

**“O My Lord! Increase Me in Knowledge”**



# PARENTS AND STUDENTS HANDBOOK



**AVERROES INTERNATIONAL SCHOOL**  
One School Serving the Purposes of Here & Hereafter



# AVERROES INTERNATIONAL SCHOOL

One School Serving the Purposes of Here & Hereafter

## Our Vision

Shaping the future through academic excellence with highest moral and ethics.

## Our Mission

To provide our children an environment, which will enable them to achieve their highest potential, founded on Islamic morals, scholastic excellence and good citizenship.

## Our Philosophy

Averroes has developed its philosophy (Service Quality Targets) based on research and internationally accredited best practice in education that supports a child focused learning and teaching environment.

We believe that every student has the right to the best quality of education. Education is a process, which encompasses all school and home experiences, including the actions behaviors and actions of the adults around them.

We believe:

- Each child is unique and deserves appropriate instruction.
- Problem-solving and critical thinking skills are essential for the success of students.
- Students deserve positive modeling and guidance to become well-balanced individuals.
- Parents, Teachers, and community members are an integral part of the education process.

Averroes International School strives to provide an enriched environment where students, faculty, and staff seek the pleasure of Allah (SWT) by His grace, His mercy, and complete awareness of His presence. Guided by the primary sources of Islam, the Qur'an, the Sunnah, and the Seerah of the Prophet Muhammad (pbuh), Averroes is dedicated to providing its students with a learning environment of the highest caliber. As a belief that the Prophet Muhammad (pbuh) is still the best model of character, we strive to support our students by giving them the tools to follow in his footprints in ensuring that they will be successful in this life and the eternal Hereafter.

## **Our Goals**

The goals for Averroes International School are based on the Mission Statement, and are organized in the following areas:

### **Educational:**

- To strive for an excellent educational program that provides for the spiritual and academic needs of each child.
- To strive for an environment that includes a wide range of exploratory and socializing experiences and activities for all children.
- To teach basic skills and competency in accordance with each child's ability and Islam.
- To develop an aesthetic appreciation of the world.
- To develop technology as a tool for learning. Physical:
- To provide a program that will encourage the development of healthy minds and bodies.
- To provide each child with the opportunity to participate in extracurricular and sport activities.

### **Moral/Spiritual:**

- To teach the basic tenets of Islam.
- To teach responsibility for one's one action.
- To provide the opportunity to share and practice the Muslim faith.

### **Social/Emotional:**

- To understand the role of the family.
- To model respect for self and others.
- To maintain an environment nurturing a positive Muslim self-image.
- To teach an appreciation for cultural and racial diversity.
- To teach citizenship and one's responsibility to others.
- To embrace our role as Bangladeshi Muslims.
- To understand and develop our role as global citizens.

## **———— Core Values**

Sincerity

Tolerance

Dedication

Integrity

Benevolence

Discipline

Respect

## Message from the Chairman

AssalamuAlaikum WRT

Firstly, let me begin, by saying how deeply grateful and honored I am to be a part of Averroes family. Since the time we started our journey we have developed our academic infrastructure by providing academic programme, the extracurricular activities and the opportunity for building the pupils into sensitive and compassionate citizens of a New World.

I have always dreamt of an education system where the child is allowed to develop at his or her own pace surrounded by caring adults and a positive support system. At Averroes I have seen the children come laughing to school, learning and growing in the classroom eating happily, and learning lessons for life through it all.

The opportunities for growth and development that the boarding offers is unmatched anywhere! It is my hope that even as in we step into this new Academic Year, all of us, pupils, teachers, staff, parents and indeed, all stakeholders will have opportunities to realize and achieve our fullest potential.

May Allah bless Averroes

Warm Regards,

Khan Md. Akhtaruzzaman

## Message from the CEO & Head of School

Dear Brothers, Sisters and Students!

السّلام عليكم ورحمة الله وبركاته

It is our pleasure to welcome you to Averroes International School. Our vision was to provide our children with a quality Islamic education. Today our vision remains the same. With our growing needs, our tasks of offering quality Islamic education becomes more challenging. We are determined, with Allah's help and your support, to have a model school that will become an example of a quality Islamic School of which all of us will be proud. We believe our school's mission is crucial to the development of our "Future Leaders" and the continuity of our traditions. Averroes supported by the Islamic community of Bangladesh, is designed to provide our children with better facilities and a better educational environment. The children attending this school will receive excellent academic and Islamic education, enjoy the love and care of the Averroes team, and experience a positive upbringing in an Islamic environment.

This handbook will serve as a road map of the school. It contains general information and important rules that govern our school. We use the language of rules and regulations in the context of mutual concern. The handbook becomes a realization of our relationships and responsibilities that are carried out in our school community. As the school continues to grow, changes and updates to the school rules noted in this handbook are made and sent directly to each family.

As educators, we hold the vision of our world united in harmony, with each individual living life to his/her fullest.

I request that you read through it carefully. We also welcome your feedback and suggestions to improve any area in the handbook that is not clear.

As always, we count on the active participation and support of our parents to ensure that our students are reaching their full potential.

We ask Allah (SWT) to please forgive us for our shortcomings and errors and to make our task easy for us. May Allah (SWT) reward you for your patience, understanding. Wishing you all a happy, safe, and enriching school year.

وجزاك الله خيرا

Md. Anisur Rahman Shohagh

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## **Introduction**

“Oh, You who believe, protect yourselves and your family from a fire whose fuel men & stones...”

Al - Qur'an: 66:6

“Beware! Everyone of you is a guardian & everyone of you is responsible of his subject”

We welcome you and your family to the Averroes International School. You have taken an important step towards assuring your child to receive proper education in an Islamic environment. We sincerely hope that your child will find it enjoyable here.

For your child, the quality of Islamic education depends essentially on the degree of cooperative effort from three important institutions: home, school & community. If the child receives a high degree of Islamic values in all of these three environments; then the child's Islamic personality will become stronger.

The Averroes International School is recognized by the Bangladeshi Ministry of Education and authorized by British Council and Edexcel as an English Medium Educational Institution for both Primary and Secondary Sections.

The school established in 2015 is situated at Lalmatia, Mohammadpur in Dhaka. The School, surrounded by peaceful environment, which gives pleasures to children, offers education from Play to A Level.

The School provides children excellent quality education for their overall development. They are taught moral values, self-discipline and various skills to face the dynamic challenges and opportunities of the life with care, confidence and commitment. The school provides an environment in which the students can learn, understand and practice their way of life 'Islam, as they strive for excellence in moral education.

The school is meeting parental expectations and even competing with each other. From offering prayer facilities and Arabic vocabulary to prescribing Islamic attire in school uniform, there are extra periods dedicated to disseminate the message of Islamic values.

## **Averroes School Board of Directors & Governing Body**

The Averroes International School is a proprietary institution owned by Averroes Ltd., a company registered under the laws of Bangladesh under the Companies Act (ACT X VIII) of 1994 and that the company is Limited, the board of Directors are as follows:

1. Khan Md. Aktaruzzaman, Chairman
2. Md. Anisur Rahman Shoahgh, CEO & Head of School
3. Gulam Mustafa, Director, Finance

The Board operates the Averroes International School as a private school for the benefit of the local and foreign community to the governed and directed as set forth in the bylaws and policies. The Averroes International School is a registered company operating under the laws of Bangladesh, and the owners constitute the executive Board. Governance of the School is exercised by this Board.

Regular Meetings of the Averroes Education Board are held once a month. Special meetings are called when necessary at a time and place announced in advance.

### **2017-2019 School Governing Body**

- Chairman
- School Head & Secretary (CEO & Head of School)
- Director Finance (Treasurer)
- Advisor to CEO, Member
- Vice Principal (Teacher's Representative), Member
- Parents Representative, 2 Members
- General Member, 2 Members

## Why Study in Averroes?

- Ministry of Education in Bangladesh, Education Board, British Council and Edexcel approved School.
- English Medium school of excellence, which follows IGSE & GCE Curriculum under Edexcel & University of London
- Well developed Hizful Quran department along with highly motivated & experienced teachers
- Islamic studies and Arabic Language Department with the graduates from Al-Azhar University, Cairo, Egypt and The Islamic University of al-Madinah al-Munawarah
- Dedicated Curriculum Department with highly experienced University Professors, Lecturers, and Cidtt trained Educators
- Well- equipped Air-conditioned Classrooms.
- Separate classroom & premise for boys & girls
- Activity Based Learning and Interactive Classroom. Extra-Curricular activities including theatre, art, sports, debate, Math Olympiad, Science fair, mock cabinet, spelling bee etc.
- Effective Parents-Teachers partnership.
- Well-equipped computer, physics, chemistry labs.
- A rich library & bookshop
- Transportation Facility
- Information and Communication Technology Programmes.
- Focused on Character development based Education & 21st Century skills.
- Special Counseling for weak students.
- Special parents counseling facility which is directly conducted by Islamic Scholars

### **School Facilities**

Among our fantastic array of facilities in two campuses are

- British curriculum (International GSCEs and A levels)
- Bicultural and Bilingual education
- Activity Based learning ensures the needs of all types of learners
- Co-curricular activities and facilities: Homework club and supervised study programme, Student representative council, Projects and competitions, Residential Activities: such as outdoor pursuits, retreats and personal development courses
- The indoor and outdoor auditoriums
- Junior and senior libraries
- Extensive sports facilities (Basketball court, table tennis, football fields)
- Intensive sport training
- Spacious and bright classrooms
- Laboratory for physics, biology, chemistry and biotechnology
- A new Design and Well equipped IT laboratory
- Art areas and a theatre
- Dedicated Kindergarten kitchen.

