



**LEARNING ALLIANCE  
INTERNATIONAL**

**IB PYP - DP  
POLICY MANUAL**

[www.lainternational.edu.pk](http://www.lainternational.edu.pk)



## LEARNING ALLIANCE INTERNATIONAL

### IB WORLD SCHOOL

PYP - MYP - DP

### Student Hand Book & Policy Manual

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### IB MISSION STATEMENT

*The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

### LAI MISSION STATEMENT

*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.*

**Learning Alliance International** is a co-educational, IB World School. offering Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). Student development, whether academic or behavioural, is an essential component of the school's education model. LAI academic programme is rigorous and challenging and all students are expected to perform at their optimum best. The Principal, IB Head, Coordinators, and teachers of these programmes are trained and will continue to develop professionally through online as well as overseas training conducted by the International Baccalaureate Professional Development Team. Strict parameters are drawn to ensure that all members of the school community interact in a healthy and progressive manner.

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.



## GENERAL POLICIES

### ***Uniform***

Learning Alliance International has a standard uniform, details of which are available at the school office and on the school's website. Winter and summer uniforms have to 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 of 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 properly 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. Students are not allowed to wear any jewellery, makeup, nail colour or coloured contact lenses. Female students should have their hair smartly tied at the back or a black hairband may be used. Students are not allowed to dye their hair in any manner including using streaks or using temporary, washable dyes. Furthermore, 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.

Students who are representing Learning Alliance in various events or field trips should ensure that they dress modestly and appropriately, even when not in uniform. It is important to maintain a professional and modest appearance, reflecting the values of the school.

### ***School Bags and Water Bottles***

Students are expected to carry the authorized school bag and sports kit only. School policy also strictly prohibits students from carrying heavy backpacks. Students must make an effort to arrange their bags according to their timetable, and if allocated, make it a point to use their personal lockers to store books and copies.

For students' safety, Class I to V are only allowed to bring refillable water bottles with a **non-metal** and **non-glass** outer shell.

Parents must ensure that student belongings are free of any inappropriate text, images, stickers, or keychains.

### ***Lockers***

Personal lockers are assigned to all students from MYP I to DP II and in class personal cubbies for PYP I to V 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.



### ***Books & Stationery***

All books, stationery and other resource materials are provided by the school. The cost of these materials is added to the fee bill. However, senior students may be asked to bring pens, geometry boxes, calculators etc. MYP III, IV, V and DP students are allowed to bring their personal laptops to school.

### ***Smart Boards***

Smartboards have been installed in every classroom. Students are not allowed to use the Smartboard in the absence of the teacher.

### ***Resource Room / Library***

Each IB programme has its exclusive resource room stocked with a wide range of reference books and are equipped with the latest computers, smart boards, and broadband Wi-Fi connection. Besides attending the Design, Film/Media, ICT classes in the Resource Rooms, students regularly use the resources in these rooms to carry out research and complete projects and assignments. There are IB trained Resource Coordinators assigned to these rooms to facilitate the students in their research work. Students are encouraged to sign out books and return them in the same condition. Please note in case of loss or damage to any resource signed out, students will be requested to replace it.

### ***School Cafeteria and Snacks***

The LAI Campus has a fully operational cafeteria facility. Students may bring a snack to school or purchase lunch from the school's cafeteria. 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. and students must abide by the rules of each branch accordingly.

Parents of students in PYP may purchase lunch coupons for the cafeteria from the Administrative Office, PYP students are not allowed to bring in money to purchase food items.

Students of MYP I 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 Custodian Staff***

Giving presents to teachers or individually tipping the custodian staff by students or parents is strictly prohibited. The administration/management reserves the right to take appropriate action. If on any occasion, a parent would like to tip the custodian 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.

### ***Birthdays in School***

Students of class PYP I – V may come to school dressed in coloured clothes to celebrate their birthdays with their class fellows in school. The school guidelines permit only a birthday cake to be brought from outside. No giveaways



or other food items will be allowed. The class teacher and the School Office must be informed in writing at least two days in advance. Birthday invites for parties to be held off campus may be distributed in the classroom. However, the school will not share contact numbers of other parents for purposes of birthday party invitations. The school bears no responsibility for negative occurrences at private social events conducted off-campus. New sops may be followed in the pandemic.

#### ***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](mailto:info@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:

- PYP I – III – **12 Days during the Academic Year**
- PYP IV – V – **10 Days during the Academic Year**
- MYP I – V – **10 Days during the Academic Year**
- DP I - II – **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 (MYP & DP), 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 Term Assessments or Final Examinations (MYP & DP).

***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 Administration/management reserves the right to approve or disapprove the credibility of medical documentation provided.

It is the responsibility of a parent/student to complete all missed class work covered during a leave of absence. A Weekly Overview of classwork and homework is uploaded to the Student Web Portal every Friday. Parents may take an appointment with the respective Programme administrator to collect homework books and copies.

#### ***Leaving School Early***

Students are not allowed to leave school before home time. In case of an emergency the school office must be contacted and a gate pass obtained. Visits to doctors and dentists should be scheduled outside school hours.

