



AZEEM PUBLIC SCHOOL

I AM TO BE AZEEM

PARENTS GUIDEBOOK



اے میرے رب میرے علم میں اضافہ فرما

اے میرے رب میرے علم میں اضافہ فرما

Welcome
ARS

Our Role Model



Prophet Muhammad

ﷺ (S.A.W)

The Greatest Scholar of the World Said

"The Ink of a scholar is holier than the blood of a martyr"

CONTENT

اللَّهُمَّ إِنِّي أَعُوذُ بِكَ مِنْ طُلْعِ الْأَيْتَمِ وَمِنْ قَلْبِ الْأَيْتَمِ وَمِنْ

نَفْسِ الْأَيْتَمِ وَمِنْ دَعْوَى الْأَيْتَمِ الْهَائِلِ

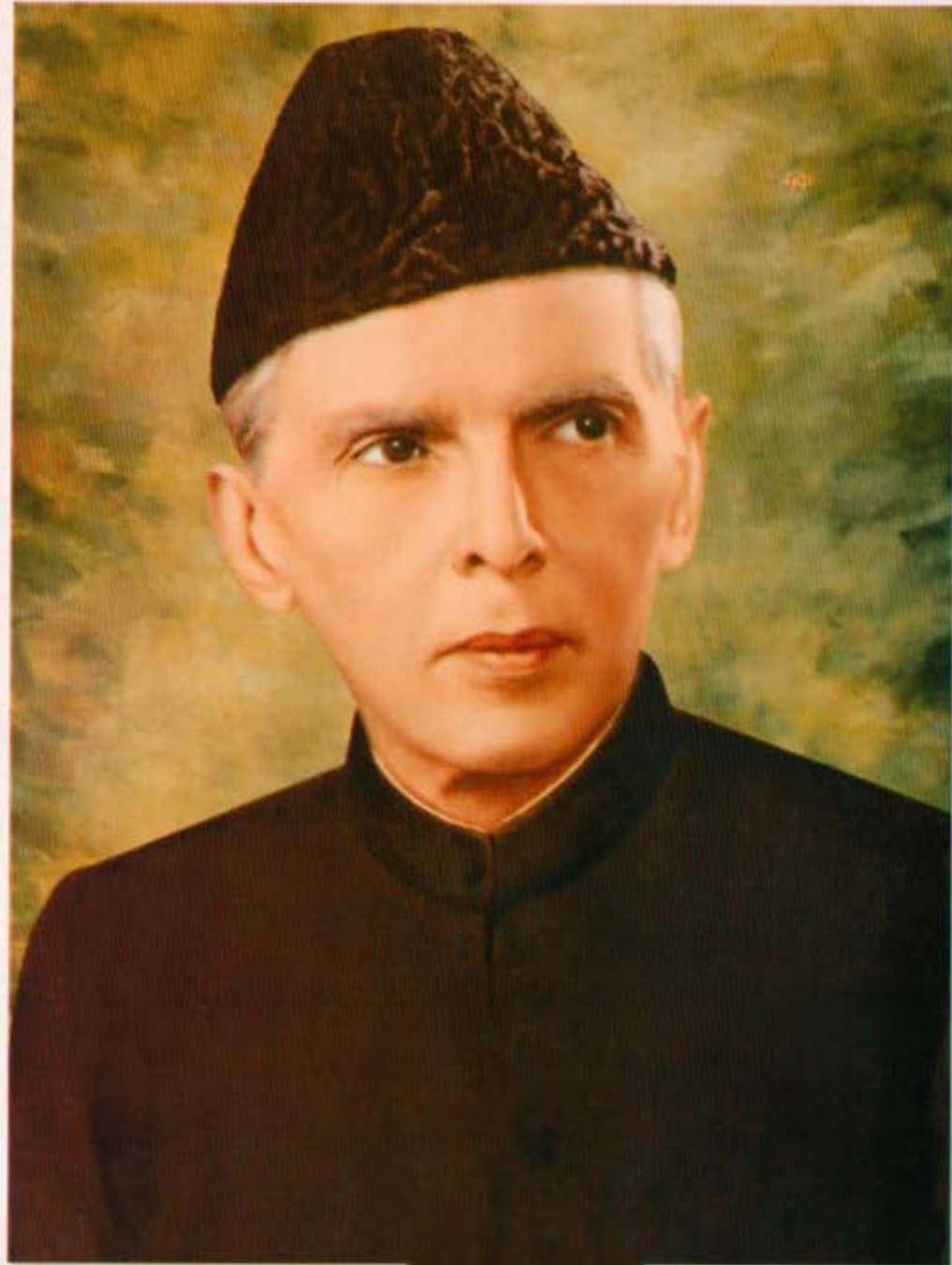
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یا اللہ میں تیری پناہ چاہتا ہوں ایسے ظلم سے جو فاقہ مندوں سے

