



# **SCHOOL HANDBOOK**

*for*  
**Students and Parents**

**2021-2022**

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## **Welcome Letter**

Dear Students and Parents,

We would like to welcome our new students to ADA School! We hope you are excited and ready for a great year filled with learning and fun!

Educational success for all students cannot be complete without an effective partnership with all parents. You play the most essential role in your children's education and it is important that we build a strong relationship in order to best serve your children's educational needs. Your input and involvement is greatly appreciated as we work to accomplish our School goals.

We believe that it is critically important for your child's educational experience they have a sense that a positive, healthy relationship exists between their parents and the School. This provides them with a sense of security which is the foundation for good learning!

The purpose of this handbook is to communicate the philosophy of the School, as well as the roles and responsibilities of all parties: School, parents and students. Rules and regulations outlined in this handbook are essential in building foundation for strong and effective relationship between all stakeholders. This document is the result of many hours of work, consultation and advice from our teachers, students and parents. It sets out our philosophy and provides you with the necessary policies and procedures.

We expect you to review this document thoroughly during the Orientation Days.

We look forward to seeing you at ADA School in the weeks to come and wish you success in the year ahead.

Sincerely,

ADA School

## **Introduction**

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures.

Announcements contained in this publication are subject to change without notice and may not be regarded as binding obligations to ADA School (referred to as School hereinafter). The School reserves the right to change any provisions or requirements.

**Failure to read and agree with School regulations will not exempt students from whatever penalties they may incur.**

## **Contact Information:**

Address: 61 Ahmadbay Aghaoghlu Street, Baku, Azerbaijan, AZ1008

Telephone: +99412 4373235

Website: [ada.edu.az/school](http://ada.edu.az/school)

## **School Calendar**

School operates on an academic year divided into two equal terms and a shorter summer term.

- The Fall Term commences the first Monday of September and continues for 78 days of instruction.
- The Spring Term commences the fourth Monday of January and continues for 77 days of instruction.

<b>2021-2022 ACADEMIC CALENDAR</b>	
<b>FALL Semester, 2021</b>	
September 6, 2021	Classes begin
November 1-5, 2021	Midterm exams
November 8-14, 2021	Fall Break, NO CLASSES
November 15, 2021	Classes resume after break
December 31, 2021-January 4, 2022	New Year Break, NO CLASSES
January 5, 2022	Classes resume after break
January 10-21, 2022	Final exams
January 21, 2022	Last day of Fall semester
January 22-30, 2022	Winter break, NO CLASSES
<b>SPRING Semester, 2022</b>	
January 31, 2022	Classes begin
March 8, 2022	International Women's Day, NO CLASSES
March 19-27, 2022	Novruz Break, NO CLASSES
March 28, 2022	Classes resume after break
April 4-8, 2022	Midterm exams
May 2-9, 2022	May Break, NO CLASSES
May 30, 2022	Republic Day (May 28 falls on Saturday therefore May 30 is non working day), NO CLASSES

June 6-17, 2022	Final exams
June 17, 2022	Last day of classes
<b>SPRING Semester, 2022</b>	
June 20, 2022	Summer classes begin
July 11-12, 2022	Eid-al-Adha. No CLASSES
July 22, 2022	Last day of summer classes

### **Communications**

School aims to maintain open communication with parents about students, their successes and issues.

E-mail is the main communication tool used by School. Parents are responsible to check their e-mail accounts regularly for any updates and inform School in cases when their contact information changes.

Communication line for major issues is listed below. For all other issues not listed below, the main contact point for parents is the Office of Student Services and Parent Relations. Parents are not allowed to contact School teachers or any other administrative staff directly for these issues.

Information related to student's coursework, grades, and overall academic performance is available to parents through Blackboard learning management system. Parents are responsible for constantly checking the available information. Individual enquiries related to information available in Blackboard will not be accepted. Parents having difficulty accessing their Blackboard accounts may contact IT Helpdesk. Attendance information is sent to parents as e-mail notification in cases when student has missed the class.

Parents must use below contact persons for related issues:

#### **ADA School Office of Student Services and Parent Relations**

Mobile: +994 51 2559898

E-mail: [adaschooloffice@ada.edu.az](mailto:adaschooloffice@ada.edu.az)

#### **IT Helpdesk**

Tel: +994 12 4373235, ext 111

E-mail: [helpdesk@ada.edu.az](mailto:helpdesk@ada.edu.az)

#### **Blackboard access related issues**

Tel: +994 12 4373235, ext 209

E-mail: [blackboard@ada.edu.az](mailto:blackboard@ada.edu.az)

#### **Tuition payment issues**

Tel: +994 50 2431213

E-mail: [bfa@ada.edu.az](mailto:bfa@ada.edu.az)

#### **School Admissions**

Tel: +994 50 2540773

E-mail: [school@ada.edu.az](mailto:school@ada.edu.az)

#### **Library**

Tel: +994 12 4373235 ext. 420

E-mail: [lallahverdiyeva@ada.edu.az](mailto:lallahverdiyeva@ada.edu.az)

## **Visitors**

All visitors are required to schedule their visits in advance with the Office of Student Services and Parent Relations.

Visitor entrance is through the Welcome Center of ADA University Campus. Visitors should identify themselves and inform Welcome Center personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the Welcome Center before leaving the School.

Visitors are expected to abide by all School rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to penalties for disruptive behavior.

## **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property. This rule prohibiting animals on school property may be temporarily waived by the Manager of Curriculum and Assessment in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **Birthday or Other Celebrations**

Birthdays and other celebrations with the initiative of a student/parent are not allowed on ADA University and School premises. Gifts for classmates should not be brought to School.

## **Emergency School Closings**

In case of extreme bad weather and other local emergencies, please check e-mail notifications and listen to any local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced in advance. This information will also be posted on the website and social media accounts.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled. In cases of school closure for longer periods, the lessons might be offered in the online-distant form. If an announcement is made by Academic Office, it is the legal guardians' responsibility to provide the necessary means for the child to participate in the lessons, or inform the School and request assistance if unable to do so.

## **Accommodating Persons with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Office of Student Services and Parent Relations if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **Student Meals**

Breakfasts and lunches are served at an additional cost every school day. Students are encouraged to use the cafeteria in Building E.

Students are responsible for checking their schedules while choosing meal locations.

## **Lunch and Cafeteria Rules**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- No food or beverages except water shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- All cafeterias at ADA University and School Campus are self-serviced. Students shall clean their trays after finishing their meals.

Misbehavior will result in disciplinary action according to the School's disciplinary procedures.

## **Drop-off/Pick-up Information**

Building E entrance gate is open during the following hours:

- 07:00- 09:00
- 16:00- 18:00

Building E entrance gate is closed at all other times. Parents/Guardians/Drivers are advised to drop off and pick up at Main Welcome Center of ADA University Campus during other hours.

The area in front of Welcome Center of ADA University is for drop-off and pick-up only. Parking/Waiting in this area and in front of Building E is strongly prohibited. Parents/Guardians/Drivers are not allowed to accompany their children to the Welcome Center or Building E during the drop-off.



Parents/Guardians/Drivers are advised to wait in the allocated parking area if their child is not ready to leave the School yet.

Be aware that parking in prohibited areas may result in fines.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are School grounds. Failure to abide by School rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Failure to receive the payment in cases when field trips have extra cost;
- Other reasons as determined by the School.

