



LEARNING ALLIANCE

**A LEVEL
POLICY MANUAL**

www.learningalliance.edu.pk



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POLICY MANUAL

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INTRODUCTION

Learning Alliance is a co-educational institution offering *Cambridge Assessment International Education* as its main stream qualification. Student development, whether academic or behavioural, is an essential component of the school's education model. Strict parameters are drawn to ensure that all members of the school community interact in a healthy and progressive manner. Our academic programme is rigorous and challenging and all students are expected to perform at their optimum best.

The management is committed to providing a safe and orderly environment that enhances the educational process and grooms each student into a responsible and law abiding individual. Our faculty is consistently aiming towards imparting knowledge and promoting intellectual growth. The curriculum ensures that individual needs are catered to and that students have an opportunity to participate in new, varied and stimulating experiences. The success of our students is not only ensured by examination results, but also through involvement in various co-curricular and community services.

The policies and procedures provided in this manual are to make you aware of the rules and regulations that will help our Student and Parent body to better understand the philosophy and ideology of this institution and become an integral part of it. All the policies are governed by the School Board. Rules and regulations contained within this publication are not exhaustive, and the Board reserves the right to address other disciplinary matters as they may arise and act in a fair and equitable manner. The Board also reserves the right to assess rules and regulations from time to time on an individual basis and act accordingly.

MISSION STATEMENT

Learning Alliance and Learning Alliance International is committed to developing the students as a whole, not only the intellect, but also the personality by empowering them to become confident and competent lifelong learners. Our goal is to inspire our students to evolve into responsible, compassionate and dynamic citizens of the global society.



GENERAL POLICIES

Uniform

Learning Alliance has a standard uniform, details of which are available at the school office and on the school's website. Winter and summer uniforms must be worn according to the announced time schedule. Students, when required, must wear the complete and appropriate sports kit to school. The School will not be responsible for the damage to any personal sport equipment.

Students and parents are reminded that attire and appearance of the student should be given the necessary attention. Students should be dressed in appropriately sized and clean school uniforms. Boys should have their shirts tucked in. Long or unkempt hairstyles are not allowed. Pants must not be fastened below the waist. Female students should have their hair smartly tied at the back or a black hairband may be used. Shirts must be at least mid-thigh length or longer. Students are not allowed to wear any jewellery, makeup, nail colour or coloured contact lenses. They are not allowed to dye their hair in any manner including using streaks or using temporary, washable dyes. All parameters of appropriate wear mentioned above are also applicable on Fridays, when students are allowed to come to school in coloured clothes. Furthermore, the dignity of the school uniform must be maintained at all times, on or off campus.

Personal hygiene must be given proper attention. Nails should be trimmed and cleaned regularly. Hair should be free of nits and lice. Unkempt students may be separated and sent home in case hair lice or any other contagious infestation is discovered. Students must wear a clean white vest to avoid sweating and body odor. The school management reserves the right to send home any student who comes to school looking untidy.

Lockers

Personal lockers are assigned to all students from Class VI onwards for safe keeping of books, stationery, sports gear etc. Students are responsible for all items kept in their lockers and are strictly advised not to store items that have been mentioned as prohibited in this Policy Manual. Parents are informed that there will be random checking of lockers and the students will face strict consequences for storing any prohibited items. In case the key of the assigned locker is lost, a new key will be provided upon payment of extra charges.

Lost and Found

Students are responsible for their belongings and the school will not be held responsible for any damage to or loss of items. Lost and found items should be brought to the Administrator's notice. Students who lose articles should inquire in the office to see if the lost item has been turned in. The student/parent will have to sign a retrieval slip. Unclaimed items will be sent to any charitable organization in June at the end of the Academic Year.

School Cafeteria and Snacks

Students may bring a snack to school or, if the facility is available at a particular branch, purchase lunch from the school's catering service. Carbonated drinks and junk food are not allowed. No food or drink other than water is allowed during class time. Students are not permitted to eat in corridors, the library or the laboratories. Each branch has its own cafeteria and canteen facility and students must abide by the rules of each branch accordingly. Students of Class VI and above may bring money to use in the cafeteria at lunchtime. A limit to the amount of money that a student can bring will be set by the School and the parents will be notified accordingly.



Visitors

Parents or any other guests are strictly prohibited from approaching the classroom area without prior permission from the School Office. The school does not entertain any requests for casual visits by any parent. Students are not allowed to bring visitors to school unless prior approval is obtained from the school management.

Only individuals with official business are allowed on campus and should report to the School Office to receive valid permission. All visitors to the school must be appropriately dressed, wear a visitor's badge and must conduct themselves in a decent and courteous manner.

Presents / Gifts to Teachers or Custodial Staff

Giving presents to teachers or individually tipping the custodial staff by students or parents is strictly prohibited. The management reserves the right to take appropriate action. If on any occasion, a parent would like to tip the custodial staff, all items (money, clothes, food etc.) must be deposited with the Accounts Office and a receipt must be obtained. The office will then distribute the items accordingly.

Distribution of Flyers or Literature

Students and parents are not permitted to distribute any printed material, pamphlets or flyers at school unless approved by the School Office.

School Office

The School Office remains open from Monday – Saturday according to the timings communicated to parents. Parents may contact the School Office for general queries via phone, live chat on the Student Portal app, or email at info@learningalliance.edu.pk or alternatively at info.aaleaveldha@learningalliance.edu.pk. All requests for leaving certificates, visa letters, and/or recommendation letters must be made in writing or emailed to the School Office. The School Office may take up to five (5) working days to fulfill such requests.

ATTENDANCE & LEAVE OF ABSENCE POLICY

Regular school attendance is a vital aspect of scholastic achievement. Unnecessary absence and tardiness are not tolerated. Students may only avail casual/sick leave, according to the number of days mentioned below:

- Class A Level (CAIE) – **10 Days during the Academic Year**

Unapproved leave and exceeding the minimum attendance requirement may incur one or more of the following penalties for the students:

- A Rs. 300/day fine included in the tuition fee bill for the next term.
- Students may not be permitted to sit their Final Examinations, receive their Result and/or other official documents withheld.
- Students may have their name struck off the enrollment list.
- In case of withdrawal from the school, the fine will be deducted from the child's security fee.



