



*The AMI School*

Senior Section  
2020-2021

**STUDENT & PARENT  
HANDBOOK**

## AN INTRODUCTION

**The AMI School** was established in 1983 as a Montessori registered with the Pakistan Montessori Association and catered to children from 2.5 to 6.5 years of age. It was later upgraded to a Cambridge O Level school and the first class passed out in 2006.

The school is known to be a progressive, dynamic and an inclusive institution following a curriculum, which along with high academic goals integrates a lot of activities to foster creative and critical thinking in the students. Children are encouraged to develop self-discipline and mutual respect for each other and adults in the environment which promotes life long learning, enabling children to fulfill their true potential. Parents and visitors are welcome at all times and their involvement and contributions are sought to foster partnerships that enhance children's education, character and social awareness.

The school is also deeply involved in community welfare programmes and closely works with institutions like the Childrens' Museum of Peace and Human Rights (**CMPHR**), Teacher's Resource Centre (**TRC**), Agha Khan University Institute for Educational Development (**AKU-IED**), The Book Group, Save the Children Fund and World Wild Life Fund (**WWF**).

This is the 2020-2021 edition of the Student & Parent Handbook. It provides all necessary information about the school activities, programmes and practices. This should be saved for reference through out the school year.

## COVID PROTOCOL

Due to covid protocol in place there might be some differences for example in our testing, holidays, PTMs, field trips and social welfare etc.

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## GENERAL INFORMATION

### School Facilities:

- Media Room
- Chemistry and Biology Laboratory
- Physics Laboratory
- Computer Laboratory
- Art Room
- Basket ball Court
- Library
- Canteen
- Staff Room

### People to know:

- Principal
- Office Incharge
- Academic Coordinator
- General Manager
- Junior Accountant
- Assistant Accountant

### School Timings:

Monday – Thursday	:	7:50 am to 2:00 pm
Friday	:	7:50 am to 12:40 pm

### Use of Telephone

Students may use the telephone only in case of an emergency.

### Office Hours

#### i) Front Office

The School Office is open from

Monday to Thursday	:	7:30 am to 3:30 pm
Friday	:	7:30 am to 2:30 pm
Telephone Nos.	:	34150771, 34150772

#### ii) Accounts Office

Monday to Thursday	:	8:30 am to 5:00 pm
Friday	:	8:30 am to 4:00 pm
Telephone Nos.	:	021-34529651

## ACADEMIC PROGRESS UPDATE

Parents are apprised of the student's academic progress through online Progress Reports, Report Cards and Parent / Teacher Conferences.

### 1. Tests

Two tests will be taken in each term. The test papers will be sent home for parents signature

### 2. On-line Reporting

Student's progress will be available on the website within 2 weeks after the test is being conducted. The parents can login and view the progress. Emails will be sent to parents as a reminder.

### 3. Report Card

Report cards are issued at the end of First and Second Term. Achievement, effort, attendance, teacher comments and conduct are recorded. Consolidated percentages of the First Term/ Second Term Examinations, and monthly tests are included in the Report Card. The students are required to take the Report Card home after the First Term for signing and return it on the day indicated.

#### Examinations:

- The academic year is divided into First and Second term. At the end of each term examinations are taken. First term examination for Classes VII to O-II in December, Second term examination for Classes VII to IX in May and for Classes O-I & O-II in March.
- Promotion to next class is dependant on appearing and achieving 50% for each subject, in the Second Term Examinations
- Students who fail to achieve 50% in any subject, in the Second Term Examination, may have to sit for a re-examination for that subject. They will have to secure 50% in order to be promoted to the next class.
- Registration for individual subjects for Cambridge O Level through school requires the students to achieve 50% in the subject in the First Term Examinations / Pre Mocks.

### 4. Parent/Teacher Conferences

There are two (2) Parent/Teacher Conferences, held in September and February, in one academic year. This is an opportunity for the parents and teachers to discuss the strengths and areas of improvement of the student.

### 5. Special Conferences

If a specific need or problem area of a student is identified, for further discussions a Special Conference with the Principal/Academic Coordinator may be arranged

## SCHOOL POLICIES

### **Homework & Assignments:**

- All homework should be noted down in homework diaries.
- It is the student's responsibility to finish the given work and submit it back to the concerned teacher on the specified time.
- Late or incomplete work and not submitting the assignment by the specified time will result in punishments like detention, deduction of marks etc.