### **Student Clubs**

A student-initiated group may meet on School premises during non-instructional time, but within the School working hours and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student activities.

Permission for student club will be considered by Office of Student Services and Parent Relations upon group's request and first determining that:

- The activity has been initiated by students;
- Attendance at the meeting is voluntary;
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school;
- Non-school persons do not direct, conduct, control, or regularly attend the activity.

## **HEALTH and SAFETY**

School is committed to providing a safe and healthy workplace and learning environment for all staff, students and visitors. Good health and safety management is an integral part of the way that the School operates and will be considered across in-school and out of school activities.

All staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions do not cause harm/injury to others.

The School implements a fully comprehensive system of fire detection and audible warning. Smoke and heat detectors are installed throughout the premises.

### **Emergency Evacuation Drills**

Emergency evacuation drills will occur at times established by the School. Students are required to comply with the directives of School officials and School Floor wardens during emergency drills. Students, teachers and staff will be informed about any planned fire drill in advance.

In the event that the School fire alarm system is activated, all students, teachers and staff will be evacuated through emergency exits to the designated muster point. Evacuation is mandatory for all occupants during all fire alarm activations.

Further details can be found in ADA School Emergency Procedure (**Appendix 1**).

### **Immunizations**

All students must be properly immunized at the time of registration or not later than the first day of School. A student enrolling for the first time shall submit one of the following:

- A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the standard health regulations in Azerbaijan;
- A statement signed by a parent/guardian to the effect that the student has not been immunized.

School may require certain immunizations or medical procedures.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the School dispense the medication to the child by notifying the School.

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication. The School has a full time qualified doctor (nurse) who will be involved in the management of students with medical issues and provide care, support and advice where appropriate. Only School doctor (nurse) may administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication with the written notification of student's parent/guardian. This does not include first-aid by School doctor (nurse).

## **Students with Severe Allergy or Chronic Illness**

If student has a life-threatening allergy or life-threatening chronic illness, parent must notify the School. Precise medical history is required for proper first-aid operations in case of a need.

## **Communicable Diseases**

Student's parent/guardian is required to notify the School office if they suspect their child has a communicable disease. Parents/guardians are advised not to send students to School if their kids have clear symptoms of disease or high temperature.

In certain cases, students with a communicable disease or high temperature may be excluded from School or sent home from School following notification of the parent/guardian.

A student excluded because of a communicable disease will be permitted to return to School only when the parent/guardian provides the School a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **Head Lice**

The School will observe the following protocols regarding head lice.

Any student with live lice or nits may remain in School doctor's office until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to School after treatment and examination. If, upon examination, the school-designated personnel find no live lice or nits on the child, the child may re-enter the school.

## **First Aid**

The School has a medical doctor (nurse). First aid and medical treatment is available in the School medical center E101 from 08:00 till 17:00.

## **Emergency Medical Authorization**

If advanced care is deemed necessary, the School will call ambulance and the child will be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by School doctor (nurse). Costs associated with hospital choices will be covered by a parent or guardian.

## **Security**

The School fully recognizes its responsibilities for students' security. High level electronic access control system is installed to make sure no intruder is able to walk into School buildings and breach any security. CCTV surveillance cameras in use within and outside school building are monitored 24/7 by properly trained security guards.

If a discipline problem is captured by CCTV camera, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

## **Search and Seizure**

In order to maintain order safety and security in the School, authorities may conduct reasonable searches of School property and equipment, as well as of students and their personal effects. "Authorities" includes School and University security officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

Authorities may inspect and search School property and equipment owned or controlled by the School (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The School staff may request the assistance of law enforcement officials to conduct inspections and searches.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the School's rules and policies.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the School's disciplinary rules or School policy. In the course of the investigation, the student may be required to share the content that is reported in order for the School to make a factual determination.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the School's policies or rules, evidence may be seized and impounded by authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **ACADEMIC RULES AND REGULATIONS**

### **Curriculum Overview**

We aim to educate intellectuals who have strong knowledge in natural sciences, social sciences and humanities, and can critically evaluate and adopt it to real life situation to solve problems of the current world. We also aim to educate ethical citizens who appreciate and respect universal human values.

With the global outlook and traditions of academic excellence of ADA University, the School alumni will be competitive in admission processes to universities, whether through the State Examination Center (SEC) or SAT exams.

### **Admission to ADA School**

Admission to ADA School is a two-stage process: submission of documents and submission of test scores.

ADA School accepts applications to Grade 10 and 11, to English stream.

As part of the admission procedures applicants will be required to submit the following documents and test scores:

Documents:

- ADA School online application form;
- Official secondary school transcript;
- Document from School confirming current enrollment;
- Copy of national ID/ passport and copy of birth certificate;
- Recent photo;
- Non-refundable application fee

Test results (corresponding passing scores for each year are determined and posted on the ADA School website):

- Duolingo English Test, IELTS, or TOEFL test results;
- All candidates graduating from general secondary education (Grade 9) are required to submit the results of the school-leaving exam in Mathematics conducted by the State Examination Center (SEC);

Final admission decisions are made based on the math exam and English exam results.

Applicants who haven't passed the School-leaving examination for the pupils graduating from the general secondary education (9th grade) conducted by the State Examination Center due to the following reasons will be evaluated based on the application results:

- Enrolled at school outside Azerbaijan
- Did not complete Grade 9 at school in Azerbaijan

School reserves the right to conduct additional math exam for such applicants.

## **Admission to ADA University**

Graduates of ADA School are required to meet criteria (all 3 criteria listed below) in order to be eligible to apply for ADA University undergraduate programs:

### **1. Cumulative Grade Point Average (CGPA) Requirement**

The annual grade point average (CGPA) for Grade 11 must be at least 2.00:

- 85% of the annual CGPA is the students' final grade obtained over two semesters;
- 15% of the annual CGPA is the results of examinations conducted by the State Examination Center in the Azerbaijani language (5%), Mathematics (5%), and English language (5%);

If the English language test is not conducted by the State Examination Center, 90% of the CGPA score is the final grade that the student has earned in two semesters.

### **2. Annual Grade Requirement for Separate Subjects**

At the end of the Grade 11, students must receive an annual minimum **C**-grade in the following subjects, depending on the program and major selection of ADA University:

- Faculty of Business: Precalculus
- Faculty of Public and International Relations: World History and History of Azerbaijan;
- Faculty of IT and Engineering: Precalculus and Informatics (Computational Thinking)

### **3. The Azerbaijani Language Requirement**

- Grade 11 students must score a minimum of 50% by taking the Azerbaijani language as a state language exam conducted by the State Examination Center. The dates and passing scores of this exam are determined by the SEC.

All eligible candidates are first listed based on their their CGPA and then on their annual grades in the relevant subjects listed above. Candidates are accepted based on their preference in specialty choices and the number of places available for ADA School graduates.

## **Subjects**

10 subjects are taught to students during their studies at ADA School. Subjects are divided into 4 groups:

### **Language**

- English (language of instruction)
- Azerbaijani Language and Literature
- Foreign Language (Russian, French, German)

### **Mathematics**

- Mathematics
- Computer

## **Social Sciences and Humanities**

- History
- Geography

## **Natural Sciences**

- Physics
- Chemistry
- Biology

## **Extras**

- Extracurricular activities

## **Foreign Language**

The language of instruction at ADA School, as well as the main working language, is English. Newly admitted students continue their education in the English stream. Students coming from the Azerbaijani and Russian streams are no longer learning English as a foreign language, but as a language of instruction. If the student's foreign language is English during the previous study period, a new foreign language is assigned by ADA School. As a rule, students from the Russian language stream are registered to the Russian language groups as a foreign language option.