## **Additional Facilities**

### **Student Development Programme**

- Teaching of Family Values and Morality.
- Student counseling.
- Meet the Islamic Scholar
- Free foreign higher education consultancy.

### **Parents Counseling Programme**

- Parents Counseling
- Meet the Islamic Scholar
- "Quality education Ensured with involvement of Parents" -A forum of Parents, Management and teachers for development and monitoring of students" performance/progress.
- Develop Daily Islam Practicing

### **Faculty's self Improvement& guidance programme:**

- Regular performance evaluation and monitoring of Teachers.
- Biweekly workshop of faculty members to enhance their performance.
- Home study monitoring.
- Supporting & Funding for Ph.D. or other Achievements

### **Student's Interactive Learning Programmes**

- Debating Club
- Language Club (Bangla, English, Arabic)
- Math Olympiad & IQ Test
- Science Club
- ICT Club
- Spelling Bee
- Sports Club
- Averroes Journal "Open Windows" (by the students for the students)
- Health Club
- Quran Club

### **Internships**

Averroes offers selected students in classes 9 and upper the opportunity to gain valuable work experience by acting as interns in various offices of our campuses, as well as in in British Council, in O-Levels, A-Levels, Professionals, IELTS exam halls as an Invigilator or Coordinator.

## Curriculum

The educational program at Averroes follows the IGCSE & GCE curriculum under Edexcel & University of London. Edexcel was formed by the merger of the Business & Technology Education Council (BTEC) and London Examinations (ULEAC), which administered GCSEs and A levels. London Examinations' heritage stretched back, through several mergers of examinations boards, to the University of London Extension Board founded in 1902.

Edexcel has been helping people succeed in life through learning for nearly 20 years. Edexcel's world-class academic and general qualifications include GCSEs, A levels and International GCSEs, as well as some vocational qualifications, including NVQs and Functional Skills. Edexcel's qualifications combine a progressive approach with international content, allowing learners to achieve their full potential in today's global economy.

The subjects taught are Bangla, Bangladesh Studies, English, Mathematics B, Science, Physics, Chemistry, Biology, Further Pure Mathematics, ICT, Accounting, Arabic Language and Islamiyat. This basic program is expanded and enriched at every level with Islamic curricula providing students with exceptional learning opportunities. Hifzul Quran is our extra Program.

**Play Group & Nursery (Elementary):** Designed for children age 3-4 years. It emphasizes the cognitive, social, physical, emotional and spiritual development of the child. Pre-reading, pre-mathematics, large and small motor skill development, self-expression, creativity, Islamic practice, and Surah memorization constitute the daily program.

**Pre KG - Grade 2 (Junior):** Extends the program of the Preschool to meet the needs of children ages five and six. The learning activities lay the foundation needed for success in a more academic atmosphere of the 1st Grade. Daily instruction and practice in Islam and classical Arabic is presented in a meaningful, well-developed program.

**Grades 3—8 (Middle & Senior):** Both basic and enriched academic curricula provide a love for learning and enable the child to expand his/her horizons. The curriculum meets and surpasses that which is required by the Edexcel & British Council. Daily instruction in Islamic teaching and practices, Qur'anic recitation and reading and writing classical Arabic are taught in each grade. Homework in all subjects is an integral part of the curriculum.

**Qur'an, Arabic, and Islamic Studies Program (Play Group—Grade 9):** Quran, Islamic Studies, and Arabic are under one department called Moral Studies Department. Using an integrative approach, students learn Quran, Arabic, and Islamic Studies in a sequential manner beginning in Preschool up to 9th grade. The focus of the Islamic Studies Department is to teach each student to read and understand the Qur'an and Haith as sources of guidance for their lives.

## A Brief Admission Procedure

Once the admission opening date has been decided, Parents can call, email for the admission information or may come to the School Campus & complete the prescribed query form regarding admission.

**Step 1:** Issuance of Hand book

**Step 2:** Parent to meet admission office to get details of admission procedure, fee schedule etc. After approval of MD & CEO/Head of School/Vice Principal, parents can obtain the prescribed admission form from the Admission's Office at a particular cost.

**Step 3:** Oral Interaction (with parents and student): Pre-Primary

**Step 4:** Written test for KG to Class VIII.

**Step 5:** Admission orders – An SMS of admission given to the parents

**Step 6:** Fees to be deposited in the Accounts Department or in mentioned Bank

**Step 7:** Parent has to fill up the required details to complete the admission form and submit the form. Recent passport size photograph of student & parent, a copy of child's birth certificate, recent report cards photocopy must be submitted along with admission form to the Admission Office.

**Step 8:** Admission Office will accept admission applications within a deadline (or on a seat-available basis).

**Step 9:** Uniform, books & stationery must be collected by the parents from school.

**Step 10:** Join Averroes orientation & be a proud member of Averroes Family

### **Admission into Play Group**

There is no written test for the students who will be applying for admission into play group. There will be a short interview with the student along with his/her parents. The interview will be conducted either by Vice Principal or Child Psychologist.

### **Admission into Nursery**

No written test is required to get admitted into Nursery but student must need to be able to identify or write basic alphabets and numbers. A short Interview will be conducted by Vice Principal or Child Psychologist to understand the mental growth of the student.

### **Admission into KG to Class VIII**

Admission test is necessary for everyone, even if copies of appropriate report cards, showing satisfactory achievement, are submitted.

### **Admission into A-Level**

For entry into class XI a copy of the results in the IGCSE O'Level examination or a copy of the admit card for appearing at IGCSE O' Level examination (whichever is appropriate) in at least six subjects including English Language, Bangla and Mathematics – B will be required.

## Age Requirements for Admission

<b>Class</b>	<b>Age</b>
<b>Playgroup</b>	<b>03+ to below 04</b>
<b>Nursery</b>	<b>04+ to below 05</b>
<b>Pre KG</b>	<b>05+ to below 06</b>
<b>KG</b>	<b>06+ to below 07</b>
<b>Grade: 1</b>	<b>07+ to below 08</b>
<b>Grade: 2</b>	<b>08+ to below 09</b>
<b>Grade: 3</b>	<b>09+ to below 10</b>
<b>Grade: 4</b>	<b>10+ to below 11</b>
<b>Grade: 5</b>	<b>11+ to below 12</b>
<b>Grade: 6</b>	<b>12+ to below 13</b>
<b>Grade: 7</b>	<b>13+ to below 14</b>
<b>Grade: 8</b>	<b>14+ to below 15</b>
<b>Grade: 9</b>	<b>15+ to below 16</b>
<b>Grade: 10</b>	<b>16+ to below 17</b>
<b>Grade: 11</b>	<b>17+ to below 18</b>
<b>Grade: 12</b>	<b>18+ to below 19</b>

### **Admission into Play Group**

A child who will be of 3 years' age in the month of May/June of the current year will be eligible.

### **Admission into Nursery**

A child who will be of 4 years' age in the month of May/June of the current year and who has completed one year of Play Group in an institution equivalent to Averroes will be eligible.

### **Admission into Pre KG**

A child who will be of 5 years' age in the month of May/June of the current year will be eligible.

### **Admission into KG**

A child who will be of 6 years' age in the month of May/June of the current year and who has completed one year of Play Group in an institution equivalent to Averroes will be eligible.

### **Admission into Standard I**

A child who will be of 7 years' age in the month of May/June of the current year will be eligible.

## Financial Aid/Discount & Tuition Fees Policy

### **Parents Financial Account**

As a parent of a student enrolled in a private school, staying current on all fees/charges including monthly tuition is imperative. The school runs primarily on student tuition and cannot function properly when accounts become late or delinquent.

Averroes reserves the right to impose appropriate penalties in those situations where delinquent tuition problems exist. These may include, but are not limited to, denial of re-enrollment, not allowing students to sit for exam, and withholding of transcripts and records as prescribed by law. There is a BDT. 200 late fees for tuition that is paid after the 10th of each month. Tuition is due one month in advance.