#### ***Sickness During The Day***

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

### **SOCIAL MEDIA POLICY**

Learning Alliance International 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, and 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 any student from class PYP I - V and MYP I - II to create accounts on any social networking websites which allow the posting and sharing of comments, videos and pictures such as Facebook,



Twitter, Instagram etc. 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 Programme Coordinator or the school management via the official email address at [info@learningalliance.edu.pk](mailto: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 overlook 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 International 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 IB Head/Principal 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 International 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 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/feedback forms courteous and productive.

Parents are advised to check their child's 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](mailto: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 as Covid19 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.

*\*Please refer to the LAI Special Needs Policy / Inclusion policy for more details.*

## COUNSELLING POLICY

Learning Alliance International, believes that all learners have unique needs that should be considered in order to help them meet or exceed their academic and non-academic potential.

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.

LAI endeavors to apply approaches and support systems that address the individual needs and varied learning styles of students, including those identified with special needs (special education, gifted and talented) so that they can be fully integrated and included in learning of the programme.

Students with Special Education Needs (SEN) will be entertained only with an assessment report from a certified psychologist/psychiatrist. In case there is no report, the Principal/IB Head has the authority to inform the parents to have the child assessed. ***(Reference: Registration and Admission procedure Manual)***. All students who are referred, or who are suspected of having special needs, are subsequently assessed, the data collected provides a profile of the students and helps to diagnose their particular needs. With the help of this information, the relevant stakeholders work collaboratively with the respective Programme Coordinator to determine what strategies can be implemented to best address each student's individual needs.

A database of the names of students recognised as needing support or having special needs is maintained. This includes anecdotal and test results, which may be used to support the planning of their learning spectrum. Relevant information is routinely disseminated to classroom teachers, the Programme Coordinator, the parents and any other person involved in the academic learning of the student. Regular meetings and case conferences are held with the IB Head/Principal, Programme Coordinator, School Counseling Department, Homeroom/Subject teachers, parents and EA and Shadow teachers in order to address the specific needs of the identified students.



### ***School Psychologists***

In order to remain vigilant of our student body's mental wellbeing, the school has assigned School Psychologists/Counselors on campus, available to address any concerns regarding students' mental wellbeing that may arise. Students and parents are encouraged to contact the programme administration 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 interacts with the student body on campus. The IB Head/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](mailto:info@learningalliance.edu.pk). All emails are received by the centralized information department at the DHA Campus and are forwarded to concerned Programmes with a follow up to ensure an appropriate response. All emails are confidential and will only be shared with the relevant Programme Coordinator, the Student Counseling Department and the IB Head/Principal.

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 INTERNATIONAL counselling office has a multitargeted approach to counselling.

LEARNING ALLIANCE INTERNATIONAL collaborates with expert third-party counsellors to create a nurturing environment for all students ranging from Class MYP III till DP II.

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.

The School makes every effort to inculcate good values and presentation in students and encourage them to become exemplary citizens. A significant part of that is maintaining the Dress Code not only during school events, but also when representing the school on field trips and external competitions. Students must ensure that they are dressed modestly, in properly sized and clean clothing. Their hair must not be unkempt, and they should refrain from wearing any jewellery, makeup, nail colour or coloured contact lenses.

### ***Screening Pupils***

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 IB Head/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***

Except DP I and DP II, all PYP and MYP students are strictly prohibited from bringing mobile phones or any related cellular device on campus during school hours. The school administration reserves the right to issue a fine of Rs. 5,000 and confiscate any mobile or cellular device – switched on or off - found in possession of or belonging to a student for two weeks. Confiscated mobile devices will only be returned by the Programme Coordinator 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 International 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.

### ***Academic Honesty***

Learning Alliance International 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 mandatory 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.

### ***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, Design, 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 any way, 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 International 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 MYP I 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 respective coordinator/Principal 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 International 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. For students of Class PYP I – MYP V, parents are sent two written warnings prior to a final withdrawal request, whereas in DP, only one written warning is sent prior to a request for compulsory withdrawal. Upon issuance of the 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 can not 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. 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 child's student ID card is misplaced or lost, the parent must immediately inform the school office and hand in an application to have a duplicate ID card issued. It is the parent's responsibility to monitor the validity period of their child's card. Upon expiry, you 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, custodian 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 the owner's risk. The School does not take any responsibility for 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.

#### ***Pick & Drop to School***

We do not recommend sending your child with domestic staff. We encourage you to pick and drop your child personally, however, if you are unable to then we strongly recommend the involvement of grandparents or other family members to provide such support. All armed guards accompanying children 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.

Students of Class PYP I to MYP V may only be picked up from school by a guardian or driver who has a valid School ID card for the student. They may not use taxi services or public transportation to travel to and from campus unless they are accompanied by a parent or family member who is over the age of 18.

Driving to school without a valid driver's license is strictly prohibited. Students caught doing so will be denied entry to the school. This rule exists because driving without a license is not only against the law, but also endangers the safety of the driver, passengers, and other road users.

#### ***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 custodian 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.



### ***Drug Testing:***

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 (MYP I 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.

