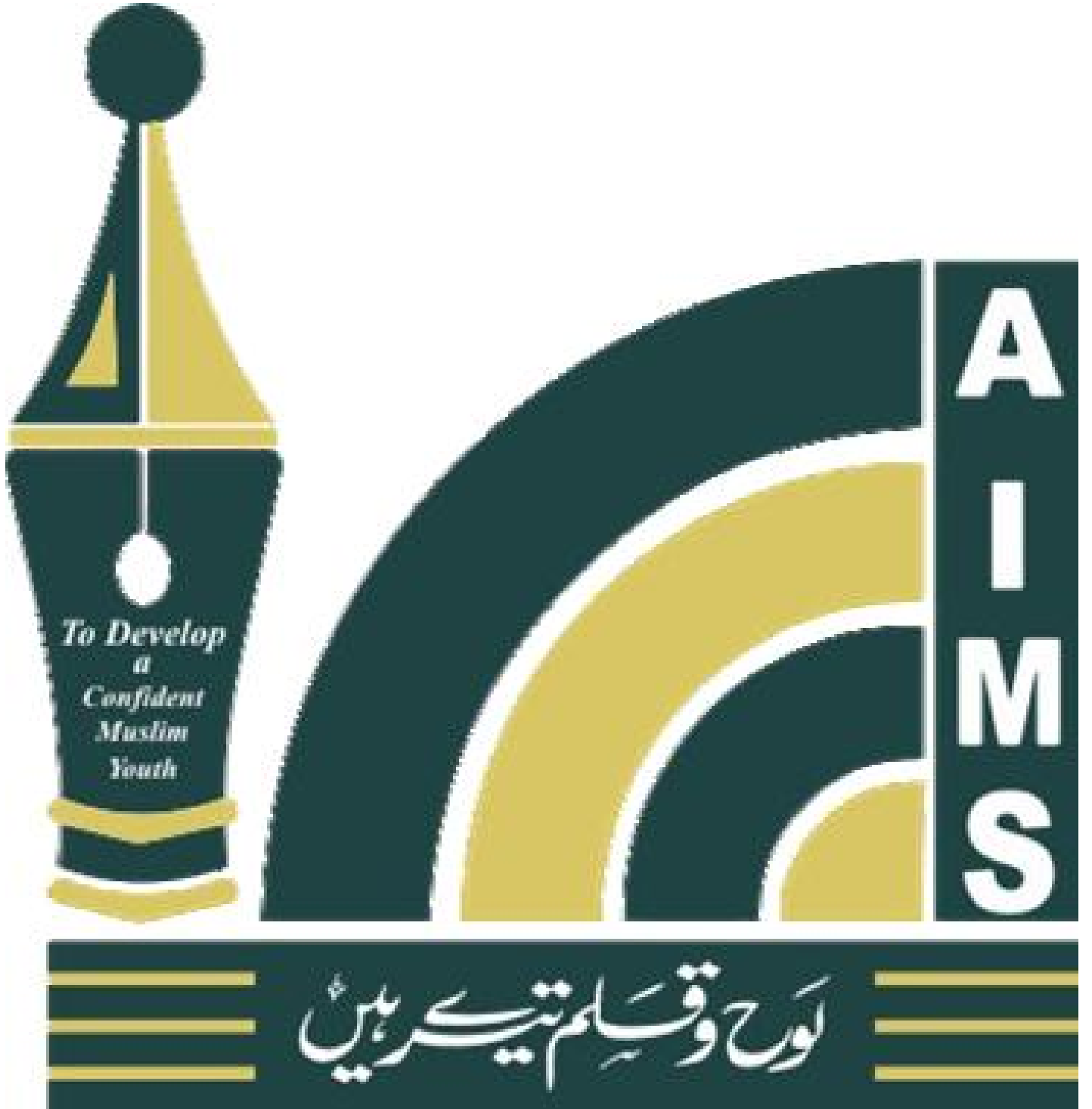


# AIMS PROSPECTUS



# **AIMS**

Campus - I & II

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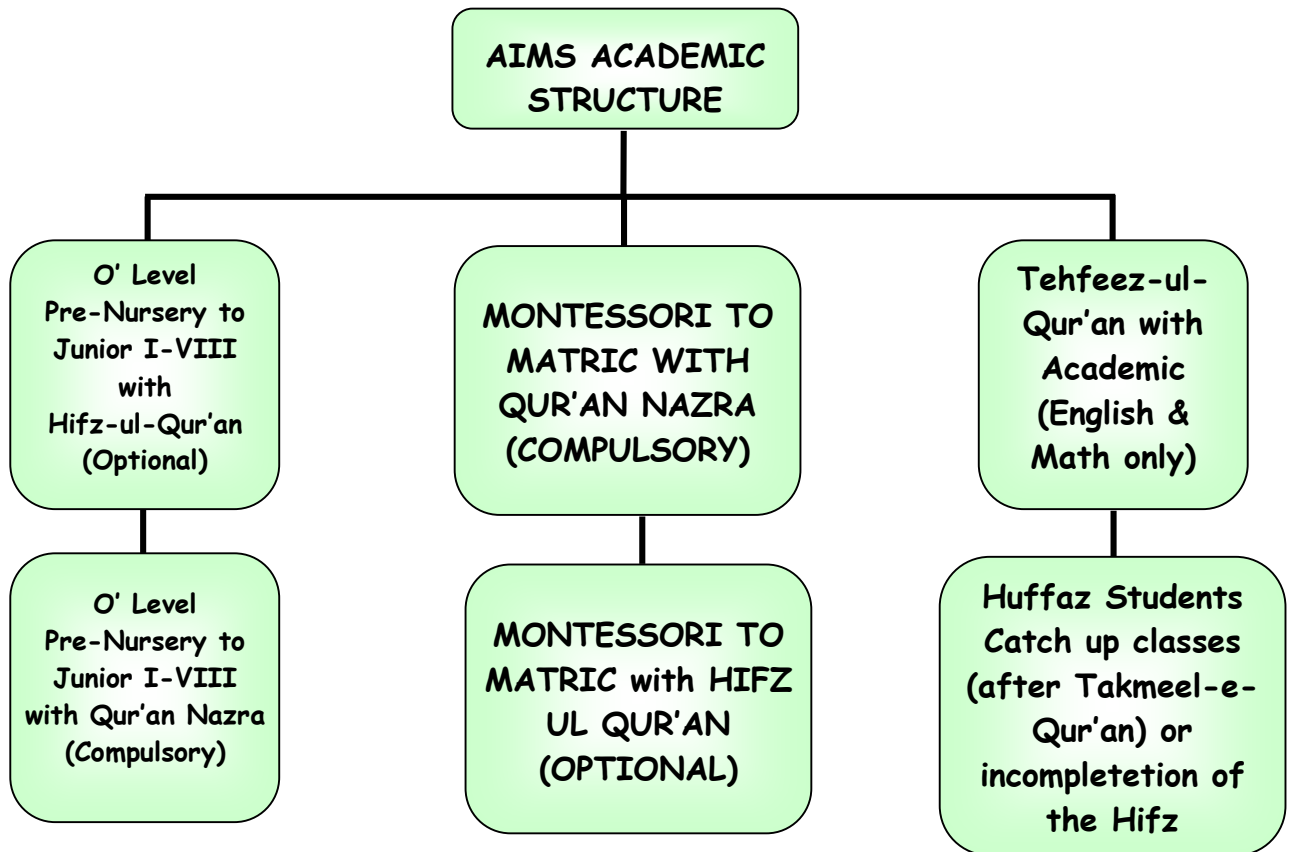
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## INTRODUCTION

### Why AIMS?

Academy of Islamic and Modern Studies is an institution where moral competency and divine civilization are taught and are equally emphasized beside modern and scientific education. Our focal aim is to develop a confident Muslim youth harmonized with the modern era education.



### GOALS

1. To provide a challenging educational programme based on True Islamic Spirit.
2. To enlighten the torch of the Holy Prophet's ﷺ Love in the heart of every student.
3. To promote intellectual curiosity.
4. To develop the potential of students by encouraging them to participate in a diverse and full range of school activities.
5. To nurture in each student feelings of self-confidence and pride in accomplishment.
6. To create in each student an awareness of a world of rapid change.

# ACADEMY FOR ISLAMIC & MODERN STUDIES (AIMS)

## MESSAGE FROM THE ADMINISTRATOR

*Ahmed Hussain Bawa*

In any child's life school's environment plays a significant role to develop his / her character and interpersonal skills. School is a mini representation of a society for a child. Teachers groom them and channelise their potentials towards the right direction.

Parents are also an integral part of this teaching – learning process indirectly as what child learns at school reinforces at home or vice versa. Parents by supporting teachers can see their children growing into good human beings, good muslims and the effective members of the global society.

# MISSION STATEMENT

## Our Aim

TO  
DEVELOP  
A  
CONFIDENT  
MUSLIM  
YOUTH  
HARMONIZED  
WITH  
THE  
MODERN  
ERA  
EDUCATION

## FACILITIES

### We provide

1. Ideally designed classrooms