### **Attendance:**

- Class VII, VIII & IX require **80%** attendance to be **promoted** to the next class.
- **Class O-I and O-II students require 90% attendance to be registered for the Cambridge O Level Examination through school.**
- Attendance is uploaded on the website every month and can be viewed by the parents along with the progress.

### **Absence:**

- If a student is absent, an application must be submitted in the Front Office, on the first day the student comes back to school.
- In case the student has a medical problem, the school should be informed immediately. When the student returns to school, a written application and a doctor's certificate should be submitted at the Front Office.

### **Late Comings:**

Only two (2) late comings are permitted per month. All late comers are then sent back home.

### **Pick-up from School:**

- A specified driver can pick-up the students from school. Any change in this routine has to be notified in writing.
- If a student is going home with another student, an application by the parents has to be submitted at the Front Office by 8 o'clock.
- The student, who has taken the responsibility of dropping / taking home another student, also has to bring an application from his parents agreeing to this arrangement.

### **Emergency Numbers:**

A current home, office and emergency telephone number (or numbers) or alternative method of contact (e.g. neighbour) must be on record at the school. It is the parent's responsibility to update this information IMMEDIATELY when changes occur.

### **Issuance of Books:**

A library system with a reference section is accessible to all students. Books are issued regularly and are expected to be brought back on time. In case of loss or damage, the book should be replaced or the original price of the book plus a fine has to be paid.

**Holidays:**

The school closes on all declared national holidays. For unscheduled holidays the school will inform the parents of its decision through SMS service. In case the numbers are changed do inform the front office.

**DISCIPLINE AND CONDUCT CODE****Introduction:**

A good code of conduct assists students in developing individual responsibility for self control, acquiring good manners and consideration for others. It must also teach them to respect the people responsible for maintaining a positive learning environment.

**Campus:**

Students must be aware that all teachers, Office Incharge, non-teaching and domestic staff, as well as the administration have authority over them from the time they leave home in the morning until they return home in the afternoon.

Even if a student is not assigned to a specific teacher, the student is obliged to follow the teacher's instructions, directions, and commands. These adults are charged with upholding all rules, regulations and policies just as students, are charged with following them.

**Staying after school:**

Students are expected to go home immediately upon dismissal from school. If a teacher wants a student to stay back, parents will be notified.

**Discipline Plan:**

The following plan will be used to govern student conduct at school, at all school-sponsored-activities and at anytime the student is under the jurisdiction of the school. The school also reserves the right to punish behaviour that is subversive to good order and discipline in the school even if such behaviour is not specified in the following written rules.

**Categories of Behaviour:**

Student behaviour can be categorized into two levels of severity and the consequences for misbehaviour are commensurate with the type of misconduct displayed by the student.

- Minor Offences
- Major Offences

**Minor Offence:**

A minor offence is considered the least offensive form of misbehaviour and receives the mildest form of discipline i.e. counselling, parent conferences and detention. If misbehaviour of this type continues the offence becomes a major offence.

- 1) Excessive talking in class
- 2) Sleeping in class
- 3) Coming late to class

- 4) Not sitting in assigned seat
- 5) Wandering around in room / corridors
- 6) Refusing to follow directions
- 7) Refusing to work
- 8) Not bringing books / materials to the school
- 9) Chewing gum / eating in the class
- 10) Throwing objects
- 11) Bringing food or drink in the classroom
- 12) Homework not complete or not given on time
- 13) Throwing food in the canteen and playground
- 14) Not returning plates back to the canteen
- 15) Leaving trash on the floor
- 16) Disrespect to the canteen workers or domestic staff
- 17) Carrying cell phones, electronic devices
- 18) Violation of uniform and grooming code
- 19) Possession of jewellery, makeup and grooming products

**Consequences Administered:**

- 1) Detention
- 2) Parent contacted
- 3) Electronic devices and other material confiscated
- 4) Suspension
- 5) Fines

**Major Offence:**

A major offence represents serious violation of rules and typically results in immediate suspension or expulsion.