Leave of Absence Applications

A parent or guardian may apply for leave of absence by sending in a written application. ***Submission of an application does not guarantee approval.***

Approved Leave

- Any leave taken within the annual leave quota allotted to each student.
- Any leave under extraordinary circumstances which has been approved in writing by the school administration.
- Any extra days that exceed the allotted quota will be categorized as Special Considerations, which will need prior approval from the Principal. Please note that leaves taken under Special Considerations may be fined.
- Students requesting leave for Hajj may be given two weeks approved leave after supporting documentation has been submitted.

Special Considerations

- Absence before or after scheduled school or public holidays.
- Family events, immigration or visa purposes.
- Absence during Mid-Year Examinations, Monthly Assessments, or Final Examinations (CAIE stream).

Students who do not attend school on the reopening of school after any holiday, irrespective of any pending casual/sick leave will be levied a fine for the day(s) they remain absent. Please note that the School may relax the attendance policy during unforeseen circumstances pertaining to the whole city/country.

Medical Leave

- Any leave taken for more than one day on medical grounds, supported by a medical certificate.
- The School Board reserves the right to approve or disapprove the credibility of medical documentation provided.

Please note that it is the responsibility of the student to complete all missed class work covered during a leave of absence.

Leaving School Early

As per school policy, A Level students may exit and enter school premises as long as they are not absent from their scheduled on-campus-classes. While this policy allows students to return home between classes; the school cannot limit or take responsibility of students' activities outside of school premises. Any security concerns resulting from an exit from campus are not within the school administration's responsibility or purview.

Sickness during the Day

Any student who feels too ill to continue classes should report to the subject teacher or administrator for immediate assistance, and must then be sent to the doctor for evaluation. Permission to return home may be granted and Parents/Guardians will be duly informed.



SOCIAL MEDIA POLICY

Learning Alliance recognizes that access to technology in or outside school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them to function as responsible and dynamic members of society. We are committed to helping students develop 21st-century technology and communication skills. At the same time, it is also important to ensure that we balance this with our duties towards our school, the community, our legal responsibilities and our reputation.

The school respects privacy and understands that staff and students may use social media forums in their private lives. However, personal communications likely to have a negative impact on professional standards and/or the reputation of another student or the school are within the scope of this policy. Unacceptable conduct includes posting or sharing of content which may be defamatory, discriminatory, offensive or constitutes bullying or harassment or is a breach of data protection or confidentiality. Such unacceptable conduct must be reported as soon as possible to a relevant senior member of staff and may result in disciplinary measures.

Social Networking

The school strongly discourages the use of Social Media during school hours. Photographs of an inappropriate nature must not be taken during any of the school activities, outdoors or within the campus or uploaded on social media or messaging services. Students and parents are not permitted to post photographs of school activities or field trips on social media without prior approval from the Administrative Office due to privacy and security reasons.

Students/parents are strictly prohibited from adding/inviting any of the teaching or/and administrative staff on their personal friends list and vice versa, or to have any communication with the staff via private email, private chat rooms or any form of social networking unless it is through the school's monitored network.

Defamation

We welcome parents/students to contact the School Office with any concerns they might have, as the school aims to resolve them amicably. Therefore, we would appreciate that an individual contacts their respective Vice Principal or school management via the official email address at info@learningalliance.edu.pk, so that these concerns may be addressed fairly and effectively for all concerned.

- Students and parents are advised to approach the School if they wish to file a complaint, prior to posting it on social media. Resorting to online libel is considered as an unacceptable use of social media, and not in the best interest of our students and the school community.
- No complaints can be entertained if the School is not made aware of a concern by the relevant person through the school's official channels.
- Posting defamatory comments regarding the school or members of the school community with no evidentiary basis may result in disciplinary and/or legal consequences.
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community; instances of proven and intentional breach of the above may result in compulsory withdrawal from the school.



- Parents and students using any social media/networking application must, at all times, demonstrate respect for all members of the school community (including all students and staff personnel).
- The school reserves the right to oversee and record a child's internet activity on the school computers.
- Students **aged fourteen (14) years** and under are not permitted to maintain independent social media accounts. This policy reflects our commitment to providing a secure and supportive environment for all members of our school community
- We also advise parents to regulate the internet usage of their child to ensure that they are not involved in any activities that may harm them or go against the decorum and behaviour as stated in the School Policy Manual, which may be subject to disciplinary measures.

FEEDBACK AND SUGGESTIONS

Learning Alliance has an open door policy and a very receptive attitude for all advice and complaints from the parent and student body. You are welcome to send your feedback through e-mail or in writing to the school office. Anonymous letters will not be entertained. The Principals and the entire administration are committed to constantly improving the standards and your participation is valued and appreciated. Your comments will not in any way reflect on your child and will not affect the professional relationship the management would like to maintain with its parent body. However, there is no room for harsh statements or threats by parents to any of the school staff.

Communication with Parents / Guardians

Learning Alliance operates as a community and strong communication with the parent body and vice versa is considered essential. Therefore, it is absolutely necessary that all contact information such as residential address, email and contact numbers are regularly updated with the school office and via the Student Web Portal app.

Our parent body is encouraged to communicate with staff and be open about any concerns they may have. Any aggression or abuse directed towards our staff will not be tolerated. Parents must maintain their composure while interacting with teachers and administrators. Parents are requested to keep the comments they make in the student diary courteous and productive.

Students and Parents are advised to check the Student Web Portal and SMS texts daily. Please note that the SMS services do not receive messages in response. Parents are encouraged to communicate with the school authorities via e-mail at info@learningalliance.edu.pk or through Live Chats on the Student Portal app.

Except in an emergency, students will not be allowed to use the telephones in the office. If need be, messages from parents may be taken and students will be duly informed.



MEDICAL POLICY

The school campus has a full time medical attendant on duty during school hours to deal with minor ailments and first aid. However, the school's priority is always to inform the parents in case a student is unwell or has an accident. If the parents are not contactable, the emergency contact given at the time of admission will be automatically contacted. The school, however, is obliged to report in writing to the person collecting the student with the details of the ailment/injury and the first aid administered.

In any serious medical emergency, the school administration may take upon itself to rush the student to a recognized emergency hospital and contact specialized doctors and or administer life-saving drugs. The hospital bill will be charged to the parents. No student is allowed to come to school with a fever or any contagious disease. Parents should make sure that such incidents do not occur as they jeopardize the health of other students and the whole school community. The school reserves the authority to request for a medical certificate whenever it considers necessary.