اور ایسے دل سے جس میں خشیت نہ ہو اور ایسے نفس سے جو

یرت نہ ہو اور ایسی دعا سے جس کی پوری برائی نہ ہو۔

Quaid-e-azam's Massage	04
Allama Muhammad Iqbal	05
Director Message	06
Principal Message	07
Vision Statement	08
Our Core Values	08
Admissions	09
Terms And Condition For Admission	09
Documents For Student Files	09
Withdrawals	10
Fee And Payments	11
Fee Structure For Session 2019-20	12
Uniform And Personal Appearance	12
Guidelines Regarding Personal Appearance	12
Homework	13
Continuous Assessment	14
Remedial Program	14
Bisep Examination Preparation Camp	14
Attendance	15
Late Arrival	15
Parents Responsible For Drivers	15
Sibling Club	16
Procedures In Case Of Emergency	16
Sick Children At School	16
Back Packer	17
School Publications	17
School Canteen	17
Text Message Software	18
Mobil Phones	18
Co-curricular Activities	19
Communication At Quarterly Parent Teacher Meetings	20
Special Appointments	20
Rules Of Parent Teacher Meetings	20
School Timings	21
Disciplinary Policies Infraction And Consequences	22,23
Guide For Parents	24
Parent's Responsibilities At Home	25
Guideline For Students	26
Photo Gallery	27,28,29,30
Admission Form	31,32



QUAID-E-AZAM'S MESSAGE

Without education it is
complete darkness and
with education it is light.
Education is a
matter of life

JINNAH



تو شاہین ہے پرواز ہے کام تیرا
تیرے سامنے آسمان اور بھی ہیں

علامہ محمد اقبال



Director Message



"Somewhere, something incredible is waiting to be known." -Carl Sagan
this quote comes true at Azeem Public School. InshaAllah
The Azeem Public School provides an **inquiry-based** education that is **engaging** and **collaborative**. We nurture students' ability to take on challenging problems and do meaningful work, and help them become compassionate, intelligent learners. Students interact with real-world experts and pose and seek the answers to their own questions.
We are committed to nurturing our students' **social-emotional development**, helping them build the kinds of skills that lead to success both today and in their futures, like collaborating well with others, perspective-taking, resolving conflicts, taking healthy risks, articulating needs and recognizing others' needs, and having the confidence to experiment, "fail," adapt, and try again. We are committed to building a **strong community of families** with a shared commitment to the success of all our children and regular opportunities to contribute skills, talents, and expertise. My message to the Principal, Staff, Students and esteemed Parents of Azeem Public School, is to dedicate this year to a correct understanding of what education really means and let us all benefit from this understanding..

Habib Ullah

Principal Message

"High aims from high characters, and great objects bring out great minds." Tyron Edwards

It is a privilege for me to be the part of Azeem Public School where education means all round development of the child. This is a school that has a mission to make each child achieve his and her best. We Azeem Public School strive to respect the unique individuality of each child, give the child the right kind of help. We believe that a child will be successful in life if we accept him/her as they are and inspire them to become what they want to become. They want to be liked, appreciated and to be respected their individuality. The school has a well-planned curriculum so that co-curricular activities also are given due importance. The school Calander and Personal Booklet give all the important information on school like the routine, rules and regulation, uniform, test schedules, holidays, co-curricular activities and feedback from teachers. The parents should ensure that their ward is actively involved in all activities. Finally I want to assure you that the Management and our team of experienced teachers are doing their best to give your child the required edge to make his/her mark in this global world.



Irfan Ullah

VISION STATEMENT

The APS committed to empowering our students as self-directed creative, lifelong learners and responsible Muslims and contributing citizens who flourish in a divers and strong foundation of knowledge, skills and experiences through the use of innovative and conventional methods and assessments.