### ***Firearms and Weapons:***

Learning Alliance International 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., pocket knives, 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 International 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 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 put downs 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 with 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:

- **Teacher/Coordinator/Principal:**

If a student wishes to lodge a complaint, they must immediately get in touch with any teacher/Coordinator or directly with the Principal. All staff members, informed of an incident, are duty bound to report it to the Teacher/Coordinator/Principal who may request the student to fill in the incident form and get it signed by the parents. The Teacher/Coordinator/Principal may also call the parents for a meeting. The Teacher/Coordinator/Principal can 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](mailto: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:

- **Teacher/Coordinator/Principal:**

If a parent(s) wishes to lodge a complaint, they must get in touch with the School Administrator for an appointment with the Teacher/Coordinator/Principal. 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](mailto: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 at Learning Alliance International is bound by their contract to maintain cordial and respectful relationships 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 parents 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 International has been developed and is regularly updated by the Academic/Curriculum Board. Students are offered the International Baccalaureate Primary Years, Middle Years & Diploma Programme. Career Counseling and planning for university placements begins from Class MYP III. This is conducted by highly qualified professionals and students are counseled based on their aptitude and aspirations.

#### ***Transfer to the CAIE Branch***

Transfers to the CAIE branch 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 branch will have to take a test and sit for an interview to determine whether the transfer can be approved.



## PRIMARY YEARS PROGRAMME

### **PYP I – PYP V**

International Baccalaureate Primary Years Programme encourages facilitators to assess children as and when required on a diverse set of tasks to check understanding of concepts from a variety of perspectives.

#### ***Transdisciplinary Themes***

The International Baccalaureate® (IB) Primary Years Programme (PYP) is underpinned by six transdisciplinary themes during the Academic Session around which learning is planned.

**(August - November)**

- 1. Who we are**
- 2. Where we are in place and time**

**(November - February)**

- 3. How we express ourselves**
- 4. How we organise ourselves**

**(February - May)**

- 5. How the world works**
- 6. Sharing the planet**

- Continuous assessment is an integral part of teaching. The use of assessment to judge the effectiveness of both teaching and learning processes is essential to allow teachers and students to identify their strengths and weaknesses and the effectiveness of the programme.
- The students are clear about the purpose and means of assessment and information about the purpose and format of summative assessment tasks is communicated to students and parents.

#### ***Strategies***

The following methods cover a broad range of approaches, from the more subjective and intuitive to the more objective and scientific. They provide a range of approaches and therefore aim to provide a balanced view of the child's learning.

#### ***Observations***

All children are observed often and regularly, with the teacher focusing on a varying level, from macro to micro observation of the whole class to one child and also from a non-participant observation to participant observation, such as peer assessment.

#### ***Portfolios***

Portfolios are collections of students' work that are designed to demonstrate successes, growth, higher order thinking, creativity and reflection. A portfolio should be thought of as an exhibition of an active mind at work. All PYP portfolios, which include examples of self, peer and teacher reflections, are maintained and managed on managebac now. They may be displayed on exhibitions or at Student-led/Parent Teacher Conferences.

#### ***Open-ended Tasks***

These are situations in which children are presented with a stimulus and asked to communicate an original response. The answer might be a brief written answer, a drawing, a diagram or a solution.





### ***Selected Responses***

Process-focused assessments are single occasion, one-dimensional exercises such as tests, quizzes and examinations. The students' skills are observed regularly and the observations are met.

### ***Performance Assessments***

These are assessments of goal-directed tasks with established criteria that are authentic challenges and problems. There are numerous approaches to the challenges/problems that require the use of many skills and there is rarely only one correct response. Audio, video and narrative records are often useful for this kind of assessment. Taken together, the assessment strategies form the basis of a comprehensive approach to assessment.

Whatever strategy is used, self and peer reflections are seen as an important stage in the learning process, with input by the teachers as well as the parents. Peer reflections include reflections completed by students at different grade levels, and teacher reflections include those completed by teachers other than the homeroom or subject teacher.

### ***How We Assess***

#### **Assessments tools:**

- Self, Teacher and Peer assessment
- Anecdotal records
- Student-teacher negotiated rubrics
- Observation
- Classroom displays
- Student checklists
- Artistic responses, including art, drama, songs and poetry
- Tests and quizzes
- Portfolios
- Performances
- Collaborative work
- Written work, e.g. creative writing, essays or journals
- Reading records
- Conferencing
- Student-led conferences
- Benchmark tests
- Oral presentation /debate
- Homework
- Video /photography
- Exhibitions

### ***Missed Classwork & Homework***

#### **PYP I:**

For leaves extending more than one day, parents of class PYP I students are to submit a medical certificate at the school office and drop off bags, latest by 9:00 a.m. for the teacher to send homework books and copies home. Please note that the school office will not be able to accept school bags if a student of class I has been absent for one day only.



### **PYP II – V:**

In case of absence, parents are responsible for ensuring that their child completes all missed work. School bags are not accepted in the school office for students in class PYP II and onward. Weekly Overview, covering classwork and homework, is uploaded to the web portal every Friday. Parents may make an appointment with the PYP Coordinator to collect homework books and copies.

### ***Classwork, Homework and Missed Work***

All assignments done in class and homework are put up on Google Classrooms, Managebac and a weekly curriculum overview is uploaded to the student portal every Friday for parental viewing. In case of absence, parents are responsible for ensuring that their child completes all missed work. In case further assistance is required, parents may make an appointment with the PYP Coordinator.