Students from the non-Russian language streams are tested on their knowledge of Russian, French and German, and their foreign language is assigned based on their interests and abilities. Students and parents should take into account that the selected foreign language, along with Mathematics and Azerbaijani (official language) exam, will be included in the 11 graders' state exams. The assigned language cannot be changed in the middle of the academic year.

**Note:** If students from Russian stream wish to register to any other foreign-language groups, they should demonstrate A2.1 (Intermediate level) knowledge in that relevant language to be eligible.

## **Elective Courses (Academic Year 2022-2023)**

It is necessary for learners to study courses that belong to specific groups of subjects. Students will be given a chance to choose 2 courses of Natural Sciences at the 11th grade only. In this case, students' choice of core and supporting courses (Physics, Chemistry, or Biology) will be based on their future profession preferences and abilities whose aim is to acquire deeper knowledge in Natural Sciences.

## **Credit Hours**

School uses special calculation criteria to define a semester credit hour. Credits express the volume of learning based on defined learning outcomes and associated workload.

At ADA School, 0.5 credit equals to 50 minutes of class time during a term.

Some samples of credits assigned to courses based on their weekly meeting times are shown below:

Weekly Hours	Assigned Credits
1	0.5
2	1
3	1.5
4	2
5	2.5

Subjects taught for more than 5 hours per week are also credited with a maximum of 2.5 Credits. These subjects are English and Mathematics, each of which is assigned 2.5 credits. Class hours and syllabi for Mathematics and English are determined by the level of knowledge tested in the admission exams.

### **Grading System**

Grades are calculating according to the table below:

LETTER GRADE	GPA	GRADE SCALE PERCENTAGE	GRADE LEVEL
A	4.00	90-100	Excellent
A-	3.67	80-89	
B+	3.33	77-79	Good
B	3.00	73-76	
B-	2.67	70-72	
C+	2.33	67-69	Satisfactory
C	2.00	63-66	
C-	1.67	60-62	
D+	1.33	57-59	Sufficient
D	1.00	50-56	
E	0.00	31-49	Poor
F	0.00	00-30	Fail -Academic
FX	0.00	00	Fail -Administrative

**Academic Fail:** Academic Fail indicates the student's continuous enrolment in the course did not satisfy the Instructor's summative requirements for passing the course.

**Administrative Fail (FX):** The instructor assigns Administrative Fail in lieu of a grade of F (Academic Fail) when a student never attended or ceased attending the class or violated Student Code of Conduct or Honor Code.

Final numeric grades are rounded before assignment of the relevant letter grade. For example, a total numeric of 89,50 will be rounded to 90 and will be assigned a letter grade of A.

### **Additional Posting Symbols for Grades in Courses**

**N** – No grade or invalid grade submitted. It is assigned by the academic unit or appropriate administrative officer when an expected final grade has not been received



before the grade posting deadline. The academic unit is expected to secure an appropriate final grade within one semester.

### **Grades Not Calculated in Grade Point Average**

- I** – Incomplete
- P** – Pass
- ZX** – Administrative Fail in Pass/Fail Course
- FZ** – Academic Fail in Pass/Fail Course

### **Pass/Fail Grades**

A grade of Pass indicates no less than letter grade “C-” on a conventional grading scale. Pass/Fail grades are not calculated in the GPA.

### **Incomplete Grades**

At their discretion and before the end of the semester, instructors may give an Incomplete status for a grade when a student, who could otherwise pass a course, is prevented from completing it during the semester due to extenuating circumstances.

The instructor must provide in writing to the student the conditions for satisfying the Incomplete and submit the Incomplete Grade form to the academic unit. Those conditions must include what work needs to be completed, when the work must be completed, and what the course grade will be if the student fails to complete that work. All incomplete coursework must be completed before the end of the following semester absent an agreement to the contrary.

Instructors will submit the grade of “I” and the conditions for completion to the academic unit when submitting all other final grades for the course.

The academic unit will assign the default grade of F automatically if students do not meet the conditions or if they are separated from the School.

An Incomplete may not stand as a permanent grade and must be resolved no later than the end of the next semester. In addition, students will not be allowed to graduate while an Incomplete grade remains unresolved. Graduation may be delayed to the next graduation date in this case.

### **Grade Point Average**

Computation of the cumulative grade point average includes only those courses taken for conventional grades (A, A-, B+, B, B-, C+, C, C-, D+, D, F, or FX).

The following courses are not included in the grade point average:

- courses taken on a pass/fail basis;

GPA's will not be rounded for purposes of evaluating academic progress toward degree completion (e.g., a cumulative or semester GPA of 1.99 will not be rounded to 2.00).

## **Academic Standing Rules**

At the end of each semester the academic advisor will review the records of all students and will act according to the following policies, which are summarized below.

### **Grade 10**

Students' transition to Grade 11 is dependent on their subject grades and cumulative GPA. Students who have 4 and more F's as annual subject grades or Cumulative GPA below 1.00 will be required to repeat Grade 10. Those students who have 3 and fewer F's are required to take summer school and make up for their F Grades which means getting at least an E grade. Those students who have fewer than 3 F's, but also have E's are required to repeat all F's and selected E's with the condition of not exceeding total of 3 repeat courses during the summer school.

In any case, parents and students are recommended to take into account of cumulative GPA as well. Cumulative GPA 2.00 and above will be required to pass ADA university entrance at the end of Grade 11. It is student's responsibility to improve their GPA to reach 2.00 and above by the end of Grade 11 in order to qualify for ADA university entrance. Only Grade 11 CGPA will be considered for ADA University entrance. However, Grade 10 CGPA is a good indication of students success before they move to Grade 11.

Students who were dismissed as a result of Honor Code violation are not eligible for readmission.

### **Grade 11**

Grade 11 students (their parents) will receive a written warning for holding under 1.00 GPA and will be notified that their admission to ADA University is under the threat.

## **Repetition of Courses**

Repeating courses can have academic and financial implications for the student. Grades for each attempt of the same course are recorded on transcript, but only the latest grade and the credit associated with that grade will count toward the GPA requirements.

## **Assessment**

There are three types of assessment conducted in the school.

Diagnostic assessment is conducted to determine student background knowledge in order to provide the best learning experience.

Also, teachers will conduct assessment to find out what students have achieved so that teachers can give further guidance on how to improve. This formative assessment will take the most part of the teaching and learning process and can be conducted in various forms from verbal questioning to project work to sit-down examination. Overall this type of assessment comprises 20% of the final grade for a subject.

Summative assessment is carried out throughout the year in the middle of the semester (Social and Humanities and Natural Sciences) and at the end (in all subjects). The type of questions that appear in summative assessment test for 1/3 basic recognition, 1/3 understanding and finally 1/3 application of the new knowledge and skills learned. Grades provided will indicate the level of student achievement in one particular subject.

### **Homework Guidelines**

Minimum amount of homework will be assigned by the teachers in order to reinforce the learned content and skills. On average, the students will receive approximately 1.5 hours of homework every day. It is absolutely necessary that students follow up on the lessons at home as well. Homework will be controlled by the teacher who assigned it and contributes to student's final grade.

