arrival**

Students have to be at school between 7:15 and 7:30 a.m. The back gate will remain open for late arrivals between 7:30 and 7:45 a.m. Afterword, the gates will be closed. Main gate should not be used for students' arrival or departure. The consequences of late arrival will be as follows for each term:

- First time: the student will get a **verbal** warning.
- Second time: the student will get a **written** warning.
- Third time: the student will spend one session in the Disciplinary Room.
- Forth time: the student will spend 3 sessions in the Disciplinary Room.
- Fifth time: the student will be sent home and parents will be contacted.

## **Early Leaving**

Due to the Ministry of Education's regulations, Students will not be allowed to leave school early without a written consent of a parent, preferably submitted at least one day before the early leaving is to occur. Early leaving should occur only in necessary cases considering the following instructions:

- 1- Parents or guardians of the students should pick them up from school by themselves from student affairs department; drivers will NOT be allowed to substitute them.
- 2- If the parent informs the school of early leaving on the same day, it will only be allowed at the School administration's discretion.
- 3- Early leave permissions are NOT allowed during Term Exams period.
- 4- Maximum number of permissions allowed per term for any student is 3 permissions, any extra permission will be considered as half day of absence.

## **Dress Code**

Your personal appearance in school demonstrates your seriousness about your education. Because of this, 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, school work, ideas, and personality. Breaking the dress code of the school will result in disciplinary action, including possibly being sent home to change your clothes.

- Girls are allowed to wear only dark blue or white headbands; veiled girls are allowed to wear only plain white or dark blue headscarves.
- Girls are not allowed to wear any form of make-up, nail varnish or accessories. Only gold earrings or studs are allowed, NO other gold or jewelry is allowed to be worn or brought to school.
- Girls must always tie their hair up.
- Students are not allowed to wear any accessories, wristbands, or chains.

- Students are not allowed to use gel or dye on their hair, NO loud or excessive (or even fully shaven) haircuts are allowed; hair must be short and tidy at all times.
- Students are allowed to wear sports shoes which are black or dark blue; no loud colors are allowed. Students are not allowed to wear any studded shoes off the AstroTurf football pitch.
- The school shoes must be black or dark blue, and only the school trousers are to be worn by all students. (Jeans are not allowed)
- Students - other than veiled girls - are not permitted to wear long sleeved undershirts or hoodies under their short sleeved polo shirts.
- Students will not be permitted to participate in the PE session unless they have their PE kit.
- Students are NOT allowed to wear slippers or crocs at school.



## **Mobile Phones**

Based on the ministerial decree, please note that all types of mobile phones are prohibited. In case the student breaks the instructions, the mobile phone will be confiscated. The school discipline regulations will be implemented and will be returned to the guardian only in the first time. The second time will be confiscated until the end of the academic year.





## **Tablets and Electronic version of text books**

PIS provide students with hard copy as well as electronic version of text box on SD cards to use it in their tablets to solve the problem of heavy weight of students' bags. Tablets should be used only for educational purposes after taking permission from the teacher. Using tablets to play videos or games or taking photos is NOT allowed at all in the school. Students will be responsible for their tablets during the school day.

## **Restriction List**

If the student has a record of repeated misbehavior or violation of school rules that would result in recording the name of that student in a restriction list that prohibits him/her from participation in some school trips or activities.

## **Lockers**



Each student will have to bring a lock of two keys for the locker, one key will be handed to the floor coordinator, and the student will keep the other one for his/her use.

## **Smart Boards**



As all classes are equipped with Smart Boards, students must not use pens, markers, or pencils on smart boards at all, if any damage occurs, the student responsible for the damage will have to settle down the cost of the damage.

### **Birthday and Dish Parties:**

- Birthday celebrations will be allowed only for grades 1 to 6 on the first Thursday of each month. Parents are NOT allowed to attend and should arrange with school administration before the celebration by enough time.
- Food Delivery is not allowed unless approved by school administration at specific occasions.
- All parties are NOT allowed unless permitted by school administration through the homeroom teacher.