### ***The Exhibition***

Students who are in their final year of the Primary Years Programme (PYP-V) are expected to carry out an extended, collaborative inquiry project, known as the Exhibition, under the guidance of their teachers. They are given considerable flexibility in their choice of real life issues or problems to be explored or investigated in the exhibition. The exhibition is a culminating experience marking the transition from PYP to MYP. It provides an opportunity for students to exhibit the attributes of the Learner Profile that have been developing throughout their engagement with the programme. The exhibition is the culmination of the five year learning and sharing of a PYP student.

### ***IB PYP Completion.***

Successful completion of the IB PYP Exhibition is the natural gateway to the IB Middle Years Programme.

## **MIDDLE YEARS PROGRAMME**

### **MYP I – MYP V**

### ***Academic Honesty***

Students are expected to display academic honesty and submit original and authentic work to the facilitators. All submissions must be completed by the student him/herself and must not be copied from the internet or from a fellow or previous student. Each source of research must be cited properly and responsibly. In case of non-compliance for the first time, a letter of warning will be sent to the parents. However, repeated non-compliance may lead to a grade zero on the assignment or even a failure in the subject.

### ***Student Conduct in Accordance with IB Learner Profile***

Students are expected to display the highest standards of conduct in their behaviour both inside and outside school. LAI MYP places immense importance on good conduct and encourages all its students to adopt the ten IB Learner Profile attributes: Principled, Reflective, Open Minded, Balanced, Risk Taker, Knowledgeable, Caring, Inquirer, Communicator, and Thinker. All throughout the academic year, students will be observed and given feedback by their facilitators on their conduct and display of Learner Profile attributes.

The optional MYP eAssessment provides external evaluation for students in MYP V (15–16 years old) that leads to the internationally recognized IB MYP certificate. Learning Alliance International students have been taking their IB MYP eAssessments since May/June 2017. Along with these assessments, the students appear for three Cambridge Assessment International Examinations (Islamiyat, Pakistan Studies and Urdu) in the beginning of MYP V (October - November session) to meet the state requirements of college admissions. These three examinations make the students eligible for an equivalence from the IBCC (Inter board Committee of Chairmen) - a body of Ministry of Education, Pakistan - to get into professional local colleges/universities especially the



Medical colleges.

### ***Reporting Periods / Parent Teacher Meetings***

**Learning Alliance International** MYP has two reporting periods throughout the school year with reports being shared with parents and students in December and June. Final results for the subjects will be assessed at the end of the school year and will appear on the Final Report in June. However, MYP parents may discuss their child's progress with their teachers at the Student Led/Parent Teacher Conferences held thrice in a year.

### ***Awards & Recognition***

Near the end of the academic year, students who display outstanding commitment to academics, athletics, community service or Learner Profile attributes, are awarded and recognized in front of parents, peers and the faculty.

### ***Moderation of Student Work***

The IB Team may opt to send the work of students of any MYP level to the IB Board for moderation to international standards. Therefore, all notebooks, portfolios, folders, videos, photographs, projects, models etc. must be maintained in presentable condition by the students and if required, to be submitted to the class teacher at the end of each academic year after the final assessments take place in June.

### ***How We Assess***

1. **Internal Assessment:** Tools and strategies that teachers use in school to judge students' achievement levels. Every academic year is divided into two terms and at the end of each term these assessments will take place.
2. **Formative Assessment:** Tasks carried out on a regular basis that direct student behavior and help them develop necessary skills required to perform in summative assessments. These tasks are continuously added to the learning process, depending on the teacher's judgement of student engagement.
3. **Summative Assessment:** Every discipline in every subject group has a task at the end of every unit. This task focuses on a subject specific assessment criteria to evaluate student performance.

The above mentioned assessments are all connected so that the teachers can use sound judgement and feedback, from time to time, to develop student skills in accordance with the IB assessment expectations and practices.

### ***Community Service***

Community Service (CS) is a fundamental part of the IB MYP and gives importance to life outside school, providing a refreshing counter balance to academic studies. CS is woven into the curriculum and each student must participate actively to stay in touch with the issues around the local community and become a contributing member of society. This may mean helping out and playing an active role in improving society in general, whether it is through planting trees, cleaning up communities, helping victims of natural disasters or raising funds through organizing events.

The Learning Alliance International Community Services (LACS) encourages students to be involved in community services and social work. This aspect of a student is considered very important not only to develop compassion but also towards university admissions. All students from MYP I upwards are expected to participate in such

### ***Life Skills***

One lesson of Life skills each week is allotted to students to learn a handy life skill. These skills may be acquired in school from a facilitator or an external expert invited to the school. In some cases, the students may be taken to a workshop or site outside school to enhance their learning. Each time students are taken outside the school premises, parents' permission will be taken in writing.



### ***After School Clubs***

A wide range of after school activities are designed for the students including Horse Riding, Chess, Archery, Taekwondo, Debates, Sports, Gymnastics and Calligraphy. These clubs may be charged a nominal fee.