#### **Parent Homework Responsibility:**

- provide an appropriate time and place for homework;
- make school the number one priority during the academic year;
- model a positive attitude;
- provide support of your child's efforts;
- try to assist your child without doing the work for him or her.

#### **Student Homework Responsibility:**

- make homework a priority and take responsibility for your homework;
- do your best work: be neat, accurate, thorough, and submit work on time;
- ask questions in class if you do not understand the homework assignment;
- plan your time and organize materials;
- do your homework daily.

### **Attendance**

Parents shall assure that their children attend school during the entire school year. Attendance must be continuous and consecutive for the school year fixed by the School. Unexcused absences may affect student's final grade.

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include serious illness/trauma and loss in the immediate family. All other absences are considered unexcused.

School will notify parents through e-mail in cases when the student misses a class. Advance notifications about absences by parents do not serve as an excuse and will not be considered unless it is a case of serious illness/trauma or loss in the immediate family.

The School will require documentation explaining the reason for the student's absence if needed.

Students are allowed to miss three school days per term due to serious illness/trauma and loss in the immediate family. Such cases must be reported to the Office of Student Services and Parent Relations via e-mail on the day of absence. Notifications received after the occurrence of absence will not be considered.

## **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the School.

## **Early Departure during School Day**

Early departures during school day are not allowed and will result in absent marks for students. In emergency cases, early departures during school day will not be allowed without a prior e-mail notification by a parent/guardian to Office of Student Services and Parent Relations. Prior notification does not make the absence excused.

Permission will not be granted for children to be dismissed on a regular basis in order to participate in out-of-school extracurricular lessons.

## **Separation from School**

Parents must send written notification about the intention of separation from School and submit Voluntary Separation Form minimum four weeks in advance. Advance notice is required in order to prepare exit documentation. Voluntary Separation Form includes checks on such things as library books and outstanding fees. Progress reports, leaving certificates and other school records will not be released if money is owed for lost textbooks, library books, school fees, etc. Following clearance and checkout, parents may pick up school records from the School.

Refund or reduction of tuition fee will not be made for any period that student is absent from School.

## **Student Privacy Protections**

Parents/Guardians will be notified about any activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Parents/guardians will have an opportunity to opt out of these activities.

## **Academic Advising**

Academic advisors often are a main point of contact for students for a range of important subjects.

Advisors support students in academic decisions that will prepare them for future success. They review student grades for the purpose of recommending actions and improving student's academic performance.

All School students are required to meet with their academic advisors once a term in order to discuss their performance, difficulties, and needs. In addition to regular required meetings, advisors also maintain a schedule that allows students to drop in or to make an appointment on an ongoing basis. Academic advisors may refer students to specialized staff for psychological/emotional counseling.

Students who score below D in any subject area, or C in their core subject will be taken under the control of the academic advisors. Supervision will last one term and the supervised student will be given tips and advice as well as extra tasks to help him/her

catch up with the studies. A student under supervision is required to attend extra sessions and fulfill tasks given.

Parents may contact the academic advisor of their child through Office of Student Services and Parents Relations. Direct contact with academic advisors by parents is not allowed.

## **Counselling**

School counselor is part of the education team, and is a specialist whose aims are to support students in the process of adjustment to new school environment, maximize students' academic success through implementation of programs addressing goal setting and academic planning, as well as assist in problems related to social and emotional development.

All School students are required to meet with the counselor once a term. In addition to regular required meetings, counselor also maintains a schedule that allows students to drop in or to make an appointment on an ongoing basis. Depending on student needs as identified by counselor, more regular meetings may be required.

School counselor's main responsibilities:

- Develop and deliver orientation programs across the campus;
- Identify and recognize students' strengths and weaknesses, interests and other skills relevant to career decision making through valid assessment methods;
- Help students understand and overcome social and emotional problems through individual/group counseling and/or intervention programs promoting resiliency, development of interpersonal communication skills, conflict resolution and effective decision-making;
- Document ongoing intervention strategies and assess for effectiveness;
- Provide services of individual and small group counselling based on students' current needs;
- Maintain confidentiality of students' personal information unless cases of engaging in behaviors putting themselves or others in danger are identified;
- Deliver information on crucial for academic success effective practices of time-management skills and learning strategies options;
- Help students set academic goals and develop individual plans to achieve them;
- In collaboration with teachers, administrative staff and parents develop strategies to maintain safe and nurturing school environment in order to promote positive character development and maximize students' academic success;
- Teach classes on topics covering various social issues including but not limited to mental health problems, bullying, cyberbullying, safety in the use of technology, smoking, alcohol and drug abuse;
- Deliver comprehensive anti-bullying and anti-violence prevention programs;
- Identify, report and address possible cases of violence, at-risk behaviors or bullying;
- Identify and report and address possible cases of neglect and abuse.

## **Private Tutoring**

School does not recommend private tutoring prior to consultation with student's advisor/counselor. School instructors are not allowed to provide private tutoring to School students in or outside School premises.

## **Library Resources**

School students are eligible to use both School and ADA University libraries. Library opening hours and user rules are announced to students prior to the start of each academic year.

## **STUDENT COUNCIL**

Student Council is a group of elected students working together to contribute to the ADA School spirit and to bring together student leaders to promote ADA values of honesty, respect and responsibility. Student Council is actively involved in the implementation and reinforcement of School policies and rules.

Student council gives students an opportunity to develop leadership and enhance management and creativity skills by initiating, organizing and carrying out school activities and community projects in cooperation with School administration, faculty and staff.

In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body that helps share students' ideas, interests and concerns with teachers and School administration.

Student Council e-mail: [scg@ada.edu.az](mailto:scg@ada.edu.az)

## **PARENT RELATIONS**

### **Parent Role and Involvement in School life**

Parents are encouraged to actively participate in educating children by monitoring attendance, homework completion and participating, as appropriate, in decisions relating to the positive use of extracurricular time.

At the beginning of school year ADA School will organize Orientation Days, annual parents meeting, and individual meetings with parents to introduce them to curriculum, teaching methods, campus life, staff members, programs and policies.

A variety of special parent programs and trainings will be offered by the Office of Student Services and Parent Relations to meet the needs of parents, students and school. These events will be held several times throughout the year and parents are encouraged to actively participate in these events. Times and locations of special events and meetings will be arranged in advance and parents will be notified by e-mail prior to such events.

The school will organize parent/teacher conferences twice in semester at the scheduled times to accommodate all parents. The purpose of the conference is to meet individually with teacher to discuss progress and concerns. Parent may request additional appointment with teacher if there is a need.

## **Parent Organizations**

The Parent–Teacher Association (PTA) is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in School. The main role of the PTA is to build strong working relationships among parents, teachers and School, in support of students activities.

The PTA is run by committee consisting of two parents and a school representative. Members of the committee are elected at the beginning of each academic year for one year. Parent representatives are elected by parents. The PTA works with the School staff to decide jointly which programs will most benefit the school.

PTA e-mail: [\\_adaschoolpta@ada.edu.az](mailto:adaschoolpta@ada.edu.az)

## **Parental concerns**

In cases when parents have concerns, they may use the communication lines below.

1. Concerns must be raised in writing via email to the Office of Student Services and Parent Relations.
2. If needed, the Office of Student Services and Parent Relations will arrange a meeting with parent and relevant staff member to discuss concern and reach a resolution.
3. If the concern is not resolved, then it will be discussed with Manager for Curriculum and Assessment. The concern and actions taken will be reviewed and the final decision will be made after meeting with relevant parties. If the decision requires, a new plan of action will be developed and carried out.