### **Financial Assistance**

Financial Assistance is not always available through the office. Whenever possible, Averroes will provide information on scholarships. Please contact the school office if you are interested in setting up a scholarship fund for Averroes students. The rewards for helping students attain the correct Islamic knowledge is unending and considered Sadaqah Jariyah.

Limited scholarships/awards may be available for students with excellent academic and behavioral records. Please check with School Administration for further details. Periodically there may be scholarships offered through the private sponsors for needy students showing excellence in both academics and behavior. The School Administration has full right to withdraw/cancel any student's scholarship for any circumstance.

### **Tuition Fees**

The fees are very competitive with other Bangladeshi English medium schools. The current fee structure is available in the admission package. The Averroes International School reserves the right to review and adjust fees periodically.

For more information, visit the Admission Department of Averroes.

The Averroes International School's parents may select to pay tuition and other fees through one of four optional plans:

SI No	Optional Plan	Payment
1	Plan A	1 Installment/year
2	Plan B	2 Installments semiannually
3	Plan C	12 Monthly Installments
4	Plan D	12 Monthly Installments automatic bank withdrawals or post dated checks

## Discount Policy

Averroes International School offers the following discounts.

### Sibling Facilities

Averroes International School provides education for Playgroup to A-Level. Families with more than one child attending receive discounts starting with the second child's tuition. Accordingly, tuition will be at the regular rate for the first child. All discount would be approved by the CEO & Head of School after receiving application from Parents/Guardians.

1st Student Tuition Rates	2nd Student	3rd Student	4th+ Student
Regular Charge	25%	35%	50%

### Discount Policy for Staff/Teacher

Employees of Averroes International School who work a minimum of 40 hours per week are eligible for 50% discounts on the full tuition amount for each month for the total number of children enrolled. The tuition payment must be according to the financial agreement policy.

## School Fees Structure (Academic)

Monthly Tuition Fees for the Session 2018-2019		
Grade / Level	Monthly Tuition Fee in USD	Monthly Tuition Fee in Bangladeshi Taka
Play Group & Nursery	US \$. 98	BDT. 7800
Pre KG & KG	US \$. 107	BDT. 8500
STD - I & STD - II	US \$. 110	BDT. 8800
STD - III & STD - IV	US \$. 115	BDT. 9200
STD - V & STD - VI	US \$. 120	BDT. 9600
STD - VII & STD - VIII	US \$. 157	BDT. 12500
STD - IX	US \$. 169	BDT. 13500

Admission Fees of the Session 2018-2019 for New Students, Non-refundable, Payable at Admission		
Grade / Level	Admission Fee in USD	Admission Fee in Bangladeshi Taka
Play Group & Nursery	US \$. 1250	BDT. 100,000
Pre KG & KG	US \$. 1375	BDT. 110,000
STD - I & STD - II	US \$. 1500	BDT. 120,000
STD - III & STD - IV	US \$. 1625	BDT. 130,000
STD - V & STD - VI	US \$. 1750	BDT. 140,000
STD - VII & STD - VIII	US \$. 1875	BDT. 150,000
STD - IX	US \$. 1875	BDT. 150,000

## **School Rules & Regulations**

### **Session**

The academic year of the school is from July to June – Students are admitted into Classes from Play Group to Class VIII. Admission into Classes IX and X is normally restricted as O'Level programme starts from Class VIII.

### **Assembly**

School assembly is held regularly except during Ramadan and during Half-Yearly and Annual Examinations. A short verse from the Holy Quran, School Oath and National Anthem are delivered as well as other information pertaining to school life and character building. All students must be present at assembly.

### **ECA & Club Activities Schedules**

The students from grade 3 to 9 take physical exercises and play games once a week during their class time. Students are instructed to wear sports uniform once a week for participating games period in field. We have decorated a floor with different types of sports equipment for the students of Junior Section.

### **Non-Discrimination Policy**

As an independent institution, Averroes sets its educational philosophy, goals and objectives according to the British Curriculum, Edexcel & teachings of Islam and the state of Bangladesh. In compliance with the instructions of Almighty Allah, the Creator, the Averroes admits students of all races, colors, nationalities and ethnic origins to participate in the programs, activities, privileges, and rights generally accorded to any student of the school. The Averroes does not discriminate against the students on the basis of race, color, nationality or ethnicity. The criteria for all selections, participation, and admissions are always based upon the standard of individual effort and achievement. Averroes is an equal opportunity employer for the well-qualified personnel who meet the high standards of Islamic character and the standards set forth by the state of Bangladesh.

### **Criterion for Admission**

Persons seeking admission to the Averroes must satisfactorily meet all residencies, academic, age, immunization, discipline, and other pre-requisites as established by the Education Board policies.

### **Transferring Students**

All transferring students must request their previously attended school(s) to transfer their records, including discipline records, to Averroes reserves the right to re-test the child and accordingly may ask him/her to repeat the same grade. If the child was dismissed from previous school for bad behavior he/she may not be accepted in our school. Parents / guardians are required to attend an orientation at the beginning of each school year to establish understanding and cooperation between the school and home.

## **Parents Responsibilities**

Parents' consistent support for the school, its staff and educational programs will create a positive attitude in our students about education and the role of school. The Averroes families are all aware of the blessings received by donating of themselves on behalf of their community. As parents, we also have an important duty toward our children. An Islamic education, a high academic standard and a healthy environment for both body and soul are basic requirements for every Muslim family. Averroes continuously work hard to provide these elements to our children without adding extra burdens on the families.

## **Parents as Partners**

Cooperation between the family and the school is essential. The school requires parents' full support for its educational program to be effective and successful. If you have any questions or concerns, the procedure is to first contact your child's teacher. If the matter remains unresolved, you may contact the Head of School to better assist you. If you are still not satisfied, send your concerns in writing to the Board.

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

The PTA serves as a support system for the school. The main function of the PTA is that of fundraising and helping to organize and/or assist extra-curricular activities for students. The PTA is not a policy-making body and does not interfere with the management of the school. All PTA functions and activities will be carried out with the approval of the Head of School (CEO) in coordination with the Averroes Board PTA Liaison and any teacher or staff member involved in that function. A strong PTA is essential to the success of our school. All parents are strongly encouraged to become actively involved in school activities and courteously share their input, so that we continuously work on creating parent-teacher-student alliances.

## **PTA Structure**

Elections are usually held in May for the upcoming school year. During the month of June, the outgoing and incoming PTA will meet to transition duties. The PTA will assume responsibilities beginning one month prior to and one month after the current school year. Meetings are held once a month plus when needed to organize large events.

The PTA governing body will consist of:

- o President
- o Vice-President
- o Secretary
- o Treasurer
- o Fundraising Coordinator
- o Classroom Liaison
- o General Members-at-large

## Academic Requirements

We welcome students of all backgrounds to join the Averroes family. Our only requirement is that students and parents follow our school rules and procedures and respect the learning and safety of other students. Depending on the previous report cards, we may require new students to take an entrance examination administered by Averroes to see if they are eligible for admission to the grade level of choice. Play to 1st Grade students must show sufficient readiness to enter their respective grades on their entrance exam. All new students will be on probation for the first academic month. Those showing special learning, speech, behavior or study habit issues may be recommended to repeat a grade, receive extra tutoring, or find a school more suitable to meet the child's needs.

Class placement is according to the child's chronological age and academic needs for that school year.

- All entering Play students must be three years old by July 31st, and show both emotional and social adeptness for grade level.
- At the time of registration, parents must bring in proof of age by bringing in copies of birth certificates, passports, or other legal documentation.
- It is not our school policy to entertain grade-skipping requests except for unusual circumstances. Research on this issue suggests that students who are grade skipped miss out on important social and emotional learning, thus struggle later in life.

## Grading and Report Cards

The grading system consists of the following:

Letter Grades	Numerical Grade	(GPA) Grade Points
A*	90 to 100%	3.75
A	80 to 89%	3.5
B	70 to 79%	3.0
C	60 to 69%	2.5
D	50 to 59%	2.0
U	40 to 49%	0.0

## Distribution of Grading

In each trimester, the student will earn academic credits according to the teachers following distribution. The distribution may vary from grade to grade.

Classwork, Homework & Participation	10%
Tests/Quizzes	20%
Exam	70%
Total	100%

## **Field Trips**

“And He it is Who spread out the earth and placed therein firm hills and flowing streams...”  
Al-Qur’an 13: 3

Young children build their knowledge through interacting with other people and with their environment. To facilitate this process of knowledge building, the students will go on several field trips. These are planned with a definite purpose in mind. Parents will be, Insha ‘Allah, notified well in advance. The registration packet includes a general parent consent form that must be signed before a child can attend any school trip. This form is good for one academic year.