### **Facebook page policy**

We have set up Facebook page to achieve better communication with our school community and to give all our stakeholders a clearer insight about our school. Communication language on the page is English unless you address an Arabic subject teacher. Posts should be relevant to school activities. You should not post personal comments, photos of your kids, videos, or share news posts. All photos or materials related to school should be handed over to School media specialist to check and upload it on the page afterwards. Any personal cases need to be discussed through the usual school channels or in a private message to any member of the School Administration on Facebook or via email. Posts will be deleted, if inappropriate language is used or in case of violation of page policy. Your cooperation is highly appreciated.

## School contact Information

Address: Mohamed Ali Street in front of Golf Area.

Tel: 002 066 3729644 - 002 066 3743724 - 002 066 3743724

Fax: 002 066 3729643

Website: [www.pis.edu.eg](http://www.pis.edu.eg)

## School Administration

Name	Position	Email
Ms. Ghada Attia	Chairperson	<a href="mailto:gattia@pis.edu.eg">gattia@pis.edu.eg</a>
Mr. Usama El-Beltagy	School Director	<a href="mailto:ubeltagy@pis.edu.eg">ubeltagy@pis.edu.eg</a>
Ms. Sahar Metwalli	School Deputy	<a href="mailto:smetwali@pis.edu.eg">smetwali@pis.edu.eg</a>
Ms. Lamiaa Adel	School Counselor	<a href="mailto:ladel@pis.edu.eg">ladel@pis.edu.eg</a>
Ms. Mervat Farrag	KG Headmistress	<a href="mailto:mfarrag@pis.edu.eg">mfarrag@pis.edu.eg</a>

## Board of Trustees Contact list

Ser	Name	Membership type	Email
1	Dr. Atef Alam El-Din	Chairperson	<a href="mailto:atef_alameldin@yahoo.com">atef_alameldin@yahoo.com</a>
2	Ms. Azan El Domiaty	Vice Chairperson	<a href="mailto:azan_domiaty@hotmail.com">azan_domiaty@hotmail.com</a>
3	Ms. Ghada Attia	Chief Executive Officer	<a href="mailto:gattia@pis.edu.eg">gattia@pis.edu.eg</a>
4	Mr. Gamal Zaky	Financial Auditor	<a href="mailto:gamal_zaky@gmail.com">gamal_zaky@gmail.com</a>
5	Dr. Mohamed Elbutot	Member - Parent	<a href="mailto:Drmohamedelbut2t@yahoo.com">Drmohamedelbut2t@yahoo.com</a>
6	Dr. Mohamed El-Qazaz	Member - Parent	<a href="mailto:myalQaZaZ@gmail.com">myalQaZaZ@gmail.com</a>
7	Mr. Mahmoud Mostageer	Member - Parent	<a href="mailto:Mosta7507@yahoo.com">Mosta7507@yahoo.com</a>
8	Mr. Mohamed El-Barbary	Member - Parent	<a href="mailto:Hazem_mustafa@hotmail.com">Hazem_mustafa@hotmail.com</a>
9	Eng. Mohamed Soliman	Member - Parent	<a href="mailto:Mohamed@stemcomisr.com">Mohamed@stemcomisr.com</a>
10	Ms. Laila El-Ghawaby	Member - Teacher	<a href="mailto:lalghawaby@pis.edu.eg">lalghawaby@pis.edu.eg</a>
11	Mr. Hassan El-Sheikh	Member - Teacher	<a href="mailto:helsheikh@pis.edu.eg">helsheikh@pis.edu.eg</a>
12	Ms. Heba Assaf	Member - Teacher	<a href="mailto:hassaf@pis.edu.eg">hassaf@pis.edu.eg</a>
13	Mr. Ahmed Galal	Secretary	<a href="mailto:agalal@pis.edu.eg">agalal@pis.edu.eg</a>

## PIS Affiliations

Advanced and Measured Progress are now



LUND UNIVERSITY



Child Rights, Classroom and School Management Program

Child Injury and Safe Community Program



## **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 Port Said Integrated International Student – Parent Handbook of the academic year 2021-2022.

Date:    /    /

Signature:

Note: Kindly print this acknowledgement page, sign it and deliver it to your floor coordinator at school.