### ***Student Council***

The LAI Student Council is a group of elected and volunteer students working together with an advisor within the framework of a constitution or bylaws (refer to the LAI constitution document) to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student/faculty/community relations.

### ***Language Acquisition***

The mastery of essential language skills – reading, writing, listening, speaking, viewing and presenting – is a vital part of a student's overall development. The importance of students becoming culturally and linguistically proficient in a second language (Language Acquisition) is recognized, and all students receive instruction in either Urdu/French, in their respective lessons. In realizing that not every student will reach the same level of language proficiency at the same time, a continuum of Language Acquisition courses is offered that meet both the academic as well as social needs of all learners in order for them to achieve their utmost potential. Language Acquisition courses are assessed using the modified Language Acquisition Assessment Criteria.

### ***LANGUAGE ACQUISITION (Urdu /French) and/or CAIE Urdu***

In order to get the Equivalence Certificate - that is mandatory to gain admissions in local colleges/Universities, especially the State Medical colleges - the National Curriculum requirement by the Ministry of Education, Pakistan is to take the CAIE Pak.Studies , Islamiyat and Urdu exam.

The **CAIE Urdu / Language Acquisition (Urdu)\*** curriculum begins in **MYP I**. Students are required to take their Urdu Exam through either Cambridge Assessment International Examinations (CAIE) at the beginning of MYP year V in the October/November session or Language Acquisition (Urdu) in the IB MYP V May eAssessment session.

**\*IB has authorized the teaching of Urdu as Language Acquisition as an eAssessment subject from the year 2022. French is also offered in the Language Acquisition subject group. Prior to 2022, MYP V students were to submit their French e-portfolio, however, from the year 2022 it is to be an online eAssessment.**

## **SUBJECT GROUPS AT EACH MYP LEVEL**

### ***MYP-I & II:***

#### **Eight Core Subject Groups, Library and Community Service:**

- All students are required to take Language and Literature (English), Language Acquisition (Urdu & French) and/or Urdu CAIE, Science, Mathematics, Individuals & Societies ( History , Geography, Economics & Islamic Studies ), Design, Arts (Music, Performing & Visual), Physical & Health Education.
- All students are required to take Library and Community Service lessons in addition to the above eight core subject groups.
- Life skills + and other extra curricular clubs

### ***MYP-III:***

Learning Alliance International strongly believes in ensuring that all doors remain open for its students: whether they choose to go abroad or stay back in Pakistan for their higher studies. Most top universities in Pakistan accept



IB equivalence as IB MYP is recognized by the **Inter Board Committee of Chairmen (IBCC)**, a committee run by the Ministry of Education, Pakistan. However, there are still a few professional colleges (especially the state medical and engineering ones) that require students to have taken Cambridge International Examination (CAIE) of Urdu, Islamiyat, and Pakistan Studies in order to obtain an equivalence certificate to gain admission. To this end, the syllabus of Pakistan Studies will be introduced in MYP-III along with Islamiyat and Urdu (Language Acquisition/CAIE) being continued from MYP-I. Pakistan Studies, Islamiyat and Urdu (CAIE only) will continue throughout MYP-IV and the first term of MYP-V till all IB MYP students appear for the CAIE in the October/November session. However Language Acquisition (Urdu) continues till the IB MYP V students appear for the eAssessments in May.

**Eight Core Subject Groups, Personal Project, Community Service, and Public Speaking:**

- All students are required to take Language and Literature (English), Language Acquisition (Urdu & French) and/or Urdu CAIE, Science, Mathematics, Individuals & Societies (History, Geography, Economics & Islamic Studies), Design, Arts (Music, Performing & Visual), Physical & Health Education.
- All students are required to take Personal Project, Community Service, and Public Speaking, lessons in addition to the above eight core subject groups.

**MYP IV:**

New admissions will be taken only in the beginning of the Academic Session as a student must attend at least two complete years in MYP to attain the IB MYP Certificate. However, if the student is being transferred from an IB World School, the admission will be entertained in the middle of the academic session only after the student meets the required LAI IB MYP Achievement level.

**Five Compulsory IB Subject Groups**

All students are required to take **Language and Literature** (English), **Language Acquisition** (French & Urdu), **Sciences** (Chemistry and Physics/Biology), **Mathematics, Individuals & Societies** (History, Geography and Economics).

**Optional IB Subject Groups:**

- Students are required to choose ONE of the three optional subject groups being offered in MYP-IV: Design, Arts, & Physical Health and Education.
- An optional subject will be offered only if there is a minimum of 5 registrations.

**Three CAIE Subjects:**

The syllabus of CAIE Urdu, Pakistan Studies, and Islamiyat will continue in MYP IV.

All students are required to take Public Speaking, Personal Community Service, and lessons in addition to the above 5 IB core subject groups, 1 IB optional subject group and 3 CAIE subjects.

**Personal Project:**

In MYP-IV, students will be required to begin work on the Personal Project to be completed by the end of MYP-V. For most students, the Personal Project is their first large independent project outside of regular school activities. Students choose their projects with the support of the IB staff. Hobbies, sports, theatre, community service, culture, and entrepreneurship are among the popular categories. Many of their interests tie into family backgrounds, personal experiences, global issues, and more. It is a process that is undertaken outside the classroom but with the guidance of their assigned internal LAI IB supervisors. Therefore, parent support in this



regard is crucial. The actual quality of a student's finished product is not the ultimate measure of success. Sometimes a project just does not work out, but if a student can clearly demonstrate his or her learning process and an understanding of why something failed, the project can still receive high marks. Personal projects offer invaluable experience that helps students with their academic careers and real life situations.