MISSION STATEMENT

creating responsible educators induced with true spirit of Islam and Pakistanism

OUR CORE VALUES

Proactive

I choose my actions and attitude
I do the right things without being asked, even when no one is looking

Respect

I treat others as i want to be treated
I cares for others, property, community and environment

Independence

I know it is good to take risks and make mistakes when learning
I can take responsibility for my actions and my learning's

Determination

I keep trying and never give-up

Excellence

Strive to do my best even when things get tough
I work hard to achieve my goals

ADMISSIONS

APS welcomes students for admission from KG 1 through level 10. APS Pre-School admission is open to students of Play-Group (age 3- years) Nursery (4- years) and kindergarten (5-years). Parents who are interested in their child applying for admission to APS Pre-School should visit the school to register their child's name for the appropriate class and academic session. If seats are available, parents will be contacted to meet with the Director of Admission for an interview and assessment of the child. At this time, parents will also have an opportunity to take a tour of the campus. Further questions can be answered by calling the admissions office at 091-2350462 | 0333-8811485

TERMS AND CONDITIONS FOR ADMISSION

1. Acknowledgment:

- a. Parent/Guardian acknowledges that the policies, procedures and practices of Azeem Public School (hereby known as "APS."), including, but not limited to, those set forth in the Parent Student Handbook are incorporated in this agreement by reference. Accordingly, parent/guardian agrees to abide by this agreement and all such policies, procedures and practices and acknowledges that the same will be subject to periodic modifications by APS
- b. Parent/Guardian represents and warrants that the information provided on the Student Application is accurate and that the parent/guardian will immediately notify APS of any changes.
- c. Parent/Guardian understands, and agrees that his agreement extends until the graduation of the student from APS or the termination of this agreement as provided herein. Accordingly, the term of this agreement shall be in immediate effect and shall renew automatically for each successive academic year until graduation from APS until or unless this agreement is terminated by APS or written notice of termination from parent/guardian is received at APS

DOCUMENTS FOR STUDENT FILES

Parents are to provide any documentation, which is required to complete the student's file maintained by the school.

Principal's decision in all matters pertaining to discipline will be final and legally binding.

Documents Required

- ◆ 2 Passport size up to date pictures
- ◆ SLC, Charechter Certificate, in case of migration
- ◆ Transcript
- ◆ Father/Guardian CNIC
- ◆ Duly Filled APS Admission Form

WITHDRAWALS:

Parent/Guardian understands that the overhead expenses of the school do not diminish with the withdrawal of a student. In the case of withdrawal, tuition waivers will be calculated as follows:

- a. For withdrawal prior to the first day of school, parents/guardians are not obligated to pay the tuition fee for the academic year. Admission fee will not be refunded.
- b. For withdrawal During the academic year, parents/guardians are obligated to pay tuition fee up to, and inclusive of the month in which the student last attended school, regardless of the number of days.
- c. For withdrawal after 31st of May of the academic year, all tuition up to and including that of June & July must be paid in full.

FEE AND PAYMENTS:

- a. Parent/Guardian acknowledges that the tuition and fees charged for the academic year are for a place within APS and not for a period of attendance and that the absence of a student during that academic year does not materially reduce the expenses of APS Parent/Guardian agrees that the absence, academic failure, or withdrawal of the student during the academic year shall not excuse, alter, abate or nullify the parent's/guardian's obligations for tuition and certain other charges.
- b. Parent/Guardian hereby agrees to fully and timely pay APS all tuition fees, admission fees, and other charges associated with the student's enrollment and participation in APS.
- c. Parent/Guardian understands that the tuition for the entire academic year is paid monthly.
- d. Parent/Guardian acknowledges that school tuition fees and other charges are reviewed and increased annually, or from time to time, due to inflation and increases in direct and indirect costs.