2. Electric coolers with so-safe water purification
3. Stand by generators
4. Multi purpose Audio Visual Library
5. Science Laboratory
6. Modern Computer Lab with Internet Facility
7. Mini ZOO
8. Indoor games, swings and spacious play area
9. Ablutions and excellent arrangement for performing Namaaz
10. Online classes through latest technology

### Significant Activities:

Through which mental / physical and emotional skills are developed.

- \* Qur'an Khawani
- \* The study of Qur'an
- \* Practical Implementation and subjective study of Seerat-e-Pak ﷺ.
- \* Mahafil-e-Hamd / Naat / Darood / Awrad
- \* Days of Remembrance Sufia / Heroes
- \* Speaker's Forum
- \* Bazm-e-Adab
- \* Science and Art Fair
- \* Students Wall Magazine
- \* Students Week
- \* Educational visits and excursions
- \* Sports day
- \* Seminars and Students assembly
- \* Celebration of religious, national, international days.

### Academic Approaches

- \* We apply modern teaching techniques and approaches through our qualified and trained teaching staff.
- \* Use of Individual Educational Procedure (I.E.P) System in Pre Primary classes.
- \* Regular assessments of child's developmental areas. Learning skills and ethics under a team of educational psychologists as well as parental guidance and counseling
- \* Use of specially designed daily schedule through which students learn Islamic values, practice Islamic way of life and get comprehension of Qur'an and Sunnah Of the Holy Prophet ﷺ.
- \* Study of Seerat-e-Pak ﷺ as a special subject.
- \* Regular classes of English language and use of Bi lingual teaching method.
- \* Teachers In-Service training workshops. Conducted by distinguished educationists and trainers.
- \* This year Arabic has been introduced as a subject.
- \* Students of Junior I till VIII will be taught Arabic from the new session.