- Moderation of the IB Personal Project is mandatory for all MYP V
- At the end of MYP-V, students submit their final Personal Project.

#### ***MYP V:***

No new admissions will be taken in MYP-V, however, if the student is being transferred from an IB World School, the admission will be entertained only after the student meets the required LAI IB MYP Achievement level.

#### **FIVE MANDATORY IB SUBJECT GROUPS**

Students will continue with **Language and Literature** (English), **Language Acquisition** (French& Urdu), **Sciences** (Chemistry and Physics/Biology), **Mathematics**, **Individuals & Societies** ( History , Geography, Economics)

#### **Optional IB Subject Groups:**

Students will continue studying the optional subject chosen in MYP-IV.

#### **Three CAIE Subjects:**

The syllabus of CAIE Urdu, Pakistan Studies, and Islamiyat will continue in MYP-V till October and students will appear for CAIE exams for these 3 subjects in October/November session. However students who opt for Urdu under Language Acquisition will only appear for Pak.Studies and Islamiyat only.

#### **Electronic Assessments (eAssessments):**

E-Assessments are two-hour onscreen examinations in five subject groups (**Language and Literature** (English), **Sciences** (Chemistry and Physics/Biology), **Mathematics**, **Language Acquisition** (French & Urdu), **Individuals & Societies** (History, Geography, Economics) and **Interdisciplinary Unit**. These are externally marked by IB examiners.

#### **Electronic Portfolio (ePortfolio):**

Students also submit an ePortfolio of coursework for a performance-oriented subject group **Arts** (Physical and Health Education, Arts, and Design) and Language Acquisition (French & Urdu), which is moderated to international standards. These innovative assessments focus on conceptual understanding and the ability to apply knowledge in complex, unfamiliar situations. They offer robust and reliable assessment of student achievement in the MYP.

#### **IB MYP Certificate:**

Successful completion of eAssessments and the Final Project lead to the internationally recognized IB MYP Certificate and is the natural gateway to the IB Diploma Programme.

#### **Parental Involvement**

A major portion of work throughout the MYP will be research based. Parents' vigilance and close monitoring of children's internet usage at home will ensure that they remain focused on the task at hand.

#### **Classwork, Homework and Missed Work**

All assignments done in class and homework are put up on Managebac and a weekly curriculum overview is uploaded to the student portal every Friday for parental viewing. In case of absence, parents are responsible for ensuring that their child completes all missed work. In case further assistance is required, parents may make an appointment with the MYP Coordinator.



### ***Summer Holiday Homework***

Summer Holiday Homework must be submitted within ONE week of school reopening.

## **DIPLOMA PROGRAMME**

### **DP I – DP II**

#### **Subject groups**

To achieve the IB Diploma students must take one course in each of six academic groups:

**Group 1** Language and literature (English)

**Group 2** Language acquisition (French Ab Initio)

**Group 3** Individuals and Societies (Business Management, Economics, Psychology, Global Politics)

**Group 4** Experimental Sciences (Biology, Physics, Chemistry, Environmental Systems and Societies)

**Group 5** Mathematics (Mathematics: Analysis and Approaches, Mathematics: Applications and Interpretations)

**Group 6** The Arts (Visual Arts, Film)

Students have a choice to drop a subject from Group 6 and choose an additional course from one of the other groups listed above. They have to successfully complete the Theory of Knowledge (TOK), Extended Essay (EE) and Creativity, Activity and Service (CAS) requirements.

Each one of the IB subjects is graded on a 1-7 scale. To determine diploma eligibility, the marks in each of the six subjects are totaled. Combined performance in the Theory of Knowledge and the Extended Essay, which are marked on an A-E basis, contribute up to three (3) additional points to a student's total, according to the chart below.

Upon successful completion of the IB Diploma, students can earn up to a maximum of 45 points. Each course completed in the six groups provides a maximum of seven (7) points plus an additional three (3) bonus points may be awarded for their combined performance on TOK and the extended essay.

#### **Assessment Policy**

The Learning Alliance International Assessment policy is derived from the IB's assessment philosophy and principles. Constructing and implementing an assessment policy helps schools engage meaningfully with IB assessment expectations and to develop them in the context of the school's unique circumstances. The Policy manual is made available to students, parents and staff on the school website. Students are also reminded of their assessment responsibilities as part of the preparation for mock and final exams.

In order to receive an IB Diploma, a student must complete all assessment components for each of the six subjects and complete the TOK, EE and CAS requirements. A student must earn at least 24 points (if a candidate scores less than 24 points, the diploma is not awarded) and meet the following additional rules and requirements:

- CAS is not assessed but must be completed in order to pass the diploma.
- There is no "N" awarded for TOK, the EE or for a contributing subject.
- There is no grade E awarded for TOK and/or the EE.
- There is no grade 1 awarded in a subject/level.
- There are no more than two grade 2s awarded (HL or SL).