Parents are welcome to accompany students on field trips. If your schedule permits your child’s teacher would be happy to have you join in on the field trips.

## **Academic Honors and Achievement**

Academic excellence is stressed at Averroes. While at the same time believing that students should be intrinsically motivated to perform, Averroes also recognizes student achievements throughout the year such as Stars of the Month, Distinguished Character, Spelling Bee, Quran Competition, Science Fair, and various other activities. The Islamic Character Award is given to one boy and one girl who have shown outstanding Islamic character throughout the entire year. Other subject awards are given by subject teachers according to grade, attitude and overall success in the subject area. Honor Roll is awarded to students who score an average of 90% and above on trimester report cards.

## **Promotion Policy**

Promotion Requirements:

1. Attendance at the school at least 80% of the time the student has enrolled for the school year.
2. A GPA of 2.0 or above.
3. A score of not less than 6 months below grade level in Reading, Mathematics, English and Spelling on standardized achievement tests.

Students receiving more than one D or below will be put on Academic Probation after the first progress report in mid-October. Students will need to keep their grades above a C in order to participate in school fieldtrips and other extracurricular activities. Students will be removed from Academic Probation after three months of acceptable grades. If students continue to have difficulty achieving higher than D in 3 or more core subjects, there will be a conference regarding possible retention with the student, parent and head of school.

## **Retention Policy**

Repeating a grade can be the best option for your child in certain cases. There could be numerous reasons why a student is having trouble keeping up with the grade level materials such as an unidentified learning disability, long-term absence, limited knowledge of English, or immaturity due to age. Repeating a grade is far better than setting up a child for failure as each year he or she falls further behind his/her classmates and loses motivation to learn. Relearning a subject will make a child better grasp the concepts and be able to build upon that knowledge. Repeating a lower grade is easier than repeating a higher grade.

Therefore, please do not push a child beyond what they are ready for. It really depends on each child's unique developmental needs. We want our children to reach their highest potential and be happy with their achievements. Over-reaching and failing at a task can have much more harmful effects on self-esteem and motivation than to be in a class that a child is succeeding and learning.

Therefore, if a student is not meeting the promotion requirements listed above, a teacher-parent- principal meeting will be set up to discuss the option of retention for the next school year.

## **Scholarship Policy**

### **Who May Apply?**

The scholarship is open to students of all school of Bangladesh and includes current students of Averroes. Students applying for the scholarship must be between 11 - 14 years old on or before 1st of Sept of the academic year. Others required academic qualifications are as follows:

1. Any student obtaining grades of 90% or equivalent in 6 key subjects is awarded a cheque of tk 1000/- per month for a year. This is only applicable for students of Grade VI to X.
2. Averroes also has a scholarship grant policy for the MERITORIOUS and UNDERPRIVILEGED students of Bangladesh. School selects these students from various parts of Bangladesh through placement Assessments and interviews. School provides these students with full free accommodation, food and also bears all types of educational expenses.

### **How to Apply?**

Once the advertisement for scholarship is displayed on the website and on Averroes official Facebook ID, application forms may be collected from our Admissions Office. Candidates must attach a copy of the last two years of academic reports and documentation regarding any awards they may have received. Interested candidates then will be contacted by the AIS Admissions office with further information regarding scholarship information evening, examinations and interview dates.

## **Homework**

Homework is an integral part of the school program. It reinforces and supports their learning. It is assigned daily, Sunday through Thursday and occasionally on weekends. Time expectations are set according to the grade level and ability of an average performing student. Homework assignments are given to encourage students' academic independence while offering parents an opportunity to view their child's work. Grades 1- 9 homework is part of overall grade.

<b>Grade</b>	<b>Core Subjects including Qur'an, Arabic and Islamiyat</b>
KG	20 minutes
Grade 1	30 minutes
Grade 2	30 minutes
Grade 3	45 minutes
Grade 4	1 hour
Grade 5	1 hour 15 minutes
Grade 6 - Upper	1 hour 45 minutes

The above chart indicates an average time required for students each night. Some students will be able to finish it sooner, others may take longer. Students should keep record of long and short-term assignments in their homework notebooks, or student planners.

Parents are responsible for providing an appropriate place for the child to do his/her homework. The place of study should be well ventilated with good lighting, clean, organized and quiet. Parents should supervise their child in seeing that assignments are completed neatly and accurately. It is also important to schedule homework and develop proper study habits, so that family activities do not conflict with it.

### **Late or Make-up Work & Tests**

Students who need to make up work due to an absence will have one day to make up for each day they missed. A doctor's note or prior approval from the Principal of school is required for absences of more than three days. It is up to a teacher's discretion to accept any unexcused late work; however, full-credit will not be given for late work. Make up tests will be administered the day the student returns. Each unexcused absence will result in 5% taken off each day the student doesn't make up the test. Parents do not have to call the school if the child has been absent for only one day but should send a note for your child to give to his/her teacher when he/she returns. Students are assigned "study buddies" and should contact them to find out the day's assignment. (Students choose two "study buddies" in each of their classes at the beginning of the year). If the student will be absent for several days, it will be necessary for you to call before 9:00 a.m. on the day before you plan to pick up work assignments, so work will be ready for you at the school office. It is also not a standard policy of the school or teachers to offer extra-credit assignments to students who do not demonstrate effort in completion of assignments and in test-taking. Extra-credit usually gives students an unfair advantage amongst their peers while at the same time producing more work for teachers.

### **Meet the Scholar/Management/CEO & Head of School**

Parent Conferences are held at the end of the first progress report for all students. Parent conferences will also be held prior to spring break and optional at the end of the score year. Conferences are also held throughout the year either at the parents' or teachers' request. Concerns or problems regarding your child should be brought to the attention of the child's teacher promptly. If your child's teacher cannot resolve the situation, a second conference will be held with the Principal. If the matter is still not resolved at the second level, a third conference will be scheduled with the MD & CEO of the Board and the Head of School in order to find a solution to the matter. In order to ensure that the Islamic Scholars can respond to all parental concerns, parents are asked to request the third level conference in writing.

\*Please note: It is unprofessional and unethical to discuss problems with anyone about anyone else involving other teachers, staff, parents or community members in a school related conflict or dispute is a ground for dismissal for the child. The school reserves the right to expel or refuse admission to a child whose parents cause disruption in the school or threaten school staff in any way.

## **Administrative Requirements**

### **Attendance Policy**

School hours are from 7:45 a.m. to 3:30 p.m. for g Play-K-Grade 9-Sunday-Thursday. Children should not be brought to school before 7:30 a.m. nor left after 3:30 p.m. during school days. This policy is strictly enforced.

Attendance at school is mandatory. In addition, no student is allowed to leave school premises during school hours without a parent or parent designee (as designated in student emergency cards by parents). Authorized person(s) for student pick-up must be able to present valid identification as a condition for student release.

### **Absence**

A written note from a parent is required upon returning to school, even though the parent may have notified the office by telephone. The student must present the note to the teacher. A doctor's statement is required for absences of more than three days due to illness. If a student has 5 or more unexcused absences in a trimester, a Parents - Management Conference will occur.

### **Tardy**

A tardy is not being in the classroom at 8:01 a.m. Early morning tardiness to class interferes with optimum teaching procedures as well as individual discipline. Tardiness may impact citizenship, Stars of the Month, as well as academic grades.

It is the responsibility of the tardy student to obtain a pass from the school office before entering class. A note from the doctor will verify an excusable tardy. Traffic, over sleeping, or late breakfasts will not be valid reasons for being late in the morning. 10 or more tardies in a session will warrant a Parent-Student-Head of School meeting.

The Head of School and teacher may require satisfactory explanation from a parent or guardian of a student whenever the pupil is absent for all or part of a school day. Students who have repeated unexcused tardiness/absences are subject to academic probation.

### **Early Release**

If a parent wishes to take his/her child out of school before the end of the school day, they need to come in person or send an authorized person to pick up the child. The authorized person must have written or telephone permission by the parent to take the child. In addition, an I.D. may be requested.

The office will have the child called from the classroom. Parents are not allowed to go to the classroom during school hours.

### **Visitors**

All visitors are requested to sign in with the front office and wear a visitor's badge while on campus. The campus is a CLOSED CAMPUS and parents cannot enter classrooms without prior permission or office pass during school hours of 7:50 am to 3:30 pm.

Parents wishing to visit their child's class need to obtain a Visitor's Permit from the school office for a half hour visit. The parent will bring the Permit to class, put it on the teacher's desk and quietly sit in the back of the room. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any student during class time.

A parent may not bring children or other adults with them with this exception:

- The parent may bring his/her child as a prospective student to visit the class to be assigned.
- Other visitors must secure authorization from the Head of School at least one day in advance.