# ACADEMY FOR ISLAMIC & MODERN STUDIES (AIMS)

## AGE GROUP-WISE DEVELOPMENT STAGES

### Age Group for Admission:

✓	Pre-Nursery	2.3	to	3.3
✓	Nursery	3.4	to	4.3
✓	Kindergarten	4.4	to	5.3
✓	For Junior I	5.4	to	6.3
✓	For Junior II	6.4	to	7.3
✓	For Junior III	7.4	to	8.3
✓	For Junior IV	8.4	to	9.3
✓	For Junior V	9.4	to	10.3
✓	For Standard VI	10.4	to	11.3
✓	For Standard VII	11.4	to	12.3
✓	For Standard VIII	12.4	to	13.3
✓	For Standard IX	13.4	to	14.3
✓	For Standard X	14.4	to	15.3

#### Matric System: Grade VII - X

#### Group offered to IX - X / O'Level

- \* Computer Science
- \* Bio Science
- \* Commerce

#### Tehfeez-ul-Qur'an section with Matric / O'Level (Optional): (For Boys only from Junior III)

- \* Hifz Programme under the supervision of expert Huffaz teachers where teacher student ratio is very ideal i.e. 1: 7 per group.
- \* Fast track Hifz-e-Quran facility for competent students is provided.
- \* Unique method of manzil/dohrai
- \* During Hifz-ul-Qur'an bi-monthly, half yearly and annual evaluation exams and report compilation to make the hifz practice stronger and effective.
- \* After Takmeel e Qura'n proper system of manzil dohrai (revision) is adopted.

#### Criteria for Admission in the Hifz Section:

- \* Child's age should be eight (8) at the time of admission
- \* Must have passed class II
- \* Should be fluent in Nazra and must have proper knowledge of Qawaid.

#### Note:

- \* Hifz student's vacations schedule is different from that of academic sections.

Hifz section's timings are from 7:55 am to 2:10 pm



### Pre-Junior / Junior / Senior Sections

A.I.M.S Management announces the Academic Policy for the session 2021 - 2022 according to which Ongoing / Continuous Assessment System will be continued in the new session as well. The entire session is divided into Two Terms

1. Term I
2. Term II

### Assessment / Test Guidelines:

#### Kindergarten / Junior I & II:

- \* At the end of every lesson / chapter / topic, there will be a class test of maximum 10 marks. Teachers may combine 2 small lessons or topics in a test whenever required.
- \* Teachers may announce the test date(s) well in advance by stamping the students' diaries having mentioned subject, topic and test date in it. In case of any unforeseen trouble or inconvenience it may be announced 1 day advance.
- \* If a test is postponed due to an unforeseen holiday, it may be taken any day un-announced. No restamping will be done for that test, a note in the diary will be sent though for the change in date.
- \* If a child is absent on the test announcement day, his/her diary will be stamped the next day, but if he/ she would stay absent for two consecutive days, school should not be hold responsible for not informing that child / parents.

**N.B: To prepare for an Assessment a student MUST thoroughly read and learn the complete lesson from the book and the copy work.**

- \* After checking and discussion, the test papers will be returned to the students. For the parents' awareness, again student's diary will be stamped having mentioned 'Subject', 'Topic' and 'The date of return' on it. If you do not find the "Test Returned Stamp" please inform it to us in written within a week.

#### Junior III-X:

- \* In three onwards classes Test-date, subject and topic will be **announced by teacher** in the class. Students will write subject, topic and test date in **Assessment Schedule** given in the **Home Assignment Diary** by themselves.

# ACADEMY FOR ISLAMIC & MODERN STUDIES (AIMS)

## SCHOOL ACADEMIC POLICY SESSION 2021 - 2022

- \* Test Papers after checking will be returned to students by the same process as mentioned above.
- \* Parents will sign the Assessment Schedule when:
  - \* Receive Test date (Sign - 1)
  - \* Receive Test Paper after checking (Sign - 2)
- \* If your child does not receive the checked test paper till the 8<sup>th</sup> day of the last announcement date, kindly contact school promptly to enquire.
- \* This is parents' responsibility to keep these test / assessment papers safely in a file at home for a record.
- \* Subject wise official data of every student is maintained regularly by the school that may be shown to the parents upon request only.

### **Assessment Policy:**

- \* As per the Assessment Policy Re - Assessment due to absence / failure / low performance will not be taken.
- \* For each subject N - 1, 2 formula will be applied.
  - o N = Total Number of Assessments taken
  - o - 1,2 assessment of low performance / absence / failure will be excluded.
- \* Number of Assessments excluded will depend on subject weightage and total number of Assessments taken. Management will decide the number of assessments excluded for each subject.
- \* Absentees Assessment / Exam will not be taken.
- \* Absentee will be considered fail in that particular test / Exam.
- \* We do not RETEST. Parents therefore, are requested to make their ward regular and punctual.

### **Assessment Criteria and Marks Allocation:**

A balanced allocation of marks is essential. A final coursework percentage for each term that is based on few samples of students' performance, work, and efforts does not provide a fair and sufficient representation of students' work. Therefore, we have planned to expand the assessment criteria for students which are as follow:

# ACADEMY FOR ISLAMIC & MODERN STUDIES (AIMS)

## SCHOOL ACADEMIC POLICY SESSION 2021 - 2022

- \* **Assessments** based on topics, lessons, chapters, units from the syllabus
- \* **Class work** (Work completed in class)
- \* **Oral work** (Recitation of Ayat with translation, Hadith, poems, Viva)
- \* **Notebook/ Handwriting** (Neat and tidy presentation of work)
- \* **5 marks** per term are allocated for copy maintenance.
- \* **Home Assignments** and tasks (Any days routine homework can also be marked)
- \* **Project work** (Work presentation, meeting deadline, relevance of material, bibliography / reference, acknowledgment, oral presentation of the project in class)

### Term Reports:

Child's Term I and Term II Reports will be compiled as mentioned below:

#### Pre-Nursery / Nursery:

The above mentioned classes do not have exams instead students are assessed on the basis of ongoing assessment.