## **Gifts to School Staff**

Students, parents/guardians are not allowed to give any gifts, including flowers and sweets to School staff.

## **STUDENT CONDUCT**

This Handbook provides guidance on the main standard of behavior expected of students and other members of School community. The School has established and implements its own disciplinary procedure. The procedure outlines prohibited behaviors and consequences for such behavior.

A student may be subject to disciplinary action when he/she does not follow teacher, or rules and regulations specified in this Handbook and the School Disciplinary Procedure.

## **Expectations with regards to students**

Students will be expected to:

- arrive on time to School
- be punctual and not be late for lessons
- follow School rules and regulations
- show student ID card whenever it is requested by the security team
- conduct themselves in a safe, sensible manner and show respect to others

- behave in a reasonable and polite manner with staff, teachers and students
- follow reasonable instructions given by teachers, staff and administration
- show respect for the opinions and beliefs of others
- maintain proper working environment
- carry responsibility for personal belongings. School does not carry responsibility for lost items and items left unattended
- respect RSVP/sign-up policies when it is requested by School for participation in events and activities
- report any concern to school administration

### **Student Discipline**

**Students may be disciplined for misconduct, including but not limited to the following:**

- Minor disruption (talking, using smartphone, making disturbing noise or movement etc.) of a lesson in a classroom.
- Major disruption: the same actions made in more significant extent and disrespectful manner. Engaging in any conduct or using any item which does or could reasonably be expected to lead to major disturbance and/or personal injury.
- Entering School facility without proper authorization (ID card).
- Being absent without reasonable excuse.
- Truancy.
- Theft (of any items).
- Willfully destroying, damaging, or defacing school property.
- Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to other student(s) or the School staff.
- Fighting (starting or participating in).

The full list of discipline-related violations is listed in **Appendix 2**.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to School or School activities, including but not limited to:

- On, or within sight of, School grounds before, during, or after school hours or at any time;
- Off School grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to School;
- Traveling to or from a school activity, function, or event when School transportation or supervision is provided; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.



## **Disciplinary Measures**

The following disciplinary measures may be applied to students who violated the School's rules and regulations:

- Verbal warning
- Temporary confiscation of smartphones and other items while used during a lesson without permission
- Temporary removal from the classroom
- After-class detention/After-school detention
- Parent/guardian notification through visiting the School or phone call
- Withholding of privileges
- Community service
- Return of stolen or damaged property or reimbursement of the cost
- Written warning
- Submission of a case to Disciplinary Code Committee
- Expulsion from School
- Notifying juvenile authorities or appropriate law enforcement agency if the conduct involves criminal activity.

**The above measures may be applied alone or in combination, depending on the circumstances and the severity of the misconduct.**

## **Bullying Policy**

It is the policy of the School to provide a safe and nurturing educational environment for all of its students. School is committed to further developing and sustaining a culture of respect that values each unique individual in its learning community. Prevention of bullying is a cornerstone of that culture. It is the responsibility of ALL members of School community to ensure that the School working/learning environment is free from harassment or bullying.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment or School reputation.

## **Notification**

Parents/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **Implementation**

The School is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

## **Procedure**

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Director of Student Services and Parent Relations.

The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the Director of Student Services and Parent Relations should be filed with the ADA University Vice-Rector of Academic Affairs or Rector.

A student may also submit a report or complaint to any of the above designated individuals through email, or by leaving a sealed note addressed to the individuals at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) gives written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the School may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

The Director of Student Services and Parent Relations shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within five (5) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position. Individuals may also be referred to law enforcement or other appropriate officials.

## **Non-Retaliation/False Reports**

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

Verbal - taunting, malicious teasing, insulting, name calling, making threats.

Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

### **Care of the School Facility**

At ADA School, we believe that everyone should help keep the School clean and tidy. Encouraging students to help out promotes a sense of respect and pride for the School.

Students are asked:

- To avoid unnecessary damage to the wall, not to stick posters on the walls or glass walls/doors. Posters are allowed only on advertisement boards;
- Treat furniture, computers and smartboards with care;
- Use printers for printing only for educational purposes.

Students who damage school property will be dealt with in the strictest manner and will be fined according to School policy.

### **Classroom rules**

- Keep the rooms and desks tidy and neat. Clean up spills;
- Chewing gum is not allowed in classroom and in school;
- It is not allowed to wear headphones or air pods during lessons;
- It is not allowed to use smartphone or cellular phone during a lesson, unless the supervising teacher grants permission;
- It is not allowed to use smartboards without the teacher's presence and permission during break time;
- No food or other drinks (except pure water) are allowed in the classrooms and halls.

### **Class size**

The optimum class size is 20 or 40 for a limited number of subjects. In special circumstances these numbers may be exceeded by one or two students.

## **Internet Safety Policy**

While using internet students are not allowed to do the following:

- posting/watching inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- unauthorized access and other unlawful online activity;
- unauthorized online disclosure, use, or dissemination of personal identification information of students and School staff.
- Making an explicit threat on Internet against a school employee, a student, or any school-related personnel and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

## **Dress Code**

School does not have a uniform. However, students are required to follow certain dress code considered appropriate to School community.

All School students are required to follow below guidelines:

- Clean clothing in good repair that is not overly revealing;
- Clothing cannot have any offensive messages;
- Low cut tops are not allowed. The length of skirts and shorts must be at least just above the knee. Shirts or blouses must not be see-through or transparent.
- Students are expected to wear safe footwear. High heels are not allowed.

Further details of Student discipline can be found in Disciplinary Procedure (**Appendix 2**).

## **FINANCIAL POLICY**

**This policy is effective April 26, 2020**

ADA School charges a Flat Fee to underwrite the cost of education. The annual tuition fee for 2020/2021 academic year (10 months, from September till June) is **6 500 AZN**. The tuition fee covers only cost of education for one academic year for Fall and Spring term.

The students are charged with additional tuition fee per course taken for the Summer term. ADA School may charge additional fees for other services listed under Miscellaneous fees.

### **Tuition Payment policy**

Upon signing the contract non-refundable deposit must be paid in the amount of 1300 AZN. This deposit applies to the first and final invoice of the academic year. Deposit payment must be made no later than the deadline indicated in the admission offer. The remaining fee balance is required to be paid by:

- Annual or Semester-based schedules -no later than the first day of the classes start
- Monthly based payment schedule (650 AZN per month) - no later than the first day of the month.

**Grace Period:** ADA School allows a Grace Period of 10 calendar days, past due dates, to accommodate unforeseen circumstances beyond student's control. During this Grace Period, any missing proof of the payment must be submitted to School administration. Once the Grace Period is over, School starts enforcing financial penalties.

**Financial Penalties:** Overdue accounts, including due to loan disbursements received past the Grace Period, are subject to a late payment interest fee.

- Late payment interest fee of 10 percent of the debt amount will be charged on the monthly based, immediately after the Grace Period ends.
- At the end of the semester, students with overdue balance will be dismissed no later than the end of the semester.

All other charged fees must be paid in full by the respective deadlines for each month.

### **Refund**

The Refund rule applies only to students withdrawing from ADA School. The amount paid for the following months of withdrawal period is considered as a refundable. The request for withdrawal must be submitted to ADA School no later than the 15th of the current month. Otherwise, the subsequent month tuition fee will not be refunded.