Immunisations

The parents or guardians of each child admitted to the school are required to present a certification from a licensed physician once the child has received immunization against diphtheria, tetanus, measles, rubella, German measles, mumps and poliomyelitis, or any other vaccinations which may be mandated by the government.

Immunization against Cholera, Typhoid and Hepatitis A should be boosted (after your doctor's advice) before swimming classes begin in the summer.

SPECIAL NEEDS POLICY IN ACADEMICS

We believe that all students are unique and their individual needs must be considered when we help them to meet or exceed their academic and non-academic potential. In case a child has learning difficulties, behavioral problems or speech & language difficulties; a shadow teacher or assistant for additional support in meeting education standards may be requested from the parents.

Special Needs in Health

Parents are required to inform the School Office in writing regarding any medical condition, diagnosis or any specific health care instructions regarding their child. The school remains concerned about the health and well-being of its students. However, the school cannot be held liable in case of any untoward incident involving a child with any ongoing special medical needs. Teachers and other school personnel have a role to play in supporting students to the best of their abilities. However, they are not trained health care professionals, therefore an assistant for additional support in meeting the child's special medical needs may be requested from parents.



COUNSELLING POLICY

To achieve our goal of educating and grooming students into positive and confident individuals, we believe in giving individualized attention to them. The Student Counseling Department is therefore established to provide extended facilitation to all those who may be in need of it.

School Psychologists

In order to remain vigilant of our student body's mental wellbeing, the school has assigned School Psychologists/Counselors at every branch, available to address any concerns regarding students' mental wellbeing that may arise. Students and parents are encouraged to contact the school authority for assistance in this regard.

The School Psychologists and Counselors may screen or observe students if the need arises. However, this may only be done after informing and receiving a signed consent form from the parents. The school psychologist cannot give out written evaluations. If a complete written evaluation is needed, then such students may be referred to external professionals. Parents are obligated to submit a proper evaluation by a certified psychologist / psychiatrist if the school deems it necessary. Parents must inform the school if they require counseling services for their child.

The Student Counseling Department aims to:

- Intervene early, when students begin to struggle with learning, in order to prevent them from falling behind and developing learning difficulties.
- Validate and enhance the efforts of our faculty members to meet the educational needs of all students.
- Define the structures and systems needed to support all students.

The following measures have been put in place by the school in accordance with their respective Psychologists/Counselors:

- Workshops with students and staff regarding healthy interaction within the school community. Students are encouraged to come out and speak up against any inappropriate behaviour.
- Awareness campaigns regarding appropriate and acceptable behavior. An agenda may be shared with the parents prior to these sessions to clarify any concerns they might have.
- Workshops for parents focused particularly on the well-being of students.

To remain connected, the senior management regularly interact with the student body on campus. The Executive Principal has an open-door policy, which allows direct access for students to discuss any concerns that they have in person, or they may choose to email at info@learningalliance.edu.pk. Emails are received by the centralized information department at the DHA Campus and are forwarded to concerned departments with a follow up to ensure an appropriate response. All emails are confidential and will only be shared with the relevant Head/SVP and the Student Counseling Department.

The Student Counseling Department also reserves the right to request parents to visit a medical professional for an assessment/consultation in case of any observation made about their child's health or behaviour. In such circumstances, parents are obliged to cooperate, have their child assessed and submit the results to the school. Parents' refusal to do so may result in their child receiving a request for compulsory withdrawal.



CAREER COUNSELLORS

The LEARNING ALLIANCE counselling office has a multitargeted approach to counselling.

LEARNING ALLIANCE collaborates with expert third-party counsellors to create a nurturing environment for all students ranging from Class VIII to A-Level.

Our approach across all levels is varied and specific to the age group. From arranging career events to hosting information workshops, to a completely guided university admissions application process.

For younger students the counselling office regularly provides opportunities for co-curricular and other activities that will later help curate a suitable profile for university admissions and that specifically cater to the target programs of the students' choosing. The counselling department also arranges many career events where students have the opportunity to hear lectures from professionals belonging to various backgrounds.

Services included but not limited to:

- Subject selection
- Study Skills
- Exam Taking Skills
- Career Choice
- Personality Assessment
- University Applications
- Admission Tests
- Standardized Tests
- Personal Essays
- Recommendations
- Financial Aid
- CV and Portfolio Development
- Summer Internships and Community Service Programs

CONDUCT POLICY

Students are expected to conduct themselves in a dignified manner and maintain the decorum expected of them at all times, inside or outside school. The school environment is created to develop each student's emotional, psychological and academic growth. Therefore, students must respect the school's conduct policy.

Students charged by a Government law enforcement authority for any offence will be suspended with immediate effect until the School Board receives a clearance certificate from the same authority.

Screening Students

The school reserves the right to spot check bags, lockers, or the person to ensure that students do not bring any prohibited substances or materials that may be used to bully or harass another member of the school community. A Senior Member of staff authorized by the Principal may also carry out an individual search for prohibited items



(respecting the students right to privacy and confidentiality) where there are reasonable grounds for suspecting that a student is in possession of a prohibited item/material. There will always be another senior member of staff present during such a search.

Mobile Phones in School

Students are allowed to bring mobile phones or any related cellular device on campus during school hours. However, the school administration reserves the right to issue a fine of Rs. 5,000 and confiscate any mobile or cellular device –if student is found to be using it during class. Confiscated mobile devices will only be returned by the Head to a parent on depositing of the fine.

Theft

In order to build a school culture characterised by a community-wide valuing of honesty and respect for others' belongings Learning Alliance has implemented this policy. A comprehensive range of strategies have been designed to minimise theft and to deal with it systematically and effectively when it does occur. No theft, which comes to the school's notice, can be ignored. Borrowing without permission or with coercion is theft, including purposely hiding any item for the sake of fun or prank. Any student, who steals, destroys or defaces school property, or the property of another individual located at a school site, will receive prompt and decisive disciplinary action, which may include, but is not limited to, suspension or expulsion. Members of staff will be diligent in reporting any theft or vandalism of which they become aware. Students are encouraged to secure expensive items and parents are apprised of the need to insure belongings.