#### Kindergarten / Junior / Senior:

##### Term I Report:

Term I Assessments marks + Half yearly Examination Marks = Term I Result

$$40\% \quad + \quad 60\% \quad = \quad 100\%$$

##### Term II Report:

Term I Result + Term II Assessments Marks + Final Examination Marks = Accumulated Result

$$20\% \quad + \quad 20\% \quad + \quad 60\% \quad = \quad 100\%$$

**Note:** Child's promotion to the next class or detention in the same class is dependent on the Accumulated Result.

### Detention Policy:

Following is the Detention Policy for

#### Pre Nursery & Nursery:

Core Subjects: English, Urdu, Mathematics

Non Core Subjects: Culture, Islamic Studies, English Language Oral, Sensorial

# ACADEMY FOR ISLAMIC & MODERN STUDIES (AIMS)

## SCHOOL ACADEMIC POLICY SESSION 2021 - 2022

Material, E.P.L Material, Mathematical Material, Language Material, Art & craft.

### Kindergarten:

Core Subjects: English, Urdu, Mathematics

Non Core Subjects: Science, Art & craft / Computer (oral), English Language oral.

### Junior I - II:

Core subjects: English Literature, English Language, Urdu Literature, Urdu Language, Math and Islamiat.

None Core Subjects for Grade I: Science, Computer, Arabic and Art.

None Core Subjects for Grade II: Science, Computer, Arabic and Art.

A child will be considered Detained and will not be promoted to the next class

- \* If he / she fails in 2 core subjects
- \* No rank / position will be awarded if he / she fails in 1 core subject but will be promoted to the next class.

**N.B: In Art there will be regular Assessments and marks will be given.**

### Junior III - VIII:

A child will be considered Detained and will not be promoted to the next class if he / she:

- \* fails in 2 core subjects
- \* fails in 1 core and 1 Non-core subjects
- \* fails in 3 Non-core subjects
- \* If any student of Grade-VIII is failed in 1 core subject he / she will not be promoted to Grade-IX.

### Junior III - VIII:

Core subjects: English Literature, English Language, Urdu Literature, Urdu Language, Math, Science and Islamiat.

None Core Subjects: Social Studies, Computer, Arabic, Art and Sindhi (Grade - VII & VIII).

- \* Nazra classes are arranged up till Junior VI while onwards for giving Religious education Tarbiyyat classes are arranged. It is child's responsibility to complete his / her Quran-e-Majeed till Junior VI.

# ACADEMY FOR ISLAMIC & MODERN STUDIES (AIMS)

## SCHOOL ACADEMIC POLICY SESSION 2021 - 2022

### Grade IX – X (Matric) / O'Level:

Grade IX, X's subjects and passing grades will remain as per the Matric / Cambridge Board.

- \* At the end of their academic session students performance in the Assessments, Annual Examination and Preliums will be accumulated to award the position holders.

### Catch Up Classes:

- \* Catch Up classes are arranged for students who lag behind in the scholastic education due to Tehfeez-ul-Qur'an for two to three years approximately.
- \* Their loss in academics is made up by specially designed and consciused syllabus for the class they have missed according to their intellectual and age level.
- \* After finishing each book 50 marks assessment is conducted.
- \* At the end of the session a Progress Analysis is done to promote these students their desired classes.
- \* Unsatisfactory performance may result in the repetition of the catch up classes.

### Grading Scheme:

Criteria to grade a child's performance for the assessments / tests / exams is given bellow.

A <sup>+</sup>	=	90%	-----	100%
A	=	80%	-----	89%
B <sup>+</sup>	=	70%	-----	79%
B	=	60%	-----	69%
C	=	50%	-----	59%
U (Ungraded)	=	Below	50%	(Failed)

### Promotion Policy:

- \* After meeting the above mentioned criteria, a child will be considered passed and eligible for the promotion to the next class.
- \* In case of failing in any one Core or Non-core subject, child may be promoted to the next class but may not be entitled for any Rank or the Position.
- \* Students having any serious ailment or a contagious disease will be detained or promoted to the next class after seeing their past performance. Parents MUST submit an application with an authentic medical certificate.

### **Hifz Students Academics:**

- \* Hifz students are taught Math and English subjects along with the Tehfeez-ul-Qur'an.
- \* These classes are arranged 4 days a week.
- \* Their course comprises books they should study according to their age level.
- \* Activity based syllabus is designed through worksheets to develop in them strong mathematical and language skills.
- \* They are assigned no homework.
- \* We do not take their tests.

### **Award Nomination Criteria:**

#### **Pre Junior Section:**

#### **High Achiever's Award:**

Students with an outstanding Academic performance are nominated for 'High Achiever's Award'. Child's over all progress in the various areas, such as attendance, behaviour, healthy participation in academic and co-curricular activities as well as personal hygiene are also considered.

#### **Junior / Senior / Hifz Section:**

#### **100% Attendance Award:**

The 100% Attendance Award is given to those students who are regular and punctual and attend the school whole year. They do not avail early departures or / and late arrivals.

Those students who are admitted in this school somewhere in the middle of the session may not be considered for this award.

#### **The Best Student Award:**

The nominations for the Best Student Award are made with the mutual consent of the teachers as well as considering the student's academic record, participation in the co-curricular activities, regularity, cleanliness and personal hygiene, behaviour towards peers, teachers and the school.

#### **Parents – Teacher Meetings (PTMs):**

A.I.M.S. considers PTMs as the highly important occasions for the parents as well as the teachers.

# ACADEMY FOR ISLAMIC & MODERN STUDIES (AIMS)

## SCHOOL ACADEMIC POLICY SESSION 2021 - 2022

- \* Parents are strongly requested to attend these Pre-exams and post-exams meetings to get to know their ward's progress. Parents' presence in these meetings show their care and concern for their wards.
- \* We would appreciate if mothers appear at such occasions more often.
- \* Assessment and exams paper files are allowed to take home for parents only.
- \* If both parents (Mother / Father) are unable to attend the PTM due to an extremely important piece of work and someone else is sent to attend the meeting or collect the result he / she may come with a proper application written and signed by parents and must bring with him / her child's I.D card without which he / she may not be entertained.
- \* In case of a discrepancy in the result, do inform the management promptly so that miscalculation or inaccuracy could be corrected within 3 days, no case will be dealt with later than the given days.