- There are no more than three grade 3s or below awarded (HL or SL).
- The candidate has gained 12 points or more on HL subjects. (For candidates who register for four HL subjects, the three highest grades count.)
- The candidate has gained 9 points or more on SL subjects. (Candidates who register for two SL subjects must gain at least 5 points at SL.)
- The candidate has not received a penalty for academic misconduct from the final award committee.

### Internal and External Assessments

The IB Diploma Programme engages two types of summative assessment to determine the student's final IB grades: Internal and External Assessments. Subject teachers are well informed of the detailed IB policies that describe the conditions under which these assessments must be administered. As well, IB students receive significant instruction and practice throughout their courses in order to effectively prepare for these challenging tasks.

The IB Internal Assessments (IA) provide students with opportunities to show research and other skills outside of final examinations and reflect the student's summative achievement rather than an average of formative marks. The main aim of conducting Internal Assessments is to evaluate student achievement against those outcomes that do not lend themselves to external written exams. These IA components are marked by the IB teacher before they are moderated by an external moderator. Examples of Internal Assessments are science courses, practical work, language oral interviews, and historical investigations.

IB final exams are the major component of External Assessment by the IB as a means of conducting standardised examinations for external marking. Other work such as the Extended Essay, English Written Assignment, TOK Essays are also externally assessed by IB examiners.

In addition to the IB internal and external assessments, IB teachers utilise school-based student assessments that are essential for student success and contribute to the students' report card marks. These marks are based on midterm assessments, cumulative tests using past IB exam questions, and in class and homework assignments modelled on IB assessments. These school-based assignments may be evaluated on a 1-7 score based on IB grading criteria and respective grade boundaries for the subject. Refer to the chart below.

IB Grading Scale	
Subjects are marked according to the following scale	The TOK course and EE are graded according to the following scale
7	A
6	B
5	C



4	D
3	E
2	N
1	

GRADING KEY SUBJECTS		
	HL	SL
7	80% & above	75% & above
6	65% - 79%	60% - 74%
5	55% – 64%	50% – 59%
4	45% – 54%	40% – 49%
3	35% - 44%	30% – 39%
2	25% – 34%	20% – 29%
1	Below 24	Below 19



## Admissions Policy

Learning Alliance International offers the Full IB Diploma Programme. There is no admission test required in the IBDP. However, students opting for Higher Level Mathematics are required to take a Diagnostic Test after enrollment. They only qualify for the subject if they are able to achieve a 70% on this test. All applicants must submit their O Level Certificate or a copy of their two-year transcript from MYP IV and V. New admissions must also submit at least one student recommendation from their previous school. This recommendation must be signed and stamped. Students are then interviewed by the IBDP Coordinator and IB Head/Principal. Potential applicants who have undergone a mandatory withdrawal from a preceding class at **LAI** are not eligible to re-apply for admission to the Diploma Programme. Applicants seeking admission in the middle of the term are required to be currently enrolled in another IBDP programme.

## IBDP Interview

The IB Head and DP Coordinator will interview the student to derive the following information and record it on the Interview Sheet:

- Life goals
- Particular language background and needs
- Appropriate subject choices:
- This will examine university prerequisites.
- This will examine Mathematical capacity.
- This will examine group 2 language capacity and experience.
- This will examine potential timetable clashes.
- The time commitment and study skills required.
- Any special needs that may impact on completing the IBDP SEN Forms.

## Career Counselling

The Learning Alliance International counselling office, keeping in mind its multi targeted approach to counselling has partnered up with **Eyeonivy**, a leading career counselling firm to aid the rigorous University application process. The counselling department is there to create a nurturing environment for all students ranging from MYP IV - DP II.

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 all students the counselling office in collaboration with the CAS Coordinator 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 career events/webinars where students have the opportunity to hear lectures from professionals belonging to various backgrounds.

Services included but not limited to:

- Early profile building
- Subject selection
- Study Skills
- Exam Taking Skills
- Career Choices
- Personality Assessment



- University Applications
- Personal Essays guidance
- Recommendations
- Financial Aid guidance
- CV and Portfolio Development
- Summer Internships and Community Service Programs

### Scholarship

Merit Based Scholarship for IBDP: Learning Alliance International Diploma Programme offers an academic scholarship to motivate students who have evidence of academic achievement in the MYP V e-Assessment.

DP1	O levels	IB MYP
100 % off on all monthly dues	10 A's & above	44 & above points
100 % off on tuition fee	8 A's above	41 - 43 points
75 % off on tuition fee	7 A's above	38 – 40 points
50 % off on tuition fee	6 A's above	35 – 37 points
25% off on tuition fee	5 A's above	32 – 34 points

Learning Alliance International students are selected for the Diploma Programme keeping in view their academic performance, attendance and conduct history. They must maintain 90% attendance every academic year in the Diploma Programme otherwise their scholarship will be revoked. The school reserves the right to not register the students for their final DP external examinations in case the attendance calculated is less than 90%.

### 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 / After School Clubs and Societies*



There are a number of activity clubs and societies to choose from at Learning Alliance International. Students are required to be members of at least one society along with sports. 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.