- Tuition fee is reviewed annually and is based on inflation and a number of other factors that affect costs and overheads.
- Fees are charged for 12 months each year and are payable every month. The fee payable for the summer vocation period are to be paid in advance prior to closure of the school or every month in school hours. Parents have the option to pay fee for up to a year in advance.
Fee should please be paid in advance by the 5th of each month. After this date a daily late payment fine will be charged. if the school dues are not paid for two consecutive months, the name of the student will be struck off the rolls. Readmission, though not guaranteed, may be allowed on payment of one month's tuition fee, as readmission fee plus the amount of the arrears fees and the late payment find.
- Term stationery charges must be paid by the pre-Nursery, Nursery and KG students to cover the stationery expenses that include paper, drawing, pencil, eraser, color and sharpener etc.
- Sibling discount 20% as per court order is applicable for the 2nd sibling and onward of a family unit, seeking admission in the same school
Children of a guardian and his/her wards do not qualify because they are considered a separate family unit
- Sibling discount is applicable on tuition fee only (all other fees are charged and are not open to this discount)
- Should a sibling be withdrawn from school, the sibling discount (for remaining siblings) is null and void with immediate effect. In such a scenario, the School Head notifies the concerned Regional Office (consult school office for more details)
- BISEP Admission, enrollment and others will be charge as per Metric declaration certificate.

FEE STRUCTURE FOR SESSION 2019-20

ITEM	Play Group	Nursery	KG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
ADMISSION FEE	2000	2000	2000	2500	2500	2500	2500	3000	3000	3000	3500	4000	4000
MONTHLY TUTION FEE	800	800	800	1000	1000	1000	1000	1100	1200	1200	1500	1800	1800
ANNUAL PROCESING	1500	1500	1500	1500	1500	1500	1500	2000	2000	2000	2000	3000	3000

UNIFORM AND PERSONAL APPEARANCE

All students of APS are required to be in complete school uniform throughout the academic year, unless a specific notice stating otherwise is sent from the administration. For school events located outside of the campus, students are also required to be in complete uniform unless a notice is received from the school stating otherwise. All administrative staff members, faculty, support staff and elected student council members have the right to enforce the dress code. Any child not wearing the correct school uniform will face disciplinary action as per the school policy. Management, teachers and members of the student council will be checking student's uniform and personal appearance. Students found wearing incorrect uniform may not be allowed to participate in their extracurricular classes.

GUIDELINES REGARDING PERSONAL APPEARANCE

- Hair should be tied back and kept off the face in a tidy fashion.
- Boy's hair should be kept groomed and presentable.
- Girls with their ears pierced are only permitted to wear studs. No other jewelry of any type will be accepted.
- Make-up and henna is not permitted.
- Nails should be trimmed and clean. Nail polish is not allowed.
- Student's uniform must be clean and ironed (it is recommended that each child have 2 sets of their uniform so that they may be able to wear a fresh and clean daily)
- Shoes must daily be polished

HOMEWORK

Homework is a regular feature in all grades except Junior School. Parents are requested to check and sign their child's diary on a daily basis and send it back with their child every day. Students who do their homework on regular basis are likely to perform better in class as compared to those who do not. Homework is given keeping in mind the requirements and abilities of the average student. The following table indicates the homework given and approximate time required that should be spent on each task by the student.

Class	Average work of daily home work/ assignments	Estimated time to be spent on each assignment
Pre-Nursery	1 assignments	15 minutes
Nursery	1 assignments	15 minutes
KG	2 assignments	15 minutes
1 st	3 assignments	20 minutes
2 nd	4 assignments	30 minutes
3 rd	4 assignments	30 minutes
4 th	4 assignments	30 minutes
5 th	4 assignments	30 minutes
6 th	4 assignments	30 minutes
7 th	4 assignments	30 minutes
8 th	4 assignments	40 minutes
9 th	4 assignments	40 minutes
10 th	4 assignments	40 minutes

This may vary as per need and abilities of the student. Parents should also ensure that the child reads for at least 15 minutes per day.



CONTINUOUS ASSESSMENT

The students' academic progress is systematically monitored by class teachers, subject teachers and the Section Head through close observation as well as through the assessment of **class work, quizzes, tests, oral assessments, class participation and projects** throughout the year. A combination of formative and summative class assessment is used systematically to monitor student progress and guide accordingly for further improvement. Regular behavior and academic reports are compiled, which enable the teacher to identify exactly the areas of concern for each student and work towards bringing them to the required level. During the 1st and 2nd term's parent teacher conferences, teachers discuss students' progress with regards to their application and mastery of skills and concepts.

REMEDIAL PROGRAM

It is the School's aim to ensure that all students learn, work and perform to their full potential. Through continuous and careful observation, areas that need improvement are identified and teachers then work towards overcoming them with the students on a one to one basis. This may happen during or after class timings or during summer vacations. If your child is in the remedial program, the teacher will inform you with the detail of the areas of concern. You are requested to cooperate with the teacher and support your child at home in order to bring him/her up to the standard of the class.

BISEP EXAMINATION PREPARATION CAMP

Every child at APS is expected to show outstanding results in BISE Peshawar examination for class 9th and 10th. From December to February 25th school arrange special preparation camp for all student in off school hours. In this camp the attendance of each and every student is compulsory. Camp includes revision of tough topics, calligraphy, how to attempt paper workshops, one to one concept study, MCQS practice, previous papers solving and many others by qualified and experienced staff and trainers



ATTENDANCE

It is the parent's responsibility to ensure that your child attends school daily. Please note that absences due to avoidable circumstances / scenarios will not be accepted. Your first priority should always be to send your child to school.

Absences must only be due to a valid reason, such as illness, family emergencies, or religious obligations such as the performance of Hajj or Umrah.

- ❑ In case of a planned leave of absence, you must submit a "Leave Application Form" available at administration and at the School bookshop, giving details and reason for the leave at least 1 week ahead. In case of an unexpected absence, you should submit the application on the day your child returns to School. Remember that you have to submit separate leave forms for each of your children in case you have more than one child going on leave.
- ❑ In case of an unplanned leave, please call the School to inform about your child's absence for that day, specifying clearly, the name and grade of your child.
- ❑ Absence due to illness in excess of 3 consecutive days require a physician's note/medical certificate.
- ❑ If a student is absent for more than 10 days without written notification to the School, the School has the right to suspend him/her.
- ❑ A student, that has missed 15 or more days of school in a term, is considered "excessively absent", which may result in failure to take exams in Primary/ Secondary sections or in a recommendation for retention in Montessori.
- ❑ If your child is going to be out of School for an extended leave, you should notify the School immediately and you may be required to discuss its impacts on your child's progress.

LATE ARRIVAL

Attendance and punctuality is of paramount importance at APS. To expedite timely morning arrival, parents may employ routines such as packing school bags and laying out uniforms the night before.. Talk to drivers and maids about the school policy and the importance of reporting for duty on time so your children can reach school on time. Students with excessive late arrivals will receive a written warning and the next time they arrive late they will not be allowed to exit their vehicles and will be instructed to return home

PARENTS RESPONSIBLE FOR DRIVERS

Parents are responsible for training designated drivers about the arrival and departure regulations and to ensure that they are driving in a safe and lawful manner to and from the school. They must also ensure that drivers are courteous and patient during arrival and dismissal times.

SIBLING CLUB

Sibling Club is designed for those students who arrive early with older siblings and/or wait at the end of the day for the dismissal time of an older sibling. During both the morning and afternoon time slots they remain.

Under the supervision of a qualified teacher. Please note that the sibling club facility is only for those students who have siblings in Grades 5 to 10.

SCHOOL CLOSURES POLICY

A decision to close the school will be notified to parents via text message at the earliest possible time. If a text message is not received, it should be understood that school will remain open. If the school is open even though other parts of the city maybe closed it will still be taken as a regular school day and all rules of attendance and missed assessments will apply. The School will inform the parents through notices sent in diaries and/or notices displayed at the School gate for any unplanned closures that may be necessary due to local or national situation.

PROCEDURES IN CASE OF EMERGENCY

The following procedure will be adopted in case of emergencies including, but not limited to, bomb threats, bomb blasts, fire, natural disasters, extreme socio-political unrest etc.

Teachers will ensure students stay calm and will remain with them at all times

Notices will be displayed at the School gate

The school will send an SMS to the parents / or call the emergency contacts of the students

The School will ensure safe hand over of each student to their parents/guardians Insha'Allah

Sick Children at School

If a child is contagious please do not send him/her to school. Might a student become sick at school, they will be sent to the school doctor who will properly assess the child. In certain cases, parents will be called and asked to pick up their child. In this situation, parents are requested to pick up their child as quickly as possible. In case of an accident or serious illness requiring hospital facilities, we will attempt to reach parents based on the contact information provided at the beginning of the year. Depending on the nature of the accident or illness we will drive the child to the nearest hospital. We will continue to call parents until one has been reached.



BACK PACKES

It is important that there be a way for text books, Notebooks, notices, library books and school work to be transported safely. Students need a backpack for transporting their work and belongings each day. Parents should review the content of student bags as per time table requirements so that bags are packed accurately and unnecessary books are not carried to school each day.

TEXT BOOKS AND NOTEBOOKS

Please visit our school admin Office or APS BOOK SHOP and see school publications for a class wise list of copies and text books. Parents of Pre-School to Class 10 are required to label all copies with their child's name and the subject and designation as found in the copy book list on our website. Also be sure to label text books with your child's name. All text books and Notebooks for APS are available for purchase at APS BOOK SHOP. APS has no financial affiliation and assumes no liability with APS BOOK SHOP.

SCHOOL PUBLICATIONS

For students to do well in their education it is essential for parents to be aware and understand what's happening in the school, both in the classroom and beyond. APS has set up various publications for students and parents so they may have a clear picture of what's happening at the school. APS's Trimonthly Bulletin is a newsletter published on a trimonthly basis by the administration for the parents of the school. It includes articles on education, activities and events in school. Parents are encouraged to read all the publications thoroughly and in a timely fashion so that they are up to speed with the on goings of APS.

School Canteen

The school canteen is available on the premises for students of Classes 1 - 10 where they may purchase snacks & drinks during recess. The school canteen is run by a private contractor to which the school has communicated its healthy food policy. However, it is recommended that parents send their children with homemade healthy snacks.



TEXT MESSAGE SOFTWARE

For the convenience of parents and the school, APS has set up a SMS software system under the name of “APSzp” Parents will receive text messages under this name regarding any school news, notifications or other information. If you have a change in cell phone number, please inform the office manager.



MOBIL PHONES

APS discourages students of any age bringing cell phones or other mobile devices with them to school. However, we do understand that the children staying late after-school or taking van transport, carpooling or not going directly home may require carrying one for safety purposes. The student is required to power it off immediately upon entering the school premises. Phones may only be powered on again at dismissal time. They should be used solely for the purpose of contacting parents, drivers or guardians. Any child found with a powered on cell phone during school hours or using their phone for other purposes will be penalized and the phone will be confiscated. Students requiring phone facilities are always welcome to use the school phone facilities.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are a regular feature of the School. These activities help students develop an all rounded personality. Students are encouraged to participate in the co-curricular activities offered at the School. Some of these activities are:

Competitions such as Qira'at Competition, Seerah Quizzes, Speech/Debate competitions, Poetry Completions, Spellathon and Sports competitions. Student selection is based on merit and the decision of the judges is considered final. Violation of competition rules by a student may result in disciplinary action and/or expulsion of the student from participating in future competitions.

Annual Games gives all the students of the school the opportunity to showcase and develop their skills and character traits such as good sportsmanship and teamwork.

Fund Raisers are only held by an official notification of the School for a charitable cause. Details are communicated to parents as and when required.

Book and fun fair is organized once per term for students and their parents

Educational Visits Many off-campus trips occur during the academic year. They are mandatory curriculum related trips. The school requires all students to attend each trip. On any school-sponsored trip, school rules apply. Students must wear school uniforms when on trips. Transportation costs, entry fees and other miscellaneous fees are covered by the additional fees. For expenses such as meals or drinks children may carry pocket money or bring food and drink items from home. Information about trips such as the duration and destination will be sent home to the parents. Parents are not allowed to pick and drop their child directly to or from the venue. If a parent has any special concern over a trip, a request in writing needs to be made to the Academic coordinator explaining why your child may not attend a trip.

Guest Speaker Sessions are open arranged on campus so that students may learn from professionals from 'all walks of life.

For other many meaningful activities please read APS calendar given in APS Dairy



Special Appointments

To schedule a special meeting with a teacher, coordinator or administrator, parents must first make to the concerned manager from the given Phone Numbers. Through call please explain the issue and be as thorough and detailed as possible. In response the manager will set a time for a meeting and will also be able to prepare a course of action and options in advance; this makes the initial meeting much more productive and greatly reduces the need for follow-up appointments. Parents are requested not to corner staff members into random meetings at dismissal time, in hallways, on the playground or in parking lots etc.

Communication at quarterly Parent Teacher Meetings

Parent-teacher conferences are scheduled for the middle and end of both 1st and 2nd Term to ensure at least four formal opportunities to talk about each student. The middle 1st Term Conference is a time to discuss how your child has settled into the year, and an opportunity for an exchange of information to assist in your child having a satisfying and productive year. The 2nd Term Conference reports the kinds of progress your child has made in all areas of development. Please bring pencil and paper to the conferences and feel free to suggest topics to be discussed. Progress reports or report cards summarize teachers' observations and evaluations of your child's growth in several areas of development.

Rules of Parent Teacher Meetings

1. As a courtesy to other parents in waiting, please limit your discussions to 10 minutes or less.
2. To honour the privacy of each family, please wait outside the classroom in the hallway where seating is provided when another's meeting is in session.
3. Children should not accompany parents to the meeting as the discussions are for adults only.
4. Parents who miss parent teacher meeting (PTM) day will not be given a make-up appointment unless there are special academic circumstances. Also, an appointment just prior to the PTM may also not be entertained.
5. Relatives and sibling are not allowed to collect report cards or engage in parent teacher meetings.
6. Unclaimed report cards are placed in the students' permanent file and may be picked up at a later date. Special requests to courier or email the report card can be made.

SCHOOL TIMINGS

<i>Section</i>	<i>Winter (October-February)</i>		<i>Summer (March-September)</i>	
	<i>Arrival</i>	<i>Closing</i>	<i>Arrival</i>	<i>Closing</i>
<i>Pre-school</i>	<i>8:15 AM</i>	<i>01:35 PM</i>	<i>07:00 AM</i>	<i>12:30 PM</i>
<i>Junior school</i>	<i>8:15 AM</i>	<i>01:35 PM</i>	<i>07:00 AM</i>	<i>12:30 PM</i>
<i>Senior school</i>	<i>8:15 AM</i>	<i>01:35 PM</i>	<i>07:00 AM</i>	<i>12:30 PM</i>

*School timings may change with prior notification

Note: Students are required to reach the Assembly Area 5 minutes before School begins



Disciplinary Policies infraction and consequences

At Azeem Public School we teach and reinforce care, respect and responsibility – care for each other and the physical environment, respect for oneself and for others, and responsibility for one's behavior. Such education for character is a continuous process that supports and sustains all other aspects of school life and purpose. We believe it is essential for all children and young adults to learn to control and modify their own behavior. Classroom teachers, coordinators and the management all work to help students become increasingly responsible community members. We expect students and parents to observe and maintain and support the rules of the school when acting as members of a wider community. We are all ambassadors of APS and must uphold its standards both on & off-campus. Below is a list of possible infractions and their consequences. Please study this carefully and speak to your child (ren) about it so that they too are aware of the rules of conduct which exist at APS.

Offence	Consequences		
	1 st Time	2 nd Time	3 rd Time
Incorrect Uniform	Verbal warning	Verbal warning and Call to parents	Child will be send from school to home
Use of cell phones on school premises during school hours or carrying a phone with camera &/or internet capability	Confiscation for 7 days and collection by parents	Confiscation for one month and collection by parents	Confiscation for remainder of semester and detention
Inappropriate jewelry & make- up	Remove/wash off	Remove/wash off and parents informed	After-school detention next day
Missing sports or other extra- curricular practice/meet	Not allowed to participate in the extra-curricular activity and loss of privileges: field trips, other extra-curricular activities		
Repeatedly coming to class without textbooks and/or notebooks	Call home for books and break-time detention		
Inappropriate language	Loss of privilege i.e. break time, games period, field trip, major events	After-school detention & loss of privilege i.e. break time, games period, field trip, major events	1-day suspension and conference with parents
Presenting copied or plagiarized homework	A zero on the assignment and after-school detention	A zero on the assignment and after-school detention	2-day suspension from school and an overall zero on the homework percentage for the term
Cheating in a quiz, test or exam	A zero on the assignment at hand and after-school detention	A zero on the assessment, conference with parents & after-school detention	

Intentional property destruction, defacing/writing on desks, wall and other surfaces	Clean up/pay fine for damages, conference with parents & after-school detention the next day	Clean up/pay fine for damages, conference with parents & after-school detention for three days	Clean-up/payfine for damages, 1-5 day suspension and counseling upon return
Graffiti	1-5 day suspension from school and counseling upon return		
Verbal bullying/harassment (this includes usage of cell phones and/or other technology in ways that causes discomfort or annoyance to peers, faculty or staff)	Conference with parents & after-school detention the next day	Conference with parents, warning letter & detention. In some cases, suspension from school	5-day suspension or expulsion
Challenging/talking back to the teacher	Conference with parents and 1-3 day suspension. Depending on the nature of the incident, student may also be expelled.		
Physical fighting/bullying (on or off campus)	Conference with parents and 1 - 3 day suspension. Depending on the nature of the incident, student may also be expelled.		
Late fee	Verbal informing	Sms to parents	Send back to home

- Misconduct by a pupil's parent/guardian or any representative of the pupil towards the school staff or students may result in disciplinary proceedings which may in turn, lead to the withdrawal of the pupil from the school.
- Pupils in class 5 and above are allowed to bring no more than Rs.50 (for the canteen) unless specifically requested to pay for some school event.
- Students are not to bring any sports equipment (bats, balls etc) unless specifically requested by the school.
- No student will leave school premises during school hours without the permission of the Branch Head.
- No expensive jewellery, watches, electronic devices including laptops or i-pods, pencil cases, stationery items, lunch boxes are allowed to be brought to school. School will not be responsible for the loss of these articles.
- Large amount of money should not be brought to school. The school will not be responsible for any loss of clothes, books, money or any other items.
- Smoking is not permitted within School buildings, premises and parking areas and is dealt with firmly may lead to withdrawal from the admission register without further notice
- Female students must not wear heels, jewelry, bangles, nail polish, earrings, fancy accessories and other ornaments within the school premises.
- Male students must not wear cap, hat, unauthorized belt, bandana, boots and other fancy accessories within the school premises.
- Students who are absent on a quiz, test or exam day automatically receive zero. Students will not be allowed to re-take quizzes, tests or exams.

Note: students are expected to Adopt a diligent and co-operative approach to all aspects of academic life and Accept responsibility in creating a supportive APS educational community

GUIDE FOR PARENTS

TAKING CARE AT HOME

1. Listen to your child
2. Talk to your child and encourage active discussion
3. Encourage your child to do his/her best
4. Encourage your child to offer salah.
5. Be a role model yourself. Be a role model for in behavior and speech; Does not use foul language
6. At all Take interest in your child's completion of homework and encourage active learning

READING AT HOME

1. Check and sign the library reading log regularly
2. Send back the reading bag with the library book and record with your child on me
3. Read with your child daily
4. Encourage your child to read newspapers, books, signboards and text written on cereal packaging
5. Arrange shorts stories/ Islamic history books in Urdu & English Language

PARENT'S RESPONSIBILITIES AT HOME

Plastic Cover all copies and books and tag them properly

Label all of your child's belongings clearly with his/her name and grade

Send your child to School on me, regularly, and in complete neat uniform

Avoid taking holidays unless extremely necessary

Ensure your child goes to sleep on time

Ensure your child has all the necessary equipment for class

Take out the contents from the clear bag from your child's school bag and return it to School daily

Check and sign your child's diary every day

Ensure that your child eats a healthy breakfast before coming to school

Help your child perform best in school by providing a conducive home environment for him/her to study in

Ensure your child's study area has sufficient light to avoid discomfort and strain and is free of distractors and interruptions

Limit video games and TV for your child

Both parents should attend the Orientation session, PTC's, Tarbiyyah sessions etc. and be involved in their child's education

If needed, support your child during his remedial program

Always notify the School in case of change in emergency numbers, contact information and medical information

Cooperate with the School about your child's progress and development

Keep the School informed about any problems that you feel might affect your child's learning

Read all correspondence from the School and respond promptly when necessary

Respect the School, teachers and instructional material such as books, and inculcate the same in your child

When dealing with the School staff and administration, we request you to always maintain a polite and respectful conduct

GUIDELINE FOR STUDENTS

STUDENT'S RESPONSIBILITIES

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

BEHAVIOR GUIDELINES

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