### Visiting Hours:

- \* Following are the Parents Meeting timings with the Coordinator, Principal / Headmistress / Administrator

- \* Campus - I:

Tuesday: 9:00am to 11am,

Thursday: 11am to 1:30pm.

- \* Campus - II:

Tuesday: 11:00am to 1:00pm,

Thursday: 9:00am to 11:00am.

Other than the mentioned days / time take a prior appointment to meet the Coordinator, Principal, Headmistress and Administrator also.

**Note:** Please avoid to call the Administrator directly over the cell phone. In case of having any complaint write the complaint in short with your ward's name, S.I.D and class and SMS it. Your matter will be resolved and on requirement we may call you as well.

### Home work:

- \* We usually prefer giving reading, learning and practicing tasks as students home assignment; A child may complete them independently or with little of parental guidance.
- \* Selective written home work may also be given as per need and for further improvement and reinforcement.

- \* Students who remain absent from the school for any reason **MUST** complete their pending work timely.
- \* Parents may also come to copy down or collect their ward's absent days' work between 1:00 pm to 2:00 pm any day except Fridays / Saturday. Take a prior appointment for it.
- \* Teachers or the school management is not responsible to complete or cover the written / oral work of the Absentee. We may facilitate the child to do his / her pending work and teachers may check this as late work.
- \* If a child doesn't complete his / her homework on time and teachers stop him / her after school extra tuition fee of Rs. 100 will be charged. Parents will be responsible for the Pick and Drop of their ward in this case.

### Home Assignment Diary:

- \* Parents are advised to check and sign their wards' diary and note books regularly.
- \* If parents wish to write a note in the diary for any teacher they may do so but if they wish to communicate with the principal a separate paper should be used. You may also make a phone call to the principal for registering your complaint if you do not get a response of your written note.
- \* Diaries are checked in the diary period; therefore you may not get an immediate response on the same day.
- \* If on the parents note 'Seen' is written that means your query or complaint has reached to the concerned person.
- \* Teachers or the principal may respond in the form of a note written in the child's diary for their parents.
- \* If the matter would be serious and urgent, the principal may like to see you personally at school.
- \* For writing a note in the diary, kindly use pen or ball point. Avoid sending us note written with pencil.
- \* The Home Assignment Diary has "Important Notes" Pages in it. They are for the Principal / Coordinator to write a note for parents regarding any issue.



## SCHOOL RULES

### Uniform Description (For Matric System):

#### Grade VII - X (Academic & Hifz Sections):

- \* *Boys: Khaki pants, white shirt, khaki cap*
- \* *Girls: Khaki shirt, white shalwar, white scarf (with brown hood)*

*School uniform is available at Ghani's (Tariq Road Outlet).*

- \* *Prescribed Brown jacket for Boys and Girls (In winter)*
- \* *Brown Socks*
- \* *Brown shoes (stick on i.e. without laces)*
- \* *AIMS prescribed shoes are brown and stick on (without laces).*

### Uniform Description (For Cambridge System):

#### Pre-Nursery / Nursery / Kindergarten:

- \* *Boys: Grey pants, Checked shirt (with Grey collar), Grey cap.*
- \* *Girls: Checked Shirt (with White collar and Grey strip), white shalwar, white scarf (with Grey hood)*

#### Junior I-VIII / O'Levels (Academic & Hifz Sections):

- \* *Boys: Grey pants, white shirt with grey collar, Grey cap*
- \* *Girls: White shirt with Grey collar and strips, white shalwar, white scarf (with Grey hood)*
- \* *School uniform is available at Ghani's (Tariq Road Outlet).*
- \* *Prescribed Grey coat for Boys and Girls (in Winter)*
- \* *Black Socks*
- \* *Black shoes (stick on i.e. without laces)*
- \* *AIMS prescribed shoes are black and stick on (without laces).*
- \* *Chances of incidents increase when students wear shoes with laces. The Best Shoe Company's school shoes are available at Bahadurabad, Pakistan Chowk and Saddar.*
- \* *Faded out or under sized uniforms are strictly prohibited.*
- \* *Girls MUST wear scarf full time. Boys should wear only AIMS prescribed caps full time.*

## SCHOOL RULES

### School Timings for Students:

\* **Pre-Junior Section:**

- Monday to Thursday: 8:25am to 12:45pm
- Friday: 8:25am to 11:45am

\* **Junior I, II Students:**

- Monday to Thursday: 8:25am to 1:45pm
- Friday: 8:25am to 12:00pm

\* **Junior III - X Students:**

- Monday to Thursday: 7:55am to 2:10pm
- Friday: 7:55am to 12:10pm

\* **Hifz Students:**

- Monday to Thursday & Saturday: 7:55am to 2:10pm
- Friday: 7:55am to 12:10pm

### Text Exercise Books / Diary & Stationery:

- \* All books and copies must be labelled with Student's Name, Father Name, SID No, Class, Section and Subject
- \* Note books and Homework Diary **MUST** be purchased from the school. Any other notebooks or Homework Diary without A.I.M.S monogram printed will not be allowed to use. All books and copies should be plastic coated.
- \* Students should bring their complete stationery with them daily. (Grade I and onwards)
- \* Students should bring plastic bags / pouch for stationery.
- \* Students should bring books according to the time table. A note through the diary will be sent if any other book, work book / note book is required.

### A. Attendance:

- \* 80 % attendance is a must.
- \* Assembly bell rings at 07:55am. After 8:00am late is marked. On arriving late a student's Home Assignment Diary is stamped as "Late Comer". On fourth time late child will be sent back home. Late comers who arrive after 8:12am will not be allowed to enter the school and will be sent back home.