Students may request a refund of their overpaid tuition amount within 15 calendar days following their withdrawing date. Requests made later than this date will be dismissed, while the amount will be considered as a donation to ADA University. The deposit amount paid during the admission process is non-refundable.

### **Current Payment Method**

ADA School offers two options for making payments. Payment can be made through the bank transfer or by [online gateway](#). Payments can be made through domestic banks into AZN account listed below. Signed and stamped invoices may be provided upon request to Bursar office. Requests for issuing invoice are processed within 5 working days.

### **ADA University AZN bank account details for domestic transfers**

BENEFICIARY: "ADA" University  
TIN: 1301261241  
Sett. Acc: AZ03PAHA38090AZNHC0590036279  
Bank: Pasha Bank OJSC  
Bank TIN: 1700767721  
Corr. Acc: AZ82NABZ01350100000000071944  
SWIFT: PAHAAZ22  
Bank code: 505141

### **Miscellaneous Fees**

Below is the list and rates of miscellaneous fees. Other fees may be charged by ADA School:

- Admission Application Fee - 50 AZN
- Transcript Fee - 10 AZN per transcript

- Parking Fee - 1500 AZN annual fee. Subject to availability.
- Printing Fee - as determined by vendor

ADA School charges some fines and penalties due to lateness, misdemeanor and/or reckless behavior of students. Below is the list and rates of such fines and penalties:

- Late Payment Fee - 10 percent of the debt amount
- Late Return of Books - 50 AZN per book
- Loss or Damage of Book - 25 AZN flat administrative charge, plus cost of recovery
- Loss or Damage of Student ID card - 30 AZN
- Parking or Traffic Violation - 50 AZN per occurrence
- Damage to Property/Facility - 250 AZN flat fee, plus cost of recovery
- Penalty for Smoking, bringing to school or carrying cigarettes or electronic smoking devices/Drinking or bringing to school any type of alcohol drinks - 250 AZN flat fee is charged for each

occurrence.

All fines and penalties must be paid within 10 calendar days. Beyond this grace period, late payment fee and interest will be charged.

### **Loans**

Pasha Bank provides Student Loan for ADA School Students' parents with following conditions:

The 20% of the yearly tuition must be covered by requester, for the remaining 80%, bank provides the loan with interest rates below:

Duration of the loan	12 months	24 months	36 months
Annual interest rate	7%	9%	10%

The amount will be transferred to ADA School bank account directly by bank.

### **Staff Waiver**

The children of employees of ADA School, who are classified as Executive Leadership, Senior Management, Management, Administration, Information Technology, Service, Faculty are eligible for a 25 percent tuition waiver during the two years of study at ADA School.

A request from employee must be submitted to the Department of Organization and Talent Development no later than the contract for the new academic year has been signed. Bursar and Financial Aid office should be informed by the **Department of Organization and Talent Development** about such employee benefit.

The waive amount for one academic year is 1625 AZN. The amount of waiver is deducted from the tuition and the rest amount is divided by month (487.50 AZN per month).

Students found in violation of the ADA University Honor Code and ADA University Code of Conduct once will not be eligible for any type of scholarship or waivers for the remainder of their tenure at the School.

## **Appendix 1**

### **EMERGENCY PROCEDURE**

#### **1. Purpose**

The purpose of this Document is to establish a procedure to maintain an effective emergency response at ADA School through providing necessary instruction, information and guidelines on any kind of emergencies.

#### **2. Scope**

- 2.1 Emergency procedure is in effect at ADA School buildings and adjoining outside area.
- 2.2 School has its security service to provide effective security in the School. On duty security personnel assigned to School's premises is directly responsible for providing security in the School.
- 2.3 School administration and staff may have directives and instructions concerning security and emergency that must be followed.
- 2.4 Security personnel is responsible for evacuation in case of emergency.
- 2.5 School Floor Wardens are responsible for assisting during evacuation process.

#### **3. Security guarding objectives**

The objectives of the Security Guarding in the School are to:

- 3.1 Prevent loss caused by fire, criminal acts, or unsafe actions.
- 3.2 Project a smart, helpful, courteous and efficient image to the students, staff, parents and others visiting the School.
- 3.3 Implement Access Control in the School.
- 3.4 Implement CCTV surveillance.
- 3.5 Maintain a deterrent role and function against all possible thieves, vandals and criminals.

#### **4. Emergency situations**

Emergency is any unexpected or potentially life-threatening occurrence that requires immediate reaction.

Below are the types of emergencies including but not limited to:

- 4.1 Fire
- 4.2 Earthquake
- 4.3 Flood
- 4.4 Bomb threat
- 4.5 Criminal intrusion
- 4.6 Terrorist attack



## 5. Fire alarm

5.1 In case of any emergency situation, the Fire Alarm must be activated. Fire alarm signal must be supported by voice announcement through Announcement Speaker System in English and Azerbaijani languages.

5.2 The message announced through the Speaker System is as follows:

***“Attention! This is School Security. Alarm system is activated. Please, leave the building through the nearest emergency exit, proceed to the Assembly Point and wait for further instructions.”***

***“Diqqət! Danışan məktəbin təhlükəsizlik xidmətidir. Bu, həyəcan siqnalıdır. Xahiş olunur binanı ən yaxın ehtiyat çıxışından tərk edib, toplantı yerinə yığışasınız və əlavə göstəriş olana kimi orada gözləyəsınız.”***

## 6. Floor wardens

6.1 Floor wardens are the School staff representatives assigned by School administration. The primary role of Floor Wardens is to assist people during evacuation, show directions, and provide instructions if necessary.

6.2 Floor wardens must wear reflective vest (to be easily seen and identified) all the time during an evacuation.

## 7. Evacuation

7.1 On hearing a Fire Alarm, everyone (without exceptions) must leave the building immediately through the nearest emergency exit by predetermined evacuation routes according to the School Evacuation Plan.

7.2 Security personnel and floor wardens must direct evacuation and act as communication link passing necessary instructions to evacuees.

7.3 Evacuees should be instructed NOT to panic and run.

7.4 Evacuees should be instructed NOT to spend time on taking/collecting their personal belongings.

7.5 Additional door leaf of emergency exits must be unlocked by fire wardens during the evacuation.

7.6 In the event that explosion is possible, appropriate utilities personnel should be instructed to switch off electricity supply.

7.7 All evacuees must leave the building as quickly as possible and move directly to the designated assembly point. Security personnel should check assembly point in advance.

7.8 Security personnel and floor wardens must make sure that no one is left in the building.

7.9 Security personnel must prevent re-entering to the building during evacuation. No one is allowed back into premises until instructed to do so by security representative or School authority.

## 8. In case fire is detected

In case fire is detected:

- a. Raise the alarm by pressing FIRE ALARM button.

- b. Assess the possibilities of using a fire extinguisher or hose reel without putting oneself or anyone else in danger.
- c. Report the incident immediately to the School administration or security personnel.
- d. If trained and safe to do so, School staff will attempt to extinguish the fire, using fire extinguisher or hose reel.
- e. School staff will call Fire Department **(112)** if needed.

## **9. Action in case of bomb threat**

If someone from School administration or staff receives a bomb threat telephone call, he/she must:

- a. Remain calm.
- b. Keep the caller on the line and try to get as much information as possible.
- c. The following questions should be asked:
  - Where is the bomb exactly?
  - When is it going to explode?
  - What does it look like?
  - How can it be de-activated?
  - Any other questions to keep the caller talking for more details.
- d. Immediately inform security service and follow their instructions.
- e. Fill in a 'Bomb Threat Call Checklist" (see the Form below).

**Bomb Threat Call Checklist**  
Place this form under your telephone.

Appendix 1

**Questions to Ask**

When is bomb going to explode?  
Where is it right now?  
What does it look like?  
What kind of bomb is it?  
What is your name?  
Did you place the bomb?  
Why?

**Caller's personal features**

Sex of caller  
Race of caller  
Approximate age of caller

**Bomb Threat Management**

Number at which call is received  
Start time of call  
End time of call  
Date of call

**Caller's Voice**

Calm	Normal	Cleaning throat
Angry	Distinct	Deep breathing
Excited	Slurred	Cracking voice
Slow	Nasal	Accent
Rapid	Stutter	Familiar (who did it sound like?)
Soft	Lisp	Whispered
Loud	Raspy	
Laughter	Deep	
Crying	Ragged	

**Background Sounds**

Street noises	Recorded voice	Office machinery
House noises	Music	Other
Voices	Motor	

**Threat Language**

Well spoken	Irrational	Swearing
Incoherent	Foul	

**Remarks**

Name of caller (if known): \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: of call receiver \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

## Appendix 2

### DISCIPLINARY PROCEDURE

#### 1. Introduction

- 1.1 All individuals registered as students of ADA School become members of the School community and commit themselves to abiding by its rules and regulations, which are brought to their attention at the point of registration.
- 1.2 School Handbook provides guidance on the standard of behavior expected of students and other members, whereas this procedure categorizes disciplinary issues and provides guidance on disciplinary actions to be taken.

#### 2. Main Principles

- 2.1 All students should be accountable for their actions (commensurate with their age and other factors). For those students who have difficulty in behavior, the Disciplinary Measures have been identified as appropriate.
- 2.2 A student may be subject to disciplinary action when he/she does not follow teacher, or rules and regulations specified in the School Handbook and this Procedure.
- 2.3 Students are also subject to the rules and regulations while attending any school-sponsored activity when that activity is not taking place during normal school hours or on school premises (e.g. sport competitions, field trips, extra-curricular activities, student events, etc.).

#### 3 Disciplinary Measures

The following disciplinary measures may be applied to students who violated the School's rules and regulations.

- 3.1 Verbal Warning (VW)
- 3.2 Temporary confiscation of smartphones and other items while used on a lesson without permission. (TC)
- 3.3 After-class detention. May be applied by a teacher immediately after the lesson on which the violation took place (detention time is maximum 5 minutes) or on a lunch break (detention time is maximum 30 minutes). (ACD)
- 3.4 Temporary removal from the classroom and visit to the Office of Student Services and Parent Relations. (TR)
- 3.5 After-school detention <sup>1</sup> (16:00-17:00). (ASD)
- 3.6 Parent/guardian notification through visiting the School or phone call. (PN)
- 3.7 Withholding of privileges (social and entertainment activities, events, clubs, sport or other competitions) <sup>1</sup> (WOP)
- 3.8 Community service (tidying classrooms, cleaning outside areas, printing documents, etc.) (CS)

- 3.9 Return of stolen or damaged property or reimbursement of the cost <sup>1</sup>  
(RET)
- 3.10 Written warning <sup>2</sup> (WW)
- 3.11 Submission of a case to Disciplinary Code Committee (SUB)
- 3.12 Expulsion from School permanently <sup>3</sup> (EXP)
- 3.13 Notifying juvenile authorities or appropriate law enforcement agency if  
the conduct involves criminal activity <sup>3</sup> (LAW)

<sup>1</sup> – notice to parent required

<sup>2</sup> – written warning remains active for the period of one month from the day it was reprimanded. Student with active written warning may be restricted from participation in sport and other competitions, social or other activities.

<sup>3</sup> – the decision is made by the Disciplinary Code Committee and Rector

**The above measures may be applied alone or in combination, depending on the circumstances and the severity of the misconduct.**

Disciplinary measures 3.1 – 3.4 may be assigned by teacher or coach without prior notifying School administration; others may only be assigned by appropriate administration or Disciplinary Code Committee.

After-school detention (3.5) may be served from the end of classes (16:00) until (17:00) in the room assigned for detentions. After-school detentions will be monitored by the School staff. Students are expected to work on teacher's assignments without food, beverage or socializing. Students who fail to serve an after-school detention will receive progressively stronger disciplinary measure.

#### **4 Discipline-related Violations**

The following cases are characterized as misconduct, discipline-related issues or violation of School's rules and regulations:

- 4.1 Minor disruption (talking, using smartphone, making disturbing noise or movement etc.) of a lesson in a classroom or any school-sponsored activity whether in-school or out of school.
- 4.2 Major disruption: the same actions (4.1) made in more significant extent and disrespectful manner. Engaging in any conduct or using any item which does or could reasonably be expected to lead to major disturbance and/or personal injury.
- 4.3 Entering School facility without proper authorization (ID Cards) more than three times per month. Access to the School facilities is granted with electronic ID Cards ONLY.
- 4.4 Being absent without reasonable excuse.
- 4.5 Insubordination or failure to obey the reasonable request or directives of teacher, staff, administration.
- 4.6 Truancy. Getting permission from a teacher to go out of classroom for a minute but being truant for the whole lesson.
- 4.7 Acts of bias or inappropriate comments including and not limited to race, religion, gender and disability.
- 4.8 Use of abusive or vulgar language, gestures or depictions.
- 4.9 Smoking, bringing to school or carrying cigarettes or electronic smoking devices.

- 4.10 Leaving campus (or attempting to leave) during the school day without the permission of the school's administration.
- 4.11 Theft (of any items).
- 4.12 Willfully destroying, damaging, or defacing school property.
- 4.13 Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to other student(s) or the School staff.
- 4.14 Bringing to the School or using knife or any object which may cause harm to or threaten others, including "look like" weapon.
- 4.15 Misuse of internet and social media, which leads (or can lead) to damaging School's reputation. Posting and sharing photo and video materials in social media (Facebook, Instagram, Twitter etc.) on behalf of ADA School, using logo and other brand requisites of the School in an unauthorized manner.
- 4.16 Fighting (starting or participating in).
- 4.17 Passing student card (ID) to others. Using other student's student card (ID).
- 4.18 Littering in classroom and around the campus and within its premises.
- 4.19 Bringing drones, helium balloons, game cards.
- 4.20 Passing or receiving parcels, food deliveries, or any other stuff through the closed gates.
- 4.21 Misuse of mailing lists for personal purposes, promotion and mass e-mailing.
- 4.22 Providing the false information or falsified documents.
- 4.23 Any severe offences which occur on campus, school grounds, school bus, or off-campus school-sponsored events, when such offence involves administrative or criminal prosecution.

Violations mentioned but not limited to above are subject for disciplinary measures.

## **5 Implementation**

The School is responsible for implementation of this procedure, and reserves the right to revise, update, or supplement this procedure in further. Every member of the School community (students, teachers and staff members) must report any issues related with discipline or improper behavior to manager of Ethics, Self-Reflection and Civic Engagement. All reports must be sent by email and hard copy form, signed by the reporter. All the reports must be registered and tracked by designated person appropriately.

Students may report their concerns to manager of Ethics, Self-Reflection and Civic Engagement or a teacher / counselor who will be responsible for notifying the appropriate administrator.

Students may also submit a report or complaint anonymously by leaving a sealed note addressed to the individuals at that person's office or desk. But this may affect the ability to fully investigate the case.

**Disciplinary measures may be varied or combined depending on severity, recurrence and circumstances inherent to each individual case.**

## **6 Written Warnings**

Written Warning is one of the strongest disciplinary measures in the School. A student who receives two written warnings is considered to be one step away from submission to Disciplinary Code Committee.

There are three types of written warnings:

**First Warning** – after one or more verbal warnings or in case of more serious offence.

**Second Warning** – after first written warning or for repeated serious offence. If a more serious offence occurs or another minor offence occurs after the issue of first written warning the student will be given a second written warning.

**Final Warning** – after second written warning or for repeated serious offences and very serious offences. Student that receives Final Warning will be automatically submitted to Disciplinary Code Committee.

All types of warning are active for the period of 30 days. Special “ADA School Disciplinary Report Form” must be filled in and submitted to designated person from School administration (Manager of Ethics, Self-reflection and Civic engagement). Appropriate records must be made by designated person.

## **7 Disciplinary Code Committee**

Disciplinary Code Committee is formed of 4 people, including a chair. The Committee members must be selected by voting in the following proportion:

Committee chair – 1 person

Representative of School administration – 1 person

Representative of teachers – 1 person

Representative of Parents Committee – 1 person

Committee may invite any member of staff, teachers, students, parents or other School community members during an investigation depending on particular case.

Disciplinary Code Committee will make the following recommendations (to be subject to final decision of the Rector):

- Permanent expulsion from the School
- Giving probation period for certain duration (to be defined by the Committee)

Student should show obvious improvement of behavior during the probation period. Any violations (4.1 – 4.23 of this Procedure) during the probation period will lead to permanent expulsion from the School.

## **8 Appeals**

The student, his/her parent or guardian have the right to appeal against a disciplinary action taken. The wish to appeal should be notified through email to the Manager of Ethics, Self-reflection and Civic engagement, within five working days of receipt of this disciplinary measure. The case will be properly investigated, and the decision will be made.

If appellant is not satisfied with the Disciplinary Code Committee’s decision, the appeal will be submitted to the Rector. The decision of the Rector will be final.

## 9 Appendix

### ADA School Disciplinary Report Form



#### ADA School Disciplinary Report Form

Student's name	Grade	Incident date
Incident time	Incident place	Reported by

Type of Offence (please tick the appropriate)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Minor disruption (talking, using smartphone, making disturbing noise or movement etc.) of a lesson in a classroom or any school-sponsored activity whether in-school or out of school.</li> <li><input type="checkbox"/> Major disruption: the same actions made in more significant extent and disrespectful manner. Engaging in any conduct or using any item which does or could reasonably be expected to lead to major disturbance and/or personal injury.</li> <li><input type="checkbox"/> Entering School facility without proper authorization (ID Cards) more than three times per month. Access to the School facilities is granted with electronic ID Cards ONLY.</li> <li><input type="checkbox"/> Being absent without reasonable excuse.</li> <li><input type="checkbox"/> Insubordination or failure to obey the reasonable request or directives of teacher, staff, administration.</li> <li><input type="checkbox"/> Truancy. Getting permission from a teacher to go out of classroom for a minute but being truant for the whole lesson.</li> <li><input type="checkbox"/> Acts of bias or inappropriate comments including and not limited to race, religion, gender and disability.</li> <li><input type="checkbox"/> Use of abusive or vulgar language, gestures or depictions.</li> <li><input type="checkbox"/> Smoking, bringing to school or carrying cigarettes or electronic smoking devices.</li> <li><input type="checkbox"/> Leaving campus (or attempting to leave) during the school day without permission of the school's administration.</li> <li><input type="checkbox"/> Theft (of any items).</li> <li><input type="checkbox"/> Willfully destroying, damaging, or defacing school property.</li> <li><input type="checkbox"/> Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to other student(s) or the School staff.</li> <li><input type="checkbox"/> Bringing to the School or using knife or any object which may cause harm to or threaten others.</li> <li><input type="checkbox"/> Misuse of internet and social media, which leads (or can lead) to damaging School's reputation. Posting and sharing photo and video materials in social</li> </ul>



media (Facebook, Instagram, Twitter etc.) on behalf of ADA School, using logo and other brand requisites of the School in an unauthorized manner.

- Fighting (starting or participating in).
- Passing student card (ID) to others. Using other student's student card (ID).
- Littering in classroom and around the campus and within its premises.
- Bringing drones, helium balloons, game cards.
- Passing or receiving parcels, food deliveries, or any other stuff through the closed gates.
- Misuse of mailing lists for personal purposes, promotion and mass e-mailing.
- Providing the false information or falsified documents
- Other offences

**Specific information regarding the offence**

**Types of disciplinary action taken (please tick the appropriate)**

- Verbal Warning
- Temporary confiscation
- After-class detention
- Temporary removal
- Other (please specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Specific information regarding the action taken**

**Signatures**

Reporter: \_\_\_\_\_ Student: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3

### HONOR CODE

The ADA School's philosophy is centered on the idea that academic integrity and honesty should be promoted not by the use of sanctions and threats, but rather, by instilling an academic culture that embraces these values in their own right.

The Honor Code contains a list of academic rules and procedures essential to guiding the conduct of students, staff, faculty and administrators alike. The sanctions contained in this guide are intended only as a last resort, allowing ADA School to defend itself and its reputation against violations of these generally accepted standards of proper academic conduct.

#### II. Principles of Academic Integrity and Honesty

- a. Do Not Lie! Purposefully providing false information and gaining an advantage or avoiding consequences by lying, falsification, deception, or fraud is not acceptable behavior at ADA School.
- b. Do Not Cheat! Violating the rules of the exams, tests, and other assignments as well as accepting unauthorized help is not acceptable behavior at ADA School.
- c. Do Not Plagiarize! Using someone else's intellectual work without giving proper credit to the author and submitting the same paper for two or more classes is not acceptable behavior at ADA School.
- d. Do Not Discriminate! Discrimination based on race, gender, ethnicity, religious affiliation, sexual orientation, or disabilities is not acceptable behavior at ADA School.
- e. Do Not Help Others Violate These Principles

#### III. Reporting Violations of the ADA Honor Code

- a. Students, staff and faculty who have become aware of possible violations of the ADA School Honor Code are expected to report these cases to the Manager of Curriculum and Assessment with the utmost urgency. This should be done in writing, providing as many details as possible.
- b. Such reports to the Manager of Curriculum and Assessment are normally adequate for reporting purposes. If taking reporting actions, any student, staff or faculty member should take appropriate account of the circumstances at the time. Any unnecessary disruption of classes or examinations underway should be avoided.
- c. The Manager of Curriculum and Assessment will maintain the utmost confidentiality concerning such reports and will guarantee the anonymity of his/her source at all times. All cases will be handled according to the procedure noted in this Honor Code.
- d. All written assignments at ADA School will be checked, if necessary, by an anti-plagiarism program. Should the report on the submitted assignment indicate a possible violation of the Honor Code, the relevant faculty member is required to provide the Manager of Curriculum and Assessment with a copy of that report.

- e. The allegation of a faculty member's violation shall be reported to the Manager of Curriculum and Assessment. The Manager of Curriculum and Assessment shall form the Honor Committee. The Manager of Curriculum and Assessment shall take into account potential conflicts of interests when appointing Committee members.

#### IV. Procedure