- 1) Defacing or destruction of property
- 2) Intimidation / harassment / bullying
- 3) Forge, falsify, alter, or illegally possess school forms, or use forged notes.
- 4) Sell items on campus for personal gain
- 5) Possession or use of tobacco, drugs and alcohol
- 6) Fighting
- 7) Cheating
- 8) Use of profane / vulgar language
- 9) In possession of offensive and improper material
- 10) In possession of weapons
- 11) Theft
- 12) Repeated minor offences
- 13) Rude and improper behaviour
- 14) Commit an act of defiance, either in language or action, against any teacher or employee of The AMI School
- 15) Threatens the safety, security or well being of students, faculty or other school personnel.
- 16) Threaten or disrupt orderly operations of school or a school sponsored event.
- 17) Fail to abide by the classroom rules of each of their teachers
- 18) Tamper with a computer or any other form of technology that is the property of The AMI School without permission of a faculty member.

- 19) **No student is allowed to drive without a driver's licence. If a student is seen driving by any staff member near the school or any school sponsored event then immediate suspension will be given.**

**Consequences Administered**

- 1) Multiple detentions
- 2) Suspension
- 3) Expulsion

**Signing of School Documents:**

It is mandatory for every student to submit signed documents to the concerned authority within two days after receiving the documents. It can be

- Test Papers
- Forms or Notices having acknowledgement slips
- Note written in the diary

A fine of Rs 100/- will be charged in case of not meeting the deadline. The fine can be increased, if there is further delay of more than a day.

**Detention:**

Students may be required to stay after school for one hour for any of the mentioned offences. It is the student's responsibility to avoid detention. Failure to stay for detention can result in additional disciplinary actions.

**Detention Procedure:**

The student will be asked to stay back for one hour after school gets off. i.e. from 2:10 pm – 3:10 pm. During this time the student will do the work assigned by the teacher.

**UNIFORM AND GROOMING CODE**

**Uniform for Girls:**

A loose fit, knee length white shirt with a collar and school logo on the pocket, white shalwar, white socks (length 2 inches above the ankle), plain black shoes and navy blue duputta. No tucks, zips, and darts are allowed in the shirts and the length of the sleeves should not be less than 7.5 inches. The winter uniform includes a navy blue jacket. A Lab Coat for lab classes.

**Uniform for Boys:**

Navy blue trousers, a white shirt with a collar and school logo on the pocket, **a black belt**, white socks (length 2 inches above the ankle) and plain black shoes. The trousers should be worn around the waist and not below. The winter uniform includes a navy blue tie and navy blue jacket. A Lab Coat for lab classes.

**Games uniform for Boys and Girls:**

Loose fit Grey track pants with white piping on the side, a grey loose fit T-shirt with collar and school logo at the front. The length of the T-shirt should reach below the hips.

**GROOMING CODE**

- 1) All students are expected to come to school simply but neatly.
- 2) Nails are to be kept short and clean.
- 3) Girls are not allowed to apply nail polish, wear makeup or jewellery except a pair of small hoop earrings or studs in the ears.
- 4) Only simple wristwatches are permitted. All type of smart watches are not allowed and will be confiscated.
- 5) Girls with long hair should tie it in a neat plait or pony tail and short hair should be pinned and not fall on the face.
- 6) Boys should keep their hair short and tidy. Hair should be above the eyebrows, ears and collar.
- 7) Girls can only wear simple hair accessories like black or navy blue hair bands, clips and ponies.
- 8) No tattoos or body piercing is allowed for boys and girls. Only one piercing in the ear is allowed for girls.
- 9) Students are not allowed to colour / streak or alter their natural hair colour.
- 10) No gel or hair grooming products are permitted.
- 11) Colour contact lenses are not allowed.
- 12) The whiteness of the uniform and socks should be maintained and the school logo should not be faded. (The socks should be 2 inches or more above the ankles.)
- 13) The blue pants, dupattas and ties should also maintain their colour and be in good condition.
- 14) The uniform should be a good comfortable fit, not tight and ill fitted.
- 15) The shoes should be polished, tied and well maintained.

**Violation of Grooming Code:**

Grooming and Uniform will be checked on daily basis. Fines will be issued upon violation of any of the above rule.

**FEE PAYMENT**

Fee Challans are issued by the Accounts Office and can be deposited at **Habib Metropolitan Bank**.

## DEPOSIT REFUND POLICY

- a) For students completing the academic year, a written notice must be submitted before 15<sup>th</sup> June for the refund of the security deposit.
- b) For students leaving the school during the academic year, a month's notice in writing is essential. A notice received after the student has left the school will not be accepted and no refund will be given/reimbursed.
- c) Leaving certificate will not be issued after six (6) months of leaving school.

## SCHOOL PROGRAMME

### Study Tours

All these trips are compulsory & no exceptions will be made.

### Drives and Campaigns:

Drives are undertaken each year to support community help based programmes. Students are encouraged to participate and help in anyway they can. It is our expectation that parents will display a positive and responsible attitude in order to help build better communities.

### Parents' involvement:

It is a "do-it-yourself" school and relies on parent volunteers to remain healthy and growing. Volunteering parents, who give their time to provide this resource for our school, are wonderful role-models of active community involvement for their children.

Volunteer opportunities include serving on a school committee, assisting the teacher with special events or classroom needs or coordinating or working at an all-school festival.

### Social Welfare Programme:

This is a mandatory programme for students of O-I & O-II. Currently these are institutes that students are sent for volunteer work

- 1) SRSC
- 2) ACELP
- 3) Child Aid
- 4) IDA RIEU
- 5) Kidney Centre

At the end a certificate is issued by the institute and reported in the report card.

### Life Skills Programme:

Life skills programme is offered to every student and conducted on Tuesday. Choosing a module at the beginning of the year is mandatory for all the students. The modules are Public Speaking (Toastmasters Club), Taekwondo, Roller Skating, Theatre, Vocal Training, Photography, Robotics and Game Development. Students have to complete a year in the chosen module and his/her performance is graded at the end of each term. The grade is shown in the report card.

## HEALTH

### **Immunization:**

Complete immunization record must be supplied at the time of admission.

### **Communicable Diseases:**

In order to prevent the spread of infection, please keep your child at home when he/she has any of the following:

Chills	Earache	Vomiting	Sore throat
Fever	Eye infections	Skin Eruptions	Mumps
Chickenpox	Head lice	Measles	German Measles
Whooping Cough	Flu	Diarrhea	

PLEASE report such illnesses and resulting absences to school at once.

### **Accidents Injuries and Sickness:**

In case of accident / injury or illness, parents are notified immediately. First Aid is given if needed. An accident / sickness report is sent with the child.

## TRAFFIC MANAGEMENT PROGRAMME

Your support and cooperation is required to manage the traffic outside the school more effectively. School staff and CPLC guards are on duty at morning and afternoon time to assist you and keep the traffic moving. This problem effects everyone and requires understanding and patience on everyone's part to be addressed properly.

Kindly read and follow the instructions and guidelines below for the collective good for all who visit the school daily:

- **Dividers will be put on the road a little distance from the senior branch gates to manage the flow of traffic from both directions.**

#### **Divider Timings**

Morning	:	7:30 am – 8:15 am
Afternoon	:	1:30 pm – 2:30 pm

- Cars coming from Hill Park are to go down from the back of Day Care, take a right turn from the lane beside the Day Care building and again turn right to come to the Junior Branch.
- For Senior Branch the detailed traffic plan for the drop off point in the morning is attached at the end.
- The cars after dropping or picking up students from "**Senior Branch**" must proceed forward or take a left turn before Rawal Masjid.

- Do not drop your child on the opposite side of the school gate at any branch.
- **Do not drop your child in the middle of the road by stopping the car parallel to another.**
- Do not insist on dropping the children exactly in front of the school gate. All wanting to do this creates a huge dead lock at the back making everyone late. Moving up a little ahead of the gate will help avoid this.
- Move your car forward immediately after dropping your child as cars are lining up at the back.
- **Use of horns is strictly forbidden.** Blowing of horns disturbs the neighbours living near the school as well as the students doing lessons and is considered noise pollution.
- Please help the staff by cooperating with them. Do not argue or misbehave with the staff as they are only doing their jobs. A little understanding on your part goes a long way in managing the traffic. Please instruct your drivers also not to argue and misbehave with them.
- Try leaving home 5 – 10 minutes earlier to avoid the rush and anxiety faced when time is running out.
- Make the children keep their bags with them in order to get down quickly. Bags kept in the boot take a long time to be collected and again cause a traffic jam.
- Lastly, patience, understanding and civility by every one can greatly improve the flow of traffic around the school.
- **The AMI Transport management Plan has been reviewed and revised and runs on a trial basis. With your support and suggestions, it will be modified to become one which facilitates everyone.**

The Management does try its best to do whatever is possible to keep the traffic and parking organized but cannot succeed without your help. Truly believing that our parent community comprises of well aware and socially responsible people, we look forward to your support in this matter.

**A Location Map and Traffic Management Plan is attached for your convenience.**