## SCHOOL RULES

- \* Doctor's appointment will be dealt with a note in the diary a day earlier preferably with the doctor's slip.
- \* Absenteeism during the test will be considered as 'zero marks'.
- \* For Grade IX and X students 90% attendance is a MUST. No child is allowed to remain absent without a prior permission and a phone call from parents. If application or phone call is not received fine of Rs: 100 (per day) will be imposed.

**Note:** School does not keep the fine money it will be donated for a welfare cause.

- \* Two attendance are taken in a day, one in the morning and the other in the afternoon. Incase of late arrival / taking early departure a child will be considered absent on that day and will not be awarded 100% attendance award.
- \* Students having attendance below 70% in each term will not be allowed to participate in school activities like Field Trip, Farewell party etc.

### **B. Leave:**

- \* An application must be sent in advance for any leave that may be required. If a student is absent for more than two days due to illness he / she will have to bring the doctor's certificate along with the application. For Grade IX and X students fine of Rs. 100/- (per day) will be imposed incase of not providing doctor's prescription.

### **C. Late Coming:**

#### **Pre-Junior**

- \* After 8:30am late is marked. Late comers who arrive after 8:45am will be sent back to home.

#### **Junior / Senior Section**

- \* Only three lates till 8:12am are allowed. On fourth late child will not be allowed to enter the school and will be sent back home.
- \* Late commers who arrive after 8:12am even first time will not be allowed to enter the school and will be sent back home.
- \* School gate will be closed at 8:12am

### **D. Late Pick & Drop:**

- \* Parents must pick up the child within 15 minutes after school is over.
- \* On third time late in a month Rs. 100 per hour fine (donation) will be imposed.

## SCHOOL RULES

### **E. Pick & Drop and Student ID Cards**

- \* In the beginning of every session new Pick & Drop and Student ID cards are issued.
- \* No students will be allowed to leave school without it; Therefore, whoever comes to collect the child must produce this card at the school gate.
- \* In case of not bringing and showing Pick and Drop or ID Card Rs. 200/- fine (Donation) will be charged. Submit an application along with the photocopy of CNIC and show your cooperation with the duty staff. With ID card issues are dealt in the end which may take time, therefore keep your patience during the procedure.
- \* In case if your ward's ID / Pick and Drop Card is lost. You will have to pay Rs: 500/- for a Duplicate Card.
- \* It is strictly prohibited to make plastic coated photocopies of these cards. If you are found using such ID card or Pick and Drop cards you will be fined Rs: 2000/- and it may result in cancellation of your ward's admission too.

### **F. Fee:**

- \* **Cash discount** can be availed on timely payment i. e. by the **10th of every month**.
  - Monday to Thursday Timing: 08:15am to 02:10pm.
  - Friday Timing: 08:15am to 12:00pm.
  - Saturday Timing: 8:20am to 1:00pm.

The **last date** of submitting fee is 20<sup>th</sup> of every month. From **21<sup>st</sup> day** of the same month, **child will not be allowed** to sit in the class if the fee is not paid till the said time.

### **G. Struck off Policy:**

- \* Continued absenteeism for two weeks without written information will result in striking off the child's name from the school's register. If a child comes after the said duration he / she may have to go through the Re - admission Process.
- \* One time detained.
- \* Any misbehaviour by parents or students.
- \* Disciplinary matter.

### **H. Withdrawal Policy:**

- \* In case where parents / guardians do not give one month written notice of withdrawal then one month fee in lieu of notice will be deducted from the Security Deposit Balance.
- \* The outstanding / unpaid fee will be adjusted from Security Deposit.

## SCHOOL RULES

- \* If this application is made after the 7th of the month then fee is payable for the whole of that month.
- \* The fee will be charged of the month during which applied for the School Leaving Certificate.
- \* The school leaving certificate will be issued when all school dues have been cleared and the student has completed at least One Academic Session with A.I.M.S.
- \* Students withdrawn on completion of academic session before summer vacation with or without notice, are liable to pay the Tuition Fee including the summer vacation.

### I. Deposit:

- \* Deposit money will be refunded only if the student leaves the school on completion of session with two months prior notice. Payment will be made during May and June only.
- \* In case of non completion of session school will not refund the deposits.

### J. Uniform:

- \* Faded; out-sized uniforms are strictly prohibited.
- \* Students with two / three yellow slips in a month will not be allowed to sit in the class with the next warning.
- \* On third warning Rs.50/= fine (donation) will be imposed.
- \* Girls **MUST** wear scarf full time. Boys should wear only AIMS prescribed caps.
- \* Girls are not allowed to apply any make up or wear any real or imitation jewellery (including any kind of bangles and fancy watch etc).
- \* Only prescribed colour plain scarf and Abayas are allowed.

### K. Discipline:

- \* A student may be suspended / expelled / stopped from participating in school activities / imposed fine (Donation) by the School Authorities without any prior information / notice due to any of the following reasons.
1. Irregularity
  2. Objectionable moral influence
  3. Disorderly or Unsatisfactory conduct / Misbehavior
  4. Delay in the Payment of any Fee / Charges
  5. Disobedience or Disregard of the written / verbal Instructions / Rules and Regulations
  6. Misbehavior / Misconduct on the part of Parent / Guardian

## SCHOOL RULES

- \* Writing on desks, chairs, wall etc, or breaking classroom Furniture, the cost of repair will be charged from the student responsible for the damage.
- \* Bringing Mobile Phones, MP3 Players and other music / electronic devices of any type, video disks etc are strictly prohibited. Incase of bringing it will be confiscated and fine will be charged.
- \* The school authorities reserve the right to expel a student without assigning any reason and / or giving prior information / notice. School authorities may impose cash penalty incase of any misconduct or misbehavior. Headmistress / Principal / Administrator will be the sole judge.
- \* The decision of the Headmistress / Principal / Administrator in all cases will be absolute, final and binding on the students and their parents.