### **Textbook Policy**

Students are expected to pay close attention to the care of textbooks, workbooks, and other school materials. Students, who vandalize, damage, lose, or return school material in poor condition will be required to buy new immediately.

### **Library**

The library time for each class is scheduled throughout the week. The library is also open during recess and lunch on most days. Students are responsible for returning library materials when due or a fine will be charged.

### **ICT Acceptable Use Policy**

The Averroes International School provides ICT facilities for staff and students to assist them carry out their studies/tasks. Therefore, ICT resources at are intended to be used for lawful educational purposes and to carry out the legitimate business of the school. This policy sets out guidelines for the acceptable use of:

- The School's computer network facilities
- Installed computer software
- The Internet electronic mail which are provided for educational purposes only. Acceptable use issues may be broadly categorized as personal conduct relating to:
  - System security
  - Legal requirements
  - Ethical use of the school computer network facilities

### **User Responsibilities**

Users are responsible for all activity carried out on their personal network account. General Network Responsibilities Users will NOT;

- Share their password with anyone else
- Use another person's network account Allow another person to use their account Attempt to change the network in any way
- Install / use any software other than that provided by the school
- Attempt to bypass security
- Store inappropriate material in their network account (e.g. non-program related files, .exe files, personal files, video files, games)

### **Internet and Email Acceptable Use Responsibilities**

All users will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and users must at all times exercise careful judgment over all material that they access and communications that they make.

## **Email Etiquette (The Golden Rules)**

“Communicate to others how you wish to be communicated with”

- Your first option should always be to talk to the person.
- Place the name of a person under "to" when you expect an action or reaction.
- Limit the use of "cc".
- Give every mail a subject title.
- Send only that information which is relevant to the addressee.
- E-mails should be to the point – brief, not novels.
- Use reply to sender and be selective with the other names. Avoid using "reply to all",
- English is our school language, also for e-mails.

## **Health & Safety**

### **Student Supervision**

Teachers on duty will be supervising students in and outside of the classroom, before-school, recess, lunchtime and after-school. Each Averroes employee is authorized to document and correct inappropriate student behavior even if it is not their direct student. They will be able to decide on the appropriate consequence and provide notification of offense to parents and AIS administration.

### **Closed Campus**

For the protection and safety of students, Averroes has adopted a closed campus policy. This means students may not leave the school grounds during the day unless their parents come to school office to sign out and pick up their child. Parents will find the sign-out sheet in the school office. Parents are also required to go to school office before going into classrooms directly to obtain permission. Parents who are seen entering classrooms without school office authorization will be stopped and asked to make an appointment with the teacher to minimize classroom disruptions. Any parent or other person whose conduct in a place where a school employee is required to be in the course of his/her duties that disrupts school will be reported. Parents and other visitors must register in the school office at all times during school hours.

### **Emergency “lock down” procedures**

All of us at Averroes value the effort that parents are making to send their children to school. We know that it is a difficult and uncertain time. It is important for all of our community to know that every effort is being taken to keep our school safe. Guards have been issued with metal detectors to check visitors, bags, etc. We apologize for any inconvenience this may cause, but I am sure each one of us wants a safe and secure environment in our school.

In the case of a disturbance outside our school walls, we have a lock down procedure to ensure that every member of our community, especially or children, are kept safe. Our Lockdown Procedure is as follows:

- The school campus will be closed. No one will enter or leave.
- The school will immediately lock the gates. All cctv's at each campus will be actively monitored.
- Teachers will check that all students are accounted for.
- Admin Dept. will organize for an emergency sms to be sent to parents reassuring them that their child is safe, and asking them to come and pick up their children when it is safe to do so.
- Staff will check each student off as they are collected by their guardian or parent.
- No students will be allowed outside unless they are personally collected by their approved guardian.
- Guardians will be screened prior to collection of students.
- When all students have been collected, staff will be free to leave

### **Certification Fire Drills, Tornados, Earthquake Awareness**

Maximum Teachers & Staff at Averroes are certified in Fire Services Bangladesh and have participated in workshops on Earthquake Awareness and Fire Drills. In the event of an earthquake, students are instructed to:

Drop to the floor beneath their desks, chair, or table with their back to the windows and remain in this position until given further signals and/or instructions for evacuation.

### **Earthquake**

The world experiences thousands of earthquakes every year. Most are either very deep or centered well offshore, causing little damage or injury. However, a severe earthquake can occur at any time with devastating effects.

### **What is an Earthquake?**

The surface of our planet is not a complete shell, but is made up of large pieces, much like a jig-saw puzzle, called tectonic plates. Tectonic plates are always on the move. Tension builds up as they scrape over, under or past each other. In some places movement between the plates is happening all the time, causing frequent small or moderate earthquakes. Other areas, where the movement is not constant, are prone to stronger quakes separated by longer periods of time.

### **Before -**

- Practice your earthquake drill: DROP, COVER AND HOLD.
- Ensure there are no loose objects above you that may fall and cause harm.

### **During -**

DROP, COVER AND HOLD.

- Stay where you are until the shaking stops. If inside remain inside, if outside stay outside.
- While the earth is shaking, do not attempt to run outside or back inside.
- If inside, get off the stairs. They are the weakest link.
- While inside, it is best to take cover beside (not under) an object, near an outer wall. This should be next to a sofa, next to a table, next to a large bulky object that will compress slightly but leave a void next to it. When the tremor has stopped, the school will continuously ring a bell. This is the signal to quickly and carefully leave the building. Walk to a safe place away from walls or falling objects outside.

**After -**

- Listen to and follow all instructions from teachers.
- Stay calm.
- Watch out for possible dangers or hazards. Remember there may be some aftershocks. When it is all clear, teachers will take you back inside, or parents will be contacted to collect you.

**Prohibited Areas**

Students are not allowed to enter the following areas:

- Out of school grounds during school hours without prior permission
- Behind modular buildings
- On roof-tops
- Auditorium or administration offices during school hours
- On walls or fences
- In classrooms without adult supervision and prior permission
- In the playground when another class is using it or when eating any food
- Teacher's lounge

**Designated Eating & Play Areas**

Students can eat in the following areas:

- On proper lunch/tiffin areas

Any student who is caught chewing gum will be charged BDT. 100

Students can play in the following areas:

- Grass field
- Playground

**Tiffin/Lunch**

Students should bring a healthy, nutritious tiffin/lunch to school each day. Scientific research has proven that food with high sugar content is harmful to children and adults. Junk food is, therefore, discouraged and fresh fruits, safe milk and vegetables are recommended. Due to safety issues, no microwaves are available for student use. Do not send anything to be heated or cooked. Extra food is not available.

All students will be required to sit in designated areas to eat their tiffin/lunch before playing.

**Incase of Illness**

We need your cooperation to ensure that the school is a healthy environment. Please assist us by cooperating with the following:

- A child who is ill should not be sent to school.
- Children with running noses, sneezing, coughing, and/or fever must stay at home until symptoms disappear to prevent other children from becoming ill and 24 hours after a fever has subsided.

If a child becomes ill at school, he/she is sent to the office, and the parent is called to take the student home.

- When a parent has been contacted to pick up an ill or injured child, the child must be picked up promptly. The school cannot be held liable for ill or injured children who are not picked up in a timely manner.

## **Medication**

If medicine is to be administered, an adult must bring the medication and the Physician's request for the Administration of Medicine by School Personnel Form, signed by the physician and parent, to the office. No medication should ever be sent to school with children at any grade level. Medication such as cough syrup, or any, which required sedation, is never issued without consent from the parent. Prescription medication given for a short period of time (under two weeks) must be accompanied by a signed permission slip from the parent with instructions. Prescription medication given for a period of more than 2 weeks requires a Physician's Request form signed by the doctor as well as the signed permission slip from the parent. The medication must be in its original container, properly labeled by the pharmacist, including name of student and physician, date, dosage, and name of medication, method and time to be administered. In case of injury, the procedure stated on the emergency card will be followed.

## **Physical Education**

A signed parental note is required if a student is ill or injured and cannot participate in physical education. The instructor will modify or exempt the student's activity based upon the parental note. However, the student is still required if possible, to earn a physical education grade according to the instructor's evaluation.

## **Personal Items**

Students may bring to school only such personal items as may legitimately be used at school, which the school does not provide. Parents need to be aware at all times of the items their children bring to school.

Toys, comic-books, inappropriate magazines, books or games, guns, knives or any dangerous objects, electronics, make-up, perfume, costume jewelry, and pets are not permitted at school. Food, sweets, and drinks in excess of the student's snack and lunch are not permitted.

If the teacher permits toys to be brought to school for sharing on certain days, the toys must be securely wrapped and have the child's name clearly marked on the package. The package will be kept by the teacher and returned at the end of the day.

Cell phones are the largest distraction to learning. Therefore, NO CELL PHONES are to be seen on campus. They will be taken away from students if seen and parents will need to pick it up from the office. The second time parents will not get it until end of the trimester; the third time, it stays in the office the remainder of the year.

## **Communication & Appointments**

Most parent communication will be done over email or the schoolwebsite ([aisd.edu.bd](mailto:aisd.edu.bd)) or school official Facebook page. Therefore, it is important we have an accurate, updated email address from both parents as well as phone numbers and mailing address. If you would like to speak with a teacher, office staff or the CEO & Head of School, you can email them directly about setting an appointment and the reason why you want to meet. Email addresses are available in the parents-students handbook. If it is regarding a general comment or feedback, just an email courteously stating your concern or idea would be appreciated. You can send general feedback to [averroesint.school@gmail.com](mailto:averroesint.school@gmail.com)

If you are seeking a job opportunity, please email resumes and cover letters to [averroescareer@gmail.com](mailto:averroescareer@gmail.com).

## **Early Student Withdrawals**

Please be advised that school will not provide early Final Examinations to students who are withdrawn from school to travel overseas. We are sensitive to the financial motivation for these early student withdrawals, however, we have found these requests to be disruptive to normal school operations.

Therefore, effective immediately be advised that parents who withdraw students from school early do so at their own risk.

- School will not provide early Final Examinations
- School will not be responsible for providing make-up work for students
- School will grade students as of their status upon withdrawal
- Parents who withdraw students early will sign a Memorandum of Understanding and must maintain their tuition responsibilities.

## **Photo/Media/Website Release**

Students who have achieved success in school should be acknowledged, and public recognition is one means available for that purpose. School may also want to use student photos to use in publications, newsmagazines, and website. Such photo requests often require an immediate response; we ask that if you desire that your child not participate in such media, to please inform school office. Otherwise, we will assume approval of photos, names, and information for use by Averroes International School in our official pages.

In addition, School will install video surveillance cameras throughout the campus for security purposes. There are also times when the teacher may record the class for training purposes and professional development.

## **Birthday Parties**

As a general rule, please check with your child's teacher if your family wishes to bring treats for your child's birthday. Treats are acceptable based on teacher's discretion.

## **Rainy-day Protocol**

In case of rain, students will stay indoors in the classrooms, media center, or auditorium during recess and tiffin/lunch.

\*Emergency closings will be announced on our school website, official Facebook Page, and through our school email & SMS.

## **Dress Code**

The Prophet (SAW) advised us to keep clean, presentable, well groomed and modestly dressed. This is part of our Islamic (etiquettes). Therefore, it is very important that we instill these values in our students from the beginning.

While on school campus, students are required to wear the school uniform. Girls 4th through 6th grade must cover their hair with a plain white one-piece scarf. Girls are not allowed to wear make-up or jewelry, except small earrings. Girls are not to have long fingernails or wear faux nails. Boys should be well groomed. Boys need have their shirts tucked in.

## School Uniform

All items of clothing and personal items should be labeled with the name, telephone number or classroom of the student. All dress code rules will be enforced while on the campus, during school activities (including field trips), and during school hours. Please support your children as they learn to dress in proper uniform.

### Play Group -8th Grade:

#### Boys

##### Summer:

**Full Shirt:** White Colour, **Full Pants:** Ash Colour, **Tie:** Ash Colour **Belt:** Black Colour, **Shoes:** Black Colour **Socks:** Black Colour

##### Winter:

Boys are instructed to wear an Ash Colour Blazer along with usual school uniform.

Note: Boys should wear tie with school uniform once a week & they are instructed to wear sports uniform once a week both in summer & winter.

#### Girls

##### Summer:

PG – Standard 2: Ash frock with school logo, White Shalwar, Black Shoes & Black Socks.

Standard 2 – Standard 10: Ash Jilbaab (Long Dress) with school logo, White Shalwar & White Hijab, Black Shoes & Black Socks.

##### Winter:

Play Group – Standard 10: Usual School Uniform along with Ash Overcoat.

### General Uniform Guidelines

Shirts/Tops	All shirts will be size appropriate, clean and ironed plain.
Hijabs	Girls in Grades 2 <sup>nd</sup> -10 <sup>th</sup> will be required to wear clean and ironed plain hijab daily.
Belts	Belt buckles, must be plain or black with no initials on them. Belts will be of appropriate length for student waist size and the belt must be kept in the belt loops.
Pants	Uniform pants must be of appropriate size and color as indicated above. Jeans, sweat pants, cargo pants, are not part of the uniform. No tight fitting pants or skinny jeans are allowed on any day.
Shoes/Socks	Students will wear athletic shoes or low cut leather shoes with low heels and closed toes. No neon-colored, multi-patterned, or miss-matched shoes allowed. Clean white socks are also required. Students will not be allowed to wear sandals or any other type of open-toe shoes. Boots are also not allowed
Free Dress Days	There will be several opportunities for students to earn a free dress day. On those days, students still need to dress "Islamically" appropriate attire. Girls still need to wear hijabs from 2 <sup>nd</sup> grade and higher, as well as non-fitting bottoms and long-sleeved tops. Clothes should not be revealing or have any type of inappropriate pictures or words on them. If deemed inappropriate, students' parents will be called in to bring a change of clothes.

## Stars Characteristics

Character Counts! Education is not just about learning letters and numbers, it is about developing the whole child. Prophet Muhammad (SAW) said that the best gift a parent can give to their child is to teach them good manners [al-Tirmidhi 1952; al-Hakim 4/292].

The Prophet also said "Have taqwa of Allah where ever you are, follow a bad action with a good action which will wipe it out. And deal with people with good manners." [al-Tirmidhi 1987]

Below are 15 characteristics that will help students reflect star characteristics and good manners. These characteristics are aligned with our overall school-wide goals and will help them build character for life.

	FAITH	IN	ACTION
<b>Strengthening Our Islamic Identity and Character</b>	Be God-Conscious	Be Honest	Be Clean
<b>Thinking Critically and Acting Responsibly</b>	Be Courteous	Be Attentive	Be Accountable
<b>Actively Participating Locally and Globally</b>	Be Aware	Be Accepting	Be Involved
<b>Respecting Others, Ourselves and the Environment</b>	Be Kind	Be Generous	Be Helpful
<b>Striving for Excellence</b>	Be the Example	Be On-time	Be Trustworthy

## Values of the Month

August	Self-Restraint and Control	<ul style="list-style-type: none"> <li>• Think before you act</li> <li>• Control your actions and temptations</li> <li>• Control your words and habits</li> <li>• Control your anger</li> </ul>
September	Generosity	<ul style="list-style-type: none"> <li>• Give from what Allah gave you</li> <li>• Give freely, sincerely and without reminders</li> <li>• Give even if what you have is little</li> <li>• Smiling is a form of giving and genuine advice is worth more than money</li> </ul>
October	Respect	<ul style="list-style-type: none"> <li>• Show respect to your parents</li> <li>• Show respect to life and property</li> <li>• Show respect for the rights and beliefs of others</li> <li>• Remember that giving advice and correcting the wrong are parts of respect</li> <li>• Remember that to respect others does not mean adopting their life style</li> </ul>
November	Thankfulness	<ul style="list-style-type: none"> <li>• Be thankful to ALLAH and for your religion</li> <li>• Be thankful for your health, your mind and for what you have</li> <li>• Be thankful for who you are, your family and your community</li> <li>• Show thankfulness through deeds and actions</li> </ul>
December	Commitment	<ul style="list-style-type: none"> <li>• Be committed to Allah, the Sunnah and your faith</li> <li>• Be committed to personal excellence and the highest level of learning</li> <li>• Be committed to your family and your community</li> <li>• Demonstrate commitment through your actions</li> </ul>
January	Responsibility	<ul style="list-style-type: none"> <li>• Be responsible towards Allah before anybody else</li> <li>• Be responsible for your body, your belongings and the environment</li> <li>• Be responsible for your actions, duties, school and knowledge</li> <li>• Be responsible for your time and your money</li> </ul>
February	Honesty	<ul style="list-style-type: none"> <li>• Be honest with your words</li> <li>• Be honest with your actions</li> <li>• Be honest and keep your promises</li> <li>• Be honest, it is the best sign of your strength</li> <li>• Be honest, especially when you are tempted not to do so</li> </ul>
March	Kindness & Care	<ul style="list-style-type: none"> <li>• Be kind to your family, friends and neighbors and to your elders</li> <li>• Be kind to all living things</li> <li>• Be kind in your words and actions</li> <li>• Remember that when you are kind to people, Allah cares more for you</li> </ul>
April	Fairness and justice	<ul style="list-style-type: none"> <li>• Treat others as equals with fairness and mercy</li> <li>• Treat others as you would like to be treated</li> <li>• Speak justly and be firm in upholding justice</li> <li>• Be fair with all people, good or bad and be fair with yourself</li> </ul>
May	Excellence and Perseverance	<ul style="list-style-type: none"> <li>• Be courageous enough to live by your values</li> <li>• Pursue your dreams and don't give up easily</li> <li>• Remember what the mind can perceive, the body can achieve</li> <li>• Expect less from others and more from yourself</li> </ul>

## Stars of the Month

### **Award and Recognition System**

The aim of any recognition and award system is to motivate each and every student to do their personal best. Thus it should encourage competition with themselves, not with others. The sense of setting and achieving personal goals helps boost students' confidence and motivation to try even harder.