Cheating

Learning Alliance urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has performed. Cheating is considered an act of dishonesty. It harms the student who is involved and it harms the other students who do not cheat. We, therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student's own initiative. Students caught cheating during tests will not be graded on that particular test. This includes students who allow another student to cheat or copy. Plagiarism from books or the internet is also a serious form of cheating which is forbidden. Students who submit work which is not their own will not be graded, and may result in disciplinary action; however, there must be clear, objective evidence of cheating for this policy to be applied, i.e. cheat sheets, answers on hand, copied tests, copying from another student's test etc.

Bunking Classes / Truancy

Students are expected to attend all scheduled classes during the week. Bunking or truancy is strictly prohibited whether it is missing classes while being present in school or intentional unauthorized absence from compulsory classes. An SMS will be sent to a parent if a student has missed any class. Parents are to take serious note of this and ensure that student's attendance is not compromised at any cost.

Bunking and tardiness will be awarded a penalty or detention by the School Office. Any detention that is meted out will be within the working hours on campus.



Physical/Verbal Altercation

Fighting or causing others to fight is specifically prohibited in school and at all school events, on and off the school campus. Fighting is deemed as taking part in a physical or verbal struggle. Fighting is not an acceptable alternative to dealing with disagreements among students. Students are encouraged to seek help from a counselor, teacher or an administrator if a problem arises. Fighting endangers the health and safety of students and disrupts the proper order of the school. Violation of this regulation will result in suspension or immediate expulsion of the student.

Respect for Diversity

The school has a deep commitment towards providing a safe, secure and tolerant learning environment in which all students feel valued and respected. Therefore, respect and understanding of cultural diversity within the school and its community is actively promoted. Any prejudicial behaviour based on sex, race, colour, religion, ethnicity, culture or socio-economic background is strictly prohibited. The school will take appropriate action to combat any incidents deemed to be prejudicial in nature.

Inappropriate Language

A student's use of profane, obscene or abusive language will not be tolerated whether the communication is written or verbal or a gesture.

Insubordination

Students must demonstrate respect for the school authority. Noncompliance of school rules causes unnecessary disruption to the learning process and will not be tolerated. Students who continually refuse to respond to school guidelines or requests may be subject to disciplinary action according to the policy stated below.

School Property

Vandalism of school property, i.e. destruction or defacement of any school property, including books, supplies, facilities and equipment is strictly prohibited. Should any school property be damaged, the student or the parents/guardians of the responsible student will be contacted to pay for the damaged item. Students must not touch or play with Fire Alarms and Extinguishers unless there is an emergency.

Laboratory Usage

State of the art laboratories for Physics, Chemistry, Biology, Robotics and Food & Nutrition etc. are provided for students. Students should be careful not to damage or vandalize the equipment provided. Any damage will result in a fine. Students are reminded that Laboratories are to be used for the sole purpose of enhancing knowledge and for further research. The following are prohibited:

- Mishandling and damaging any material or equipment.
- Accessing, uploading, downloading, transmitting, printing, displaying, or distributing obscene or explicit material.
- Vandalizing, damaging or disabling the property of a fellow student or teacher.
- Debilitating or disabling systems or networks through the intentional misuse or overuse of electronic distribution or storage space.
- Spreading computer viruses intentionally through the inappropriate use of files or diskettes.



- Using another student's or teacher's password, trespassing in another person's folder, workspace or files.

Public Display of Affection

All students are expected and reminded to show respect for fellow students and staff by avoiding inappropriate displays of affection. Students must behave according to the norms of decency in the school, at field trips or at any other school activity being conducted on or off the campus.

Self-Harm & Restraint

If a student is suspected of harming himself/herself in anyway, the school will seek to do all it can to assist the student. Harming oneself might include cutting or/and bruising or ingesting any sort of toxic material. The school takes in view that such students need professional help. Parents will be promptly informed of any such matter. The school may request a temporary or permanent withdrawal if they feel the student or other students may be in any danger.

DISCIPLINARY POLICY

Learning Alliance maintains a very strict disciplinary policy. The fine line between a student's self-expression, creativity, confidence, joy for learning and discipline is strictly defined. This policy manual clearly states rules and regulations for maintaining an orderly and healthy learning environment. These rules apply to all school activities conducted inside or outside the school premises. Grooming our students into fine young people and instilling in them values and responsibility is an important part of education. Your support and cooperation in this regard is essential.

Please note that the school policy does not permit staff members to use corporal punishment, pass any personal or demeaning /derogatory remarks, or physically or emotionally abuse a student.

Detention

The school promotes a disciplined and respectful learning environment while providing students with opportunities to reflect on their behavior and improve. We strive to inculcate positive behavior among students while maintaining a conducive learning environment.

However, in order to teach students accountability and responsibility for their actions, detention may be assigned to students in Class VI and above for various behavioral and/or academic infractions including, but not limited to, the following:

- Disruptive behavior in class
- Insubordination or disrespect towards teachers or peers
- Cheating or academic dishonesty
- Frequent tardiness or unexcused absences
- Consistent delays in homework and assignment submission

Parents will be informed in writing of the scheduled detention a day in advance, and they will be asked to collect their child 40 minutes after their respective home time. Detention will take place in a designated area of the school, supervised by a staff member.



Suspension

Five disciplinary slips will result in suspension of the student for a day. However, in case of a grave violation of the school rules the Principal/School Board reserves the right to suspend any student without any prior notice or detention. A warning letter will be issued with every suspension.

Compulsory Withdrawal

Learning Alliance considers compulsory withdrawal as a last resort. School policies and regulations notwithstanding, there could be situations where the school is unable to resolve the issue in a manner which is suitable and acceptable to all the stakeholders. Upon issuance of the second and final warning letter, parents will be bound to compulsorily withdraw the student from the school.

In case of extreme misbehavior and misconduct, the Principal/Board reserves the right to expel any student on an immediate basis. There will be no consideration for readmission of an expelled student to the regular school program. In any such situation, the decision of the Principal/School Board will be considered final. No attempt should be made by the parent to influence this decision. Any such attempt by the parent be it in any form will be considered hostile and will be dealt with accordingly.

STUDENT SAFETY POLICY

Policy Objectives

Student Safety Policy aims to ensure that the school environment is safe, welcoming, and conducive to learning so that students fully engage in their academics with a stress-free mind. To establish a secure environment; all stakeholders, including students, school staff, and the parent community should be protected by the Student Safety Policy. With this policy the school hopes to ensure the security of all persons on campus through provision of adequate facilities and maintenance of the building.

Physical Safety Standards

The school employs Special Service Group (SSG) Commandos and trained security guards to provide maximum security to our premises. No weapons are allowed on the school premises. Guards may frisk search gentlemen and drivers. Ladies in hijab may be requested to step aside for identification by a female supervisor. There are surveillance cameras and fire extinguishers installed across each campus. Security guards may request for confirmation of identification and the School Management reserves the right of admission and may decline requests for entry.

Planned evacuation and lockdown drills are conducted with the school staff on Saturdays and surprise drills may be conducted during school hours. All staff members are updated with emergency equipment, first aid procedures and dealing with emergency situations. The school takes extra precautions to ensure the safety and security of all children. However, the management cannot be held responsible for any untoward or unforeseen incident.



RFID Cards / Gate Pass

Students will be issued RFID cards which authorizes students to enter the school premises and also maintain a computerized entry and exit time record. RFID cards are checked while entering and exiting the school premises. No child will be allowed to leave the school premises without proper identification. For students younger than 17 years parents, grandparents, other family members or drivers must always present a valid student ID card to avoid any inconvenience. In case they are not in possession of the student ID card, the school administrator will issue a gate pass for that day after proper verification. The school reserves the right to stop any student from leaving the school premises if the class teacher or a senior member of staff feels that there may be a security concern.

If a student's RFID card is misplaced or lost, they must immediately inform the school office and hand in an application to have a duplicate ID card issued. It is the student's responsibility to monitor the validity period of their RFID card. Upon expiry, they must contact the school office for renewal. The school office must be informed promptly if there are any changes in the address or the telephone numbers on record.

Traffic Rules

Guards, wardens, custodial staff and our school security and emergency policies and procedures are in place for your child's safety. The school requests that you read and adhere to these policies and cooperate with staff so that we may maintain a safe environment for your children.

- Observe traffic flow.
- Wait in a queue to drop your child in front of the assigned school gate.
- If the need arises, park your car along the assigned area only.
- Please note that parking is at owner's risk. The School does not take any responsibility of vehicles parked in the assigned areas.
- Do not blow horns in the vicinity.
- Do not block neighbouring entrances.
- Parents are requested to not come earlier than 10 minutes before the child's scheduled home time.
- Drivers must be strictly instructed to adhere to traffic regulations as directed by the school staff. It is noted that drivers can have little regard for these rules and school guards, such unruly behaviour results in disarray of traffic.
- **No armed guards accompanying students will be allowed to get off their personal vehicles.**
- Do not let children under the age of 12 sit in the front seat.
- Encourage children to wear seat belts.
- Students are not permitted to indulge in under age driving.
- Any aggression or abuse directed to our staff will not be tolerated.
- Please use the zebra crossings where available.
- Illegal underage driving is not permitted, student are encouraged to apply for their Learner permits at the appropriate time, so that they may learn this necessary life skill with appropriate supervision. Students are not permitted to practice near the campus area till a license has been issued.



Pick & Drop to School

All armed guards accompanying students must stay in their cars. Domestic staff or children under the age of 16 are not allowed to enter school premises to pick and drop students.

SMS Alert

In case of an emergency situation, we will inform you via a phone call or our SMS service on your priority number and expect you to follow directions in a calm and organized fashion.

Emergency Equipment & Facilities:

- Fire Extinguishers
- Smoke Detectors
- Shatter proof glass on all windows/doors
- Multiple Staircases
- Steel Ladders in all sunken areas
- Regular, Planned, and Surprise Drills
- Evacuation & Lockdown Drills
- Clearly defined fire exits
- Emergency alarms
- Our staff regularly carries out both evacuation and lockdown drills.

Evacuation

An Evacuation will be carried out in case of fire, earthquake, or an event in which the school building is considered unsafe for people to stay in.

Aim Of Evacuation Drills:

- Evacuation of the building is achieved in a speedy and orderly manner.
- Staff members with designated responsibilities carry out their tasks sensibly.
- Defined escape routes are used according to a practiced plan.
- To promote an attitude of mind whereby everyone will react rationally.

Lockdown

A Lockdown may be implemented when persons with firearms or weapons come near the school campus, fire gunshots occur near the campus, or if there is an incident involving dangerous persons that are in the vicinity of the school.

Aim Of Lockdown Drills

- To make all students rehearse going into the nearest classroom while remaining calm and quiet.
- To make staff members aware that they are accountable for students and to ensure that no one leaves the safe area.
- To train everyone not to leave until clearance is given from the responsible persons that the condition causing the lockdown has been eliminated and it is safe to leave the classroom.



Safe Environment

Appropriate measures are taken by School staff to ensure that all students are adequately cared for and supervised while undertaking both on-campus and off-campus activities, paying special attention to the student's age and type of activities.

- Male custodial staff, male guards, male cleaners are not allowed in the academic building during school hours. Exceptions can be made in emergency situations.
- Male staff members from the administrative departments and teaching fraternity, however, are on campus. However, they are provided regular workshops on code of conduct by the HR Department.
- Students are strictly not to enter restricted areas of the school which are clearly identified and marked.
- Male teachers are strictly prohibited from holding one-on-one meetings with any student, either in their offices or classrooms.

Controlled Substances and Items

Students are forbidden to possess, sell, use or carry tobacco (including electronic cigarettes and vapes)/illegal substances/items in the school, during school activities at any time within or outside school premises. Students are also prohibited to carry anything that poses to be drugs. Students found in possession of or positive for use of any illegal or banned drug and/or in possession of any controlled item will be expelled from school with immediate effect without any room for an appeal process or warning.

Controlled Substances

In line with the school's Conduct Policy, an individual or group of students may be required to take a random drug test if the school deems it necessary (class VI and above). Random testing will be unannounced, date and time for which will be decided by the school. Testing will be done by taking samples of the hair follicles, urine, or blood through a certified laboratory in the presence of one parent or guardian and a senior member of staff. Parents will be notified; in case a student is deemed eligible for random testing. An undertaking must be signed by the parent, giving approval for the drug test. If a parent refuses to sign the undertaking, they will be compelled to withdraw their child.

Test results will remain confidential. However, documentation and reporting of results will be recorded in students' personal files. A follow up test may be required if test results are inconclusive.

Controlled Items

Learning Alliance recognizes weapons as items which could potentially be harmful, and can not only create unacceptable risks of bullying, injury, or death, but also undermine the sanctity of the school. The possession and use of weapons by unauthorized persons in, on, or around the school premises is forbidden. "Weapon" may be, but is not limited to:

- A firearm of any description, including starting pistols, air guns and any type of replica or toy gun.
- Knives, including all variations of bladed objects i.e., pocketknives, craft knives, scissors etc.
- Explosives, including fireworks, aerosol sprays, lighters, matches.



- Laser pens or other objects, even if manufactured for a non-violent purpose but have a potentially violent use.

Mental Health Standards

We aim to nurture self-aware, independent, and empathic students who possess a high adversity quotient and well-balanced emotional regulation. To foster self-reliance and resilience, Learning Alliance ensures an environment, where students are facilitated, accepted, and treated fairly.

The school has a zero-tolerance policy for any inappropriate behavior on school premises or at school-sponsored events, programs, or activities, including those that take place at locations off school premises. Inappropriate behavior includes but is not limited to the following:

Harassment: Behavior that creates a hostile environment, through threats, intimidation, or abuse. Threatening or harassing a student/staff member/parent in any form or manner, whether inside or outside of campus, is against the school rules.

Harassment can consist of verbal, physical or written misconduct. It includes derogatory remarks, demeaning comments or behavior, slurs, name calling, gestures, physical contact, or threats, etc. It also includes actions based on actual or perceived race, appearance, ethnicity, religion, disability, orientation, or gender.

Sexual Harassment: is a conduct that includes verbal or physical advances that are sexual in nature. The School strongly condemns against any such behavior. This form of harassment includes but is not limited to:

- Abusive or lewd language or suggestive jokes in person or online;
- Direct or indirect threats or bribes for unwanted activity in person or online, including insinuating that refusal may affect the victim in a negative way;
- Displaying or sharing any private or suggestive material in person or online;
- Physical contact including assault and/or suggestive touching;
- Inappropriate and objectionable physical proximity between students and staff;

Aggression: Fighting, aggressive behavior or any kind of physical or verbal struggle is not an acceptable alternative to dealing with disagreements. Students are encouraged to seek help from a school psychologist, teacher, or an administrator if a problem arises.

Bullying: A pattern of behavior that creates a hostile environment through threatening or intimidating acts, including treating others cruelly, terrorizing, coercing, habitual putdowns and/or badgering of others that causes physical and emotional harm or induces threats of further aggression. There are many types of bullying, some of which are mentioned below:

- Physical: hitting, kicking, taking or hiding belongings, including money.
- Verbal: name-calling, teasing, insulting, writing unkind notes or text messages, lewd remarks or judgment passed by an individual with regards to someone's mannerisms, religion, and ability or otherwise
- Emotional: being unfriendly, excluding, tormenting or spreading rumors, harassment or prejudice by any student for any reason is strictly prohibited.



- Cyber Bullying: Harassment that takes place online, either through text messages or through other types of electronic communication, including social media.
- Students using any social media/networking app must, always, demonstrate responsibility and respect for the members of the school community (including all students and staff).
- School advises parents to monitor their child's presence online on social media and discourage use of age-inappropriate social networking sites, games and other websites.
- Photographs of various school events, activities and presentations may be posted on personal social websites with caution. Posting of any unnecessary photographs of other students or staff members that may demean or hurt the reputation or sentiments of the person involved, are not allowed. Any offence in this regard will be reprimanded. No such photos are permitted to be sent or printed on the media for public viewing without being individually approved by the school administration.

Discrimination and Racism:

Any act of denying rights or fair treatment to an individual or group of people based on their religion, race, ethnicity, culture, class, social background or category to which that person belongs. Respect and understanding of cultural self-harm within the school and its community is actively promoted. The school takes prejudice very seriously and will take appropriate action to deal any incidents deemed to be racist in nature.

Hazing: Involves acts directed against another for the induction or initiation in any school activity, including teams and clubs, which produce public humiliation, physical or emotional discomfort or injury and/or public ridicule.

REPORTING A VIOLATION OF THE STUDENT PROTECTION POLICY

Complaints and Confidentiality

Concerned parties should be assured that all complaints will be treated with utmost confidentiality and will only be shared on an absolute need-to-know basis. The school will do its best to ensure these concerns are addressed fairly and effectively for all concerned.

Line of Reporting for Students

Parents are encouraged to foster healthy communication with their children. If a student feels, he or she is being harassed and bullied, they must first convey the issue to their parents. If a student experiences an act of bullying and harassment, they must follow the course of action stated below:

- **Administrator/ Head of the Programme:**
If a student wishes to lodge a complaint, they must immediately get in touch with the administrator or directly with the Head of the Programme. All staff members, informed of an incident, are duty bound to report it to the Head of the Programme who may request the student to fill in the incident form and get it signed by the parents. The HOP may also call in the parents for a meeting. HOP may refer the student to the Student Counseling Department if need be.
- **School Board/ Executive Principal:**
In case the matter remains unresolved, the students are at full liberty to write an email to info@learningalliance.edu.pk for the attention of the Executive Principal or the School Board. The



appropriate course of action and the final decision will be given by the Executive Principal or anyone acting on behalf of the Executive Principal. It is imperative for a minor student to be accompanied by the parent at this stage.

Line of Reporting for Parents

If a parent wishes to report an act of bullying and harassment, they must follow the course of action as stated below:

- **Administrator/ Head of the Programme:**

If a parent(s) wishes to lodge a complaint, they must get in touch with the School Administrator for an appointment with the Head of the Programme. Parents may be asked to fill in a complaint/Incident form at this point.

- **School Board / Executive Principal:**

In case the matter remains unresolved, the parents are at full liberty to write an email to info@learningalliance.edu.pk for the attention of the Executive Principal or the School Board. The appropriate course of action and the final decision will be given by the Executive Principal or anyone acting on behalf of the Executive Principal. It is imperative for a minor student to be accompanied by a parent or guardian at this stage.

Parent-Student-Staff Relationship

We are committed to fostering an environment that promotes academic and professional success in our students and teachers at all levels. Staff, students and parents bear significant responsibility to exhibit mutually respectful behavior. The school demands a specified code of conduct to be observed by students, parents, and staff during their interaction with each other within or outside school premises. All rules and regulations set by the school authorities must be followed to avoid a situation where any member of the school community feels unsafe.

- Our staff of Learning Alliance is bound by their contract to maintain cordial and respectful relationship with students and parents. In the same spirit, parents are also requested to conduct themselves appropriately with the staff, other students and parents. However, if there is any complaint, parents are expected to communicate their grievances to school administration. All school community members are to refrain from using abusive and lewd language, threats, and suggestive jokes.
- All telephone calls and meetings between parents and the school management (online/on campus) may be recorded for quality purposes.
- School prohibits students and parent from offering gifts to staff members.
- School prohibits intentional damage to personal belongings of any of the staff members or students.
- Parents are not allowed to enter the academic blocks/classrooms without prior permission.

Policy Outcome

- The school will enforce strict disciplinary measures if the School Policy is violated.
- These measures may include a warning or even a compulsory withdrawal or termination from the school, depending on the gravity of the issue at hand.



- In a case where the incident does not warrant an expulsion, the school will take the required measures necessary in the form of a verbal /written warning. The school will also ensure that restorative measures are placed to ensure that these incidents do not take place moving forward.
- If parents permit, students can be referred to the Student Counseling Department if they are undergoing any distress owing to the situation.
- The school expects students, parent(s) and staff to respect the decision taken by the Executive Principal and School Board.
- The School Administration reserves the right to advise students on their civic and social responsibility even outside the school premises.
- The school reserves the right to inform/call for the law enforcement agencies if the security of the staff or other students is being threatened.

Allegations

An allegation is defined as ‘a claim or assertion that someone has done something illegal or wrong, and is typically made without proof’. Allegations often result in immediate suspension pending an investigation.

While the school has put procedures in place to provide effective protection for the student reporting a concern or complaint during the investigation, it must also be noted that support may also be provided to the person who is the subject of the allegation until the complaint has been fully investigated. All allegations will be dealt with professionally, however, any attempt to make a deceitful false allegation by a parent, student, or teacher, will also be dealt with seriously and could result in disciplinary measures.

ACADEMIC POLICY

The curriculum at Learning Alliance has been developed and is regularly updated by the Academic Board. Students are offered the Cambridge International Examination Board as well as select classes in the Preparatory Stream for Aitchison College. Career Counseling and planning for university placements begins from Class VIII. This is conducted by highly qualified professionals and students are counseled based on their aptitude and aspirations.

Inter Branch or Transfer to the CAIE/IB Stream

Inter branch transfers or transfers to the CAIE stream may be requested by completing a Transfer Request form before the term ends in June for the new academic year beginning in August. Transfers are made against vacant seats only.

Students transferring to a different stream will have to take a test and sit for an interview to determine whether the transfer can be approved.



Cambridge Assessment International Examinations Board

Learning Alliance is certified by the Cambridge Assessment International Examinations (CAIE) Board to conduct and supervise O Level, AS and A Level Examinations. The faculty for teaching this program comprises experienced and qualified personnel. The faculty members attend regular training sessions held by the Cambridge Syndicate.

CLASS AS / A Level

Tests & Assessments

AS and A Level students are assessed every month through assignments, class presentations and class quizzes. There is no fixed assessment schedule for monthly assessments, however the assessment reports are uploaded on the last Friday of the months below:

AS Level - A1	A Level – A2
-	August
September	September
November	November
December	December
January (Send-Up Exam)	January (Send-Up Exam)
February	February
March (Mock Exam)	March (Mock Exam)

**Schedule may be subject to change due change in CAIE Examinations dates*

SEND-UP EXAMINATIONS

Send-Up Examinations are conducted in January. The Send Up examination results are part of the student transcripts for university and include 20 per cent of the Monthly Assessment grade. The Send-Up Examination schedule and report uploading dates are communicated to both students and parents.

MOCK EXAMINATIONS

Mock Examinations are conducted at the March. This Examination is the final mock testing environment before students take their Cambridge Assessment International Education AS and A Level Examinations in May/June. The Mock Examination schedule and report uploading dates are communicated to both students and parents.

EXAMINATION POLICY

- The minimum passing percentage in any subject is 45%. All Examinations and Assessments are important; as the result is reflected in School Transcripts submitted to universities during the students' college admission cycle.



- New students offered conditional admission will be bound by the undertaking signed at the time of admission.
- A student, who is already above the age requirement of his class, may be asked to leave if he/she fails once.
- Please note that all Examination papers and answer sheets are sent home once the result process has been completed.
- Absence during Send-Up or Mock Examinations will be marked as absent.
- Absence due to illness, provided a medical certificate is sent to the school will be marked as AL in the report.
- Absence during examinations will only be acceptable in case of extreme extenuating emergency, to be decided by the Examination Board on the basis of evidence submitted by the parents and student.
- The Academic Board of Learning Alliance has the right to review examination policies and the decision of the Board will be final.
- The Examination Board of Learning Alliance has the right to review examination policies and the decision of the examination board will be final.

Private Tuitions

Students of Learning Alliance are strictly forbidden to attend any tuition programme. The Academic Board may, however, grant permission to do so in special cases. A parent must request for this in writing and a written permission must be obtained from the school office.

Home Assignments

Students of Learning Alliance are expected to complete all home assignments and projects on time. Students are advised to ensure that a daily routine for study and reading is maintained. Students must be encouraged to work on their home assignments independently. Group studies can be beneficial from class VIII upwards. The class teacher may reprimand a student on their missed home assignments.

Parent Teacher Meetings

Parent teacher meetings are held twice in an academic year. Notices indicating the time and date are sent by the school office a few days prior to the meeting. Parents are expected to attend these meetings regularly and punctuality is absolutely essential. The parent's participation in these meetings, plays an important role in the development and progress of any student. The Principal/Vice Principal can advise parents who tend to ignore their responsibility towards their children. These meetings are an integral part of the school program. The Board may resort to extreme measures in case of a parent's complete unsupportive attitude. Please remember that the process of education cannot be complete without full coordination between the school, the parent and the student.

Parent Teacher Communication

The school allows a reasonable amount of parent teacher communication on a regular basis. However, this must be done with a prior appointment. Parents may request a meeting with the teacher anytime during an academic year. Such a request should be in writing and must not be within two weeks before or after a scheduled parent teacher meeting. In case of any urgent matter a parent may contact the school office, during office hours either



in person or by telephone/email. Parents are requested not to contact any member of the faculty other than through the school administration. All telephone calls and meetings between parents and the school management (online/on campus) may be recorded for quality purposes. Parents are not permitted to record conversations with school management, whether in person, or via video or phone call.

Parents are also subscribed to the School WhatsApp Group. The School Administrator of the Programme is Group Admin. At least one parent must remain subscribed to this official group so that quick and easy communication can take place in times of emergency. The Student Web Portal and email remain the primary mode of communication for parents for leave/attendance and other subjective concerns.

CO-CURRICULAR ACTIVITIES POLICY

The school has various mandatory and optional extra and co-curricular activities. It is compulsory for all students to attend mandatory activities. There is a wide range of optional activities which all parents must encourage their children to participate in. Students should explore all vistas of learning and must not limit themselves just to academics in order to become well rounded individuals.

Activity Clubs and Societies

There are a number of activity clubs and societies at Learning Alliance. Students of class VI upwards are required to participate in and become members of at least two clubs/societies of their choice. Parents are also requested to motivate their children in this regard. These activities are not only good for physical and mental growth, but also instill the importance of teamwork, ethics and sportsman spirit. These clubs and societies may operate after school and on Saturday/Sunday. The rules and regulations set specifically for each club/ society must be strictly adhered to.

Community Services

The Learning Alliance Community Services (LACS) encourages students to be involved in community services and social work. This may mean helping out and playing an active role in improving the society in general, whether it is through planting trees, cleaning up communities, helping victims of natural disasters or raising funds through organizing events. This aspect of a student while in Learning Alliance is considered very important not only to develop compassion but also towards university admissions. All students from class VI upwards are expected to participate in such activities.

FEE RULES & REGULATIONS

- All dues, except the Security Deposit, once paid are non-refundable.
- Fee for the full payment term is charged at the time of admission, irrespective of the month of admission.
- Fee must be paid for the full term irrespective of absence or early withdrawal.
- Fee must be deposited as per the fee bill issued and on the dates mentioned on the fee bill.
- Fee bills are usually sent to parents through the student, at least fifteen days before the due date. It is the parent's responsibility to inform the Accounts Office in case the bill has not been received. In this case, parents must obtain a duplicate bill from the Accounts Office, and the payment dates shall remain as originally allotted.



- In the event that fee is not paid, the school management reserves the right to disqualify a student from sitting examinations, withhold the progress / examination result or take the student off school rolls.
- “Fee” includes the Tuition Fee, Utilities and Amenities.
- Charges for all External Examinations, External Teaching Programmes, School Events, Field Trips, Photographs, School Magazine, Year Book, Syllabus Books, Exercise Copies, Stationery, Colaboratory, Sports Club, Music Club and fines will be levied as / when required. Charges for Computer Laboratory, Science Laboratories, Food & Nutrition Laboratory and Art Studio will be included in fee bills of O Level students as per their subject choice.
- Late payment fines are payable without concession. After the last date of payment, a fine of Rs. 300/- per day will be charged. Not receiving the fee bill is not considered adequate reason for delayed payment. Nonpayment may result in the cancellation of admission / enrollment.
- If a child is absent without taking official approved leave, in writing, for a period of two weeks or more, he / she will be deemed to have left school and will have to undergo the complete re-admission procedure upon return.
- A 50% discount in tuition fee applies to the fourth sibling and further, in order of birth. Siblings must share one or both parents. This discount is not available to family members outside the sibling relationship, such as cousins and other relatives.
- An amount of Rs. 100,000/- will be charged as “Security Refundable (Additional)” to all Aitchison applicants for the year they are to apply for the Entrance Examination. This amount will be adjusted in the last fee term of the same Academic Year. Fee for the full Academic year will be charged to all Aitchison applicants irrespective of the month of Aitchison Entrance Examination. In the event that any fee remains unpaid, Learning Alliance will be unable to complete, stamp or submit the Aitchison College ‘Attestation Form’.
- Students appearing for the CAIE O/A Level examination, must pay fee for full academic year by 28th February, for the year they appear in the above mentioned examination.
- In case of withdrawal, a written application must be officially received by the School Office.
- The Security amount may be used for running expenditure; however, this amount will be refunded at the time of withdrawal.
- The difference in security, paid at the time of your child’s admission and the current security, will be charged in your child’s 1st term bill for the next academic year.
- Security Refund and School Leaving Certificate will be granted only if:
 - a. Full fee for the term during which the pupil leaves has been paid;
 - b. The parent has completed and submitted all withdrawal documents at least one month before the end of last paid fee term;
 - c. All outstanding fee and fines including any damage to school property have been paid in full;
 - d. The refund is claimed within six months from the date of withdrawal;
- The Security amount will be refunded within three months after the application is received



Fee Bill Schedule in an Academic Year:

Tentative	Billing Date	Tentative Due Date
1st term	August & September	24th July
2nd term	October, November & December	5th October
3rd term	January, February & March	5th January
4th term	April, May, June & July	15th March

There will be an annual increase in the school fee structure in the month of August and that Income Tax will be levied as per Income Tax Ordinance 2001 and rules applicable thereto. The management reserves the right to amend the fee structure and subsequent regulations as and when required.

SCHOOL COUNCIL

The school has formulated a School Council, according to the guidelines provided by the Government of Punjab. The structure of the School Council comprises of 7 members in total, which include:

- Chairperson/Principal
- 2 members of the faculty
- 3 members of the parent body
- 1 general member (to be nominated by the Registering Authority)

Members of the School Council are instated at their positions for a period of 2 years.

The School Council is established to discuss the following aspects of the school in monthly meetings:

- General Concerns from members of School Community
- Student Safety
- Cafeteria & Uniform Facilities
- Student Activities (Academic & Co-curricular)
- Medical Services and Ensuring Hygiene

Parents wishing to be a part of the next School Council may fill out the Member Form at the following link:

<https://forms.gle/3zJBv1wHmPn4FTYJA>