### L. Direct Entry:

- \* The Parents can contact the office Incharge / Co-ordinator only. Direct entry to any Classroom, Staffroom, Canteen, Laboratory, Library, Principal's Office or any other area in school is strictly prohibited. Under no circumstances should the school staff be contacted. No person except the Signatories of the Admission form is to contact / communicate with the school authorities / visit the school.

### M. School Building:

- \* Under unavoidable circumstances, the school may be shifted to another premises, and no compensation or any fee refund will be made in this regard.

### N. Examination Rules:

The following rules are applicable in all the Examinations:

- 1) A Student must obtain at least 50% marks in written Papers to pass each Examination.
- 2) Any student found using unfair means during Tests / Examinations shall be debarred from the remaining Tests / Examinations and strict action shall be taken without any prior information / notice.
- 3) No exams in Pre-Nursery and Nursery. Result will be based on ongoing assessment.
- 4) In terms of the fee Rules, a student shall be stopped from appearing for a Test / Examination or his / her result shall be withheld without any prior information / notice, if the dues up to one month are not cleared.
- 5) In case of absence in any of the Examinations due to any reason, no Re-examination shall be conducted.
- 6) Students are not allowed to share or exchange stationary during exams.
- 7) Use of Whitto / Ink remover on Test / Exam paper is not allowed.
- 8) Use of Scientific calculator is not allowed.

## SCHOOL RULES

### O. Rules for Online Classes:

Following rules must be followed during online classes.

- \* Download Zoom and Google Classroom applications in your mobile, laptop and PCs etc.
- \* Create G-mail I.D with the student's name and SID# for example: [mansoor101@gmail.com](mailto:mansoor101@gmail.com).
- \* Student must join Zoom and Google Classroom with his / her own name otherwise they will be removed from the class.
- \* Keep your mobiles, laptops etc charged and internet connections upgraded.
- \* Online classes schedule will be sent a day before on Facebook / WhatsApp.
- \* Student must be ready 30 minutes before starting the class.
- \* All books / workbooks / copies and stationery must be handy.
- \* Late entry to the class will not be allowed. Students will be allowed a grace of 10 minutes only after starting the class.
- \* Any missed part of the class will not be repeated.
- \* Keep your mike and camera off.
- \* In case of a question use 'Raise hand' option once the teacher has finished explaining the topic.
- \* Must mark your attendance within 10 minutes of starting the class.
- \* You must not have any food around you. Any student found eating food during class will be removed from the class immediately.
- \* In case of any interruption or indiscipline of parents / siblings during the class, the student will be removed from the class.
- \* Any student found creating disturbance during online class will be removed and suspended from the class for next two days.
- \* Parents are not allowed to communicate with the teacher directly during online class.
- \* In case of any issue please visit the school physically, we will manage the issue.

## SCHOOL RULES

### P. General Rules:

**Note:** For any discrepancy in the uniform and / or the Personal Hygiene will result in the issuance of a Yellow warning letter that may affect child's selection for the Best Students Award.

- \* Students **MUST** wear school's complete and prescribed uniform. Parents must see that their children are neatly dressed, hair free of nits and dandruff, nails clean and cut short. Make sure that from the very first day your child comes to school in clean, well ironed uniform.
- \* Submit a large bag of pampers and a casual dress of your child to his / her class teacher for emergency use in a plastic bag with your child's name tag on it. (Pre-Nursery / Nursery only) Put a name tag with SID number on your child's school bag, lunch box, water bottle, scarf, cap, jacket and other goods of use.
- \* The school going child requires a healthy breakfast like milk, egg, cereal or bread.
- \* Junk food is not allowed and it can be confiscated.
- \* No student should seek tuitions from the teacher's serving in this institute.
- \* Parents are requested to come to the reception for any query. Please do not contact / meet the teachers without permission. It is strictly prohibited.
- \* Parents are strictly asked not to send any gift items for any teacher. Only Aab-e-Zam Zam or dates are allowed as Hadiya after Umrah / Hajj.
- \* No party in school is allowed without prior permission of Head.
- \* Birthday celebrations in school should be limited to distribution of sweets / toffees only. Cake, pastery etc. type of items are strictly prohibited. In case of bringing those items will be confiscated.
- \* Late arrival and early departure is only dealt with the parents' signed application a day (ahead) earlier.
- \* Every application / letter / note sent by you should be neatly written on a proper page stating your ward's name, class, section, S.I.D number and the purpose of writing to us.
- \* Absent students should bring an application the very next day to school. If a child is absent for more than two days he will have to bring the doctor's certificate too.



## SCHOOL RULES

- \* In case of injury or any other unavoidable reason, if a child is sent in dress or shoes other than the uniform an excuse note must be written in Assignment Diary.
- \* Inform us immediately if any change will occur in emergency telephone no. / address.
- \* Do not send last minutes message for Transport especially. If your van does not come and you drop your ward to school see to it that you make a phone call to the concerned driver to know whether he will pick your ward from the school in the OFF time or not.
- \* In the off time if van does not come then school will inform you after an hour or so (depending upon the situation).
- \* No student will be allowed to leave the school premises before closing time. Parents are requested not to come to the Principal with excuses to take their wards home earlier than closing time. However for emergency cases only this rule may be relaxed, after signing the Early Departure Slip in the Principal's office.
- \* Pupils suffering from a contagious or infectious disease shall not be permitted to attend school and will be sent back home.
- \* In case of taking early departure, parents must inform van drivers.
- \* Early departure after 1 o' clock will not be allowed.
- \* No parents will be entertained at the off time before and after off time (45 minutes).
- \* Parents with ID Card / Pick and Drop card issues will be dealt after concluding off time matters.
- \* The school authorities reserve the right to change any rule according to the situation.

### Absenteeism:

- \* Group or individual absence.
- \* Practical or theory will not be repeated.

## CODE OF CONDUCT FOR STUDENTS

- \* Running, shouting or littering inside the school premises is not allowed.
- \* The students are expected to bring their text books and note-books in accordance with their scheduled time-table daily. They should look after their belongings. The school will not be held responsible for lost property or for refunding of any sort.
- \* Extra classes are sometimes conducted in the school premises for completion / revision of syllabus. These extra classes help the students to improve and achieve better grades in examinations, and are compulsory for students to attend.
- \* Speaking in Language other than English in class or outside the class is not allowed. Regular fine will be imposed for breaching the rule.
- \* Expensive Jewellery, Mobile Phones, MP3 Players and other music / electronic devices of any type, video disc etc, are strictly prohibited. These items, if caught will be confiscated, and returned only at the end of the term, after payment of fine.
- \* Fancy abayas are not allowed. Students can wear only black coloured plain abayas.
- \* Eating, drinking, chewing gum etc is strictly prohibited in the classroom.
- \* Writing anything on desks, chairs, walls etc, or breaking of furniture or classroom fixtures is considered an act of vandalism. This is punishable by detention or suspension. In addition, the cost of repair will be charged to the student responsible for the breakage.
- \* Borrowing or lending of text books, exercise books, registers, stationery, calculator etc, during school time is strictly prohibited.
- \* Fighting in class, corridors, washrooms, inside school premises or directly outside the school gates, (as it affects the safety of other students) is considered a serious breach of discipline. Detention incase found involved.
- \* Any student found using unfair means during Tests / Examinations an strict action will be taken without any prior information / notice.
- \* A serious offence may result in detention, suspension or even expulsion in certain cases.
- \* The Principal's / Administrator's decision in all Academic and Disciplinary matters will be final and binding on the students and their parents.

# ACADEMY FOR ISLAMIC & MODERN STUDIES (AIMS)

## PENAL ACTION LIABLE AGAINST STUDENTS FOR BREACH OF SCHOOL CODE OF CONDUCT

S.#	Description of Disruptive Behaviour	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence	4 <sup>th</sup> Offence
1.	Successively Coming late to school / class	Class Teacher to verbally warn	Coordinator to warn students	Coordinator to warn and call parents	Warning by Principal
2.	Bunking Classes	AS ABOVE			
3.	Improper or dirty dress / uniform (violation of School dress code)	Discipline Committee / Teacher to verbally warn	Coordinator to warn student	Same as 1 <sup>st</sup> and 2 <sup>nd</sup> as well as Coordinator call parents	Warning by Principal
4.	Carrying / Displaying / using electronic gadgets, Cell phone etc, within School premises	Warning by Coordinator	Confiscation till the end of the School Year		
5.	Loitering in School areas purposelessly	Discipline Committee / Teacher to verbally warn	Coordinator to warn student	Warning by Principal with fine	Suspension from classes for 2 weeks with fine
6.	Damage to school Property	Recovery of Cost ascertained by Administration	Recovery of Cost ascertained by Administration and issuance of warning letter by Principal	Recovery of Cost ascertained by Administration and issuance of warning letter by Principal and suspension from classes of two weeks	Expulsion from School and recovery of cost of damage
7.	Failure / Late deposit of School fees / dues	As Per Fee Rules			
8.	Loss of any document issued i.e. ID	Coordinator to warn student and issuance of new document with fine.	Warning by Principal and issuance of new document with fine.	-	Suspension from classes for one weeks
9.	Theft / Petty stealing	Recovery of Item, warning by coordinator	Recovery of Item, warning by coordinator and call to parent	Recovery of Item, warning by coordinator and call to parent and suspensions for two weeks	Expulsion from School and Recovery of Item
10.	Quarrelling, Fighting, (Shoving, Pushing Or Scuffling, Bullying / Verbal Abuse)	Discipline Committee Teacher to Verbally Warn	Written warning by coordinator and counseling with fine	Warning written by the Principal and suspension for two weeks with fine	Expulsion from School
11.	Vandalism	100% of the cost be levied and call to parent verbally warn	100% of the cost levied and call to parent written warning	Suspension from School and counseling with Parents plus 100% of the cost levied	Expulsion from School
12.	Physical Violence	Suspension from School with fine Parents be called	Expulsion from School	-	-
13.	Disruption of School operations / events or Politicking on School premises	Suspension from School with fine and counselling with Parents	Expulsion from School	-	-
14.	Possession / use of Weapon	Expulsion from School	-	-	-
15.	Illegal Activity	Expulsion from School	-	-	-
16.	Gender Harassment	Warning by Class Teacher	Warning by Coordinator with fine	Warning by Principal with fine	Suspension from School with fine
17.	Religious / radical / sect discrimination	Warning by Class Teacher	Warning by Coordinator	Warning by Principal	Suspension from School
18.	Unnecessarily arguing and complaining	Warning by Class Teacher	Warning by Coordinator	Warning by Principal	Suspension from School
19.	Disrespect, Indecent, behavior or disobeying of Instruction / rules etc.	Warning by Class Teacher	Warning by Coordinator	Warning by Principal	Suspension from School
20.	Forging documents, fraud, lies etc.	Warning by Class Teacher	Warning by Coordinator with fine	Warning by Principal with fine	Suspension from School
21.	Writing / Publishing prohibited material	Warning by Class Teacher	Warning by Coordinator	Warning by Principal	Suspension from School
22.	Smoking, use of Drug on campus	Suspension from School	Expulsion from School	-	-
23.	Possessing / using crackers, fireworks	Suspension from School with fine	Expulsion from School	-	-
24.	Gratification	Suspension from School	Expulsion from School	-	-

**Note:** This is Administrator / Principal's discretion to expel any student upon an undesirable act or breaching the rules. Headmistress / Principal / Administrator may impose cash penalty incase of any misconduct / misbehavior. Headmistress / Principal / Administrator will be the sole judge.