Each child will have the opportunity every month to earn a "Star" of the month certificate. If they receive at least two or more certificates per trimester, they will earn a reward at the end of the trimester. Certificates will be given out at the end of each trimester by their Class teacher in class. At the end of the year, we will recognize students who have been outstanding throughout the year with a special recognition pin and award.

In order to further promote exceptional behavior from our students, Stars are supported by additional rewards throughout the year such as a free uniform day, ice-cream social, caught being good raffles, etc.

## Classroom Meetings & Positive Discipline

Part of the Positive Behavior Support, the classroom meetings help students talk through their problems and find solutions, without resorting to punitive consequences for every school rule infraction. It also helps student internalize doing the right things, even if there is no external reward or consequence.

While AIS will not be implementing a full positive discipline approach as we feel there is still a need for school rules and external consequences, we always look towards adopting best practices that improve student behavior and engagement. Thus a classroom meeting is the best way for students to share their voice and also find the right solutions to behaviors modification, which consequences alone cannot do.

## Discipline Requirements

### **Discipline Philosophy**

Discipline is used to encourage positive behavior and self-control. Based on the mission and vision of the school, our goal and perspective of discipline is shaped and informed by the Sunnah of Prophet Muhammad (saw) as he modeled the best example of practicing the decrees of Allah (swt). In the Quran, there are clearly stated expectations of behavior that lead to a positive outcome in this life and the hereafter. There are also very clear expectations and outcomes of behavior that leads to punishment and disapproval by Allah (swt). The Quran sets many ways of reiterating these rules so that no one can claim they did not understand the message. Therefore, it uses both internal and external methods to motivate the believer to proper behavior. Humans are complex and not one method of motivation is appropriate for each person or for each situation. The factors that strongly effect positive behavior in a social setting are:

- 1) Clearly defined rules and consequences
- 2) Being fair and consistent in implementation
- 3) Providing goals for positive behavior and deterrents for negative behavior

## **Discipline Records**

Teachers are asked to write down any disciplinary issues on behavior incident reports for parents to view for their child.

Any student that receives In-School Suspension, Out-of-Suspension or Expulsion will have that entered in their permanent school record that will be forwarded to any school your child attends after AIS. However, detentions and community service requirements will be kept until the end of the year and not be entered into the student's permanent record.

## **Student Support and Empowerment**

Alhamdulillah we are able to provide students with support and encouragement once a week with a qualified Islamic Scholar. Students will be referred by the school administration with consent of parents.

## **Disciplinary Consequences**

The Quranic model of hope and fear is outlined by Allah (SWT) to help human beings to enjoy what is good and to serve as a deterrent to unacceptable behaviors that harm individuals, families and the society at large. Following this model, our school rules are developed to help maintain a safe, respectful and Islamic environment for all our students. Those who consistently break these school rules are creating a non-healthy and negative culture that affects the entire school community. While our goal is always to help each child reach his or her best potential, one person cannot make others change if they do not make the effort to change themselves. Therefore, any functioning community needs to put deterrents in place that is clear, fair, and consistent. And if someone cannot abide by these rules, then there needs to be immediate and just consequences.

Therefore, the following disciplinary measures are intended to use a balanced approach in handling students who are conducting themselves inappropriately. However, each case will be handled on an individual basis by the teacher, principal, and/or the CEO. It is the responsibility of the administrator to review the total situation, consider the offense and the individual support, and take appropriate action to address the behavior.

The School Board has a zero tolerance towards alcohol, drugs, violence, weapons, harassment and bullying. Possession or use of any of these will result in an out of school suspension in addition to a recommendation for expulsion.

The following chart outlines the different school rule violations and their consequences. In most cases, after the third instance of the same offense, a student will receive 1-3 day(s) of out-of-school suspension as well as losing privileges to all enrichment activities for the trimester including fieldtrips, tournaments, camps, and special assemblies.

Additionally, students will be put on disciplinary probation if behavior does not improve. Along the lines of 3 strikes, you're out, if they get three separate out-of-school suspensions, they will be recommended for expulsion.

## Disciplinary Probation

A student may be placed on academic or disciplinary probation. Failure to show improvement in the area for which probation was assigned may result in the student being expelled from the school.

## Consequence Guidelines

The following guidelines depend on the severity of the offense. These can be changed by the MD & CEO to even stricter consequences if the situation is deemed necessary. If you want to appeal a consequence, you must have do so in writing and send it directly to the MD & CEO who will review it and either respond directly or refer it to the School Board to make a decision. Any of the infractions can lead to automatic expulsion.

<b>LEVEL I Offense 1, 2 or 3 infractions (number is based on frequency)</b>	<b>LEVEL II Offense In-School suspension</b>	<b>LEVEL III Offense Out-of-School Suspension/Expulsion</b>
To be referred by teacher, security, staff member or administrator	To be assigned by an administrator	To be determined by administrator
<b>EXAMPLES INCLUDE:</b>	<b>EXAMPLES INCLUDE:</b>	<b>EXAMPLES INCLUDE:</b>
Lying/ Misrepresentation of facts	Behavior endangering others	Behavior endangering others
Three tardies in one week	Disruption of School activities	Disruption of School activities
Profanity	Damaging school property and/or vandalism*	Damaging school property and/or vandalism
Minor Inappropriate Conflicts with Others	Pattern of negative behavior	Possession of drugs/alcohol
Disruptive	Violation of an Avoidance contract	Insults, profanity, or vulgarity towards a teacher/staff
Excessive Talking	Blatant and Severe Disrespect/Defiance	Blatant and Severe Disrespect/Defiance
Using cell phones on campus	Violation of Discipline Contract	Cheating/forgery/plagiarism
Possession of non-school Electronic Equipment in Class	Fighting	Extortion
Eating/Drinking in Classroom or chewing gum	Theft	Theft
Substitute Teacher Referral	Bullying/Harassment/Threats/Intimidation	Harassment/Threats/Intimidation
Teacher Referral	Sexual Harassment	Sexual Assault/Harassment
Minor acts of disrespect/defiance	Public Displays of Affection (PDA)	Selling drugs or weapons
More than 2 uniform violations	Three U's in Cooperation during a grading period	Possession of a weapon

## **Tutoring Policy on Private Tutoring for Students**

This policy revolves around the private tutoring of Salam Academy student(s) by Salam Academy Teachers as it pertains to teachers' actions/activities and therefore employment status in the School.

A teacher in Averroes International School cannot engage in one of the following actions/activities:

1. A teacher in Averroes International cannot do any private tutoring (paid for tutoring) for an Averroes International School student(s) on School premises.
2. A teacher in Averroes International School cannot do any off-premises private tutoring (paid for tutoring) for aAverroes InternationalSchool student currently (for the current academic year) in their class/subject matter or classroom.

A teacher can privately tutor a student(s) from Averroes International School off premises as long as such student(s) is/are not currently in the teacher's class/subject matter or classroom. However, the School does not promote such off premises activities nor is it responsible in any way for them.

The rationale behind this policy is multi-folded:

1. If a teacher is privately tutoring a student that is currently in the teacher's class/subject matter or classroom then that can constitute a conflict-of-interest. Because of this potential conflict-of-interest this action/activity is not allowed.
2. If a teacher is privately tutoring a student(s) on School premises that can create the appearance of favoritism by the School, represented by its teachers, towards the tutored student(s). Therefore, the School cannot allow such action/activity.
3. Tutoring on School premises can potentially interfere and even adversely affect School-sponsored tutoring or School-sponsored homework club. For this reason as well, such action/activity cannot be allowed.

## **Guideline for Students**

### **Students' Responsibilities**

- Abide by the Behaviour Guidelines at all times
- Always work to the best of your ability
- complete your homework
- Organize your bag every night
- Discuss with your teacher if you are unclear about something
- Communicate any problems you may face with your teacher as well as your parents
- Arrive at School on time
- Respect the ideas, rights and property of others
- Do not use or borrow the belongings of another without permission
- Respect your teachers and the staff and management of the School
- Never indulge in plagiarism whether in class or at home
- Pray to Allah with sincerity, especially with the Quranic and Masnoon Duas

### **Behaviour Guidelines**

- Keep on the right hand side of the stairs
- Greet everyone you come across with a smile and salaam
- Always remain in a line and wait patiently for your turn
- Do not push or hurt anyone in any way
- Speak politely to everyone Students as well as staff
- Protect school property and other student's belongings
- Do not act unkindly towards any other student by hitting or speaking unpleasantly
- Keep the School clean; put trash in the trashcan
- Do not Place yourself or others in danger in any way

## **Guideline for parents**

### **Taking Care at Home**

- Listen to your child
- Talk to your child and encourage active discussion
- Encourage your child to do his/her best
- Encourage your child to offer salah. Be a role model yourself.
- Be a role model for in behaviour and speech; do not use foul language at all
- Take interest in your child's completion of homework and encourage active learning

### **Reading at Home**

- Check and sign the library reading log regularly
- Send back the reading bag with the library book and record with your child on time
- Read with your child daily
- Children under 6:10 minutes of reading
- Children above 6:15 minutes of reading
- Encourage your child to read newspapers, books, signboards and text written on cereal packaging

### **Parents' Responsibilities**

- Plastic Cover all copies and books and tag them properly
- Label all of your child's belongings clearly with his/her name and grade
- Send your child to School on time, regularly, and in complete neat uniform
- Avoid taking holidays unless extremely necessary
- Ensure your child goes to sleep on time
- Ensure your child has all the necessary equipment for class
- Take out the contents from the clear bag from your child's School bag and return it to school daily
- Check and sign your child's diary every day
- Ensure that your child eats a healthy breakfast before coming to school
- Help your child perform better in school by providing a conducive home environment for him/her to study in
- Ensure your child's study area has sufficient light to avoid discomfort and strain and is free of distractions and interruptions
- Limit Video games and TV for your child
- Both parents should attend the Orientation session, PTM's, Tarbiyyah Sessions etc. and be involved in their child's education
- If needed, support your child during his time in the remedial program
- Always notify the School in care of Change in emergency numbers, contact information and medical information ( see [www.aisd.edu.bd](http://www.aisd.edu.bd))
- Cooperate with the School about your child's progress and development
- Keep the school informed about any problems that you feel might affect your child's learning
- Read all correspondence from the school and respond promptly when necessary
- Respect the school, teachers and instructional material such as books, and inculcate the same in your child
- When dealing with the school staff and administration, we request you to always maintain a Polite and respectful conduct

## Invocations Helpful in Attaining Knowledge

رَبِّ اشْرَحْ لِي صَدْرِي ﴿٢٥﴾ وَيَسِّرْ لِي أَمْرِي ﴿٢٦﴾ وَأَحْلِلْ عُقْدَةَ مِنِّ لِسَانِي ﴿٢٧﴾ يَفْقَهُوا قَوْلِي ﴿٢٨﴾

My Lord! Expand for me my breast and make my work easy for me and loosen the knot from my tongue so they may understand my speech.  
[Surah Taha: 25-28]

رَبِّ زِدْنِي عِلْمًا ﴿١١٤﴾

O My Lord! Increase me in Knowledge.  
[Surah Taha:114]

اللَّهُمَّ فَفِّهْ فِي الدِّينِ

O Allah! Grant me the understanding of Deen.  
[Sahih al-Bukhari; 143]

اللَّهُمَّ إِنِّي أَسْأَلُكَ عِلْمًا نَافِعًا وَرِزْقًا طَيِّبًا وَعَمَلًا مُتَقَبَّلًا

O Allah! Indeed I ask you for beneficial knowledge, and acceptable deeds and pure and acceptable provision  
[Ibn-Majah; 925]

اللَّهُمَّ انْفَعِنِي بِمَا عَلَّمْتَنِي وَعَلِّمْنِي مَا يَنْفَعُنِي وَزِدْنِي عِلْمًا

O Allah! Benefit us by that which you have taught us and teach us that which will benefit us and increase us in Knowledge.  
[Ibn-Majah: 3833]

رَبِّ هَبْ لِي حُكْمًا وَأَلْحِقْنِي بِالصَّالِحِينَ ○ وَأَجْعَلْ لِي لِسَانَ صِدْقٍ فِي آلَاءِ آخِرِينَ ○  
وَأَجْعَلْنِي مِنْ وَرَثَةِ جَنَّةِ النَّعِيمِ ○

My Lord! Bestow hukm on me and join me with the righteous and grant me an honourable mention in later generation and make me one of the inheritors of the paradise of delight.  
[Surah Ash-Shu'ara: 83-85]

اللَّهُمَّ اجْعَلْ فِي قَلْبِي نُورًا وَاجْعَلْ

فِي سَمْعِي نُورًا وَاجْعَلْ فِي بَصَرِي نُورًا وَاجْعَلْ مِنْ تَحْتِي

نُورًا وَاجْعَلْ مِنْ فَوْقِي نُورًا وَعَنْ يَمِينِي نُورًا وَعَنْ يَسَارِي

نُورًا وَاجْعَلْ أَمَامِي نُورًا وَاجْعَلْ خَلْفِي نُورًا وَأَعْظِمْ لِي نُورًا

O Allah, place light in my heart, and place light in my hearing, and place light in my seeing, and place light beneath me, and place light above me, and light on my right, and light on my left, and place light behind me, and make the light greater for me.

[Sahih al-Bukhari]

رَبِّ اجْعَلِي مُقِيمَ الصَّلَاةِ وَمِنْ ذُرِّيَّتِي رَبَّنَا وَتَقَبَّلْ دُعَاءِ

رَبَّنَا اغْفِرْ لِي وَلِوَالِدَيَّ وَلِلْمُؤْمِنِينَ يَوْمَ يَقُومُ الْحِسَابُ

My Lord, make me an establisher of prayer, and from my descendants. Our Lord, and accept my supplication. Our Lord, forgive me and my parents and the believers the Day the account is established.

[Surah 'Ibrahim:40-41]

رَبَّنَاهَبْ لَنَا مِنْ أَزْوَاجِنَا وَذُرِّيَّاتِنَا قُرَّةَ أَعْيُنٍ وَاجْعَلْنَا لِلْمُتَّقِينَ إِمَامًا

Our Lord, grant us from among our wives and offspring comfort to our eyes and make us an example for the righteous.

[Surah al-Furqan:74]

# Averroes International School – Partnership Agreement

2018-2019 School Year

## School Pledge

### **Averroes Staff and Administration commit to:**

- Communicate regularly with families about student progress
- Enforce rules equitably and provide a safe, orderly and caring learning environment
- Provide meaningful assignments to reinforce and extend learning
- Participate in professional development opportunities that improve teaching and learning
- Support the formation of partnerships with families and the community
- Respect the school, students, staff and families

## Student Pledge

### **I agree to carry out the following responsibilities:**

- Come to school, ready to learn and work hard
- Be a lawful person and be respectful to the Constitution, Government & Lawful Agencies of Bangladesh
- Bring necessary materials, completed assignments and homework
- Be a star by following school and class rules
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school
- Limit my TV watching, video games and other media and instead study or read every day after school
- Respect the school, classmates, staff and families
- Understanding the consequences of misuse of social media
- Taking responsibilities of own actions

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Family/Parent Pledge

### **I agree to carry out the following responsibilities:**

- Provide a quiet time and place for homework and monitoring TV viewing
- Read to my child or encourage my child to read everyday
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition
- Regularly monitor my child's progress in school
- Attend school events, open houses, parent teacher conferences, and volunteer
- Communicate the importance of education and learning to my child
- Respect the school, staff, students and families
- Be vocally positive about the school staff, environment, and policies at all times
- Stay current on all charges related to the school including fees, tuition, lunch, afterschool care, etc.

## Contact Us

### **Admission/Administration/Logistics/Accounts**

House No 1/5; Block A, Lalmatia, Mohammadpur, Dhaka-1207

Tel-02 810 0340, 02 810 0347

Cell No 01949 000 555, 01954 123 123

Email: averroesint.school@gmail.com

facebook.com/averroesinternationalschool

Youtube: Averroes International School Dhaka

web: www.aisd.edu.bd

The school office is open from 7:30 a.m. to 4:00 p.m. Sunday-Thursday.

### **Managing Director & Head of School**

House No 1/5; Block A, Lalmatia, Mohammadpur, Dhaka-1207

Cell No 01711117827

Email: mdaisdhaka@gmail.com

## Acknowledgement

I acknowledge that I have read and agree to abide by all school rules and regulations outline in the Parent / Student Handbook.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Averroes International School reserves the right to amend this handbook as the need arises. Parents will be informed of changes to the handbook through means of written communication. Thank you for your support of AIS. We look forward to a productive school year.