The following is the list of societies a student can be a part of:

- Sports
- CAS and Environment
- Arts
- Business and Entrepreneurship
- Media and Publications
- STEAM

### ***CAS ( Community , Action , Service )***

CAS is at the heart of the Diploma Program and should continue on a weekly basis for at least 18 months. IB intends to endeavor a lifelong commitment to CAS philosophy. It is the responsibility of the IB student to take the initiative and pursue activities that interest them. The CAS Coordinator can guide students, but cannot make direct referrals to specific organizations.

For student development to occur, CAS should involve the following criteria:

- Fit within one or more of the CAS strands
- Be based on a personal interest, skill, talent or opportunity for growth
- Provide opportunities to develop the attributes of the IB learner profile
- Meet one or more of the CAS learning outcomes
- Have a meaningful purpose or present a new challenge
- Not be used or included in the student's Diploma course requirements
- Must have a supervisor (not a parent) who confirms completion
- Be enjoyable

## **STUDENT COUNCIL**

The Learning Alliance Student Council is a body of exceptional students, carefully selected to represent different areas of academic life and co-curricular activities within the School.

### **STUDENT COUNCIL STRUCTURE**

The Council is based on the following structure:

#### **Student Body Representatives**

Head Students (boy and girl or just one, dependent on student number and potential), and one General Secretary is selected from the senior-most classes of each campus. These students are appointed by the School Board after interview with the Board and a voting process.



### Student Societies

Students from OIII are selected for the positions of Presidents and Vice-Presidents of Student Societies that are responsible for all co-curricular activities taking place at the Senior School level. The societies are as follows:

- Visual Arts Society
- Pheonix Performing Arts Society
- Public Speaking Society – Parliamentary & MUN
- STREAM
- LACS
- Environment Society
- Business Society
- Media & Publications Society
- Sports Society – Boys & Girls
- Wellness Society

The list of societies is announced at the beginning of each academic year; there may be some years where the complete list as stated above is not offered. Presidents and Vice-Presidents of each society are appointed by the School Board after interview with the Board and a voting process.

### Houses

Learning Alliance and Learning Alliance International has the following Houses assigned to students since MYP I:

- Pegasus
- Griffin
- Sphinx
- Titans

House Captains and Vice Captains are selected through Student Elections conducted at the beginning of the academic year.

### SELECTION CRITERIA

All student body and class officers must maintain at least an average of C (70% O level) or above with the exceptions of the Head Students, General Secretary, Presidents and Vice Presidents. These officers must maintain at least a C at 60% in their AS Level. Grades must be maintained while in office and be reflected through their monthly assessments. If a person achieves below the required grade, he/she will have to forego his position.

Council Members not fulfilling basic attendance and/or discipline requirements will meet with the Principal and be given an opportunity to show immediate improvement. Members who do not show improvement will be subject to removal. A student who is admitted on condition cannot apply for a student council position unless he/she meets all the conditions.



## **JOB RESPONSIBILITIES**

### **Head Student**

- Forming a communication bridge between the administration, staff, and students.
- Reviewing and acting upon student concerns and viewpoints. Issues concerning existing school policies, procedures, courses, and other points of interest may be brought to the council's attention.
- Maintain regular attendance at Council meetings
- Be prepared to share ideas during each Council meeting

### **General Secretary**

- Must record minutes of each meeting and promptly share those with all council members
- Be in charge of communication
- Attend all Council meetings and if a Head Student is absent, then chair the meeting
- Be present for school assemblies
- Coordinate with counsellors for workshops, research on universities and any other tasks that they delegate.

### **Society Presidents**

- Must hold monthly meetings
- Is responsible for delegating project/activity to the members of the class council during all school events
- In case of absence, he/she must select a representative to attend Board Meetings
- Organize in-house and external events
- Train Vice Presidents

### **Society Vice Presidents**

- Assist the President in activities for their respective society
- Must attend in person or appoint a representative to attend all student meetings
- Must take responsibility for the work delegated to him/her
- Maintain good reputation and follow the orders of the President and Council

### **House Captains**

- To be a bridge between the Student body and the Management
- Mandatory presence during all school events
- To ensure that the entire student body is wearing proper uniforms and check daily
- Ensuring that the captain him/herself are always in complete uniform and are always punctual
- Ensuring that discipline is kept during assemblies and helping the Head Students and senior Council members in conducting these assemblies
- To maintain discipline during school hours and break.

### **Vice Captains**





- Mandatory presence during all school events
- To ensure that the entire student body is wearing proper uniforms and check daily
- Ensuring that discipline is kept during assemblies and helping the Head Students, senior Council members and their Captains in conducting these assemblies
- To maintain discipline during school hours and break
- To be a support system for their Captains in all academic and co-curricular 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, Yearbook, Syllabus Books, Exercise Copies, Stationery, Sports Club, Music Club and fines will be levied as/when required. Charges for Computer Laboratory, Science Laboratories, Design Laboratory and Art Studio will be included in fee bills of MYP and IBDP 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 an 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.
- Students appearing for the CAIE subject examinations i.e. Urdu, Pak. Studies and Islamiyat, must pay a fee for the said equivalent subjects by first week of June, for the year they are to appear in 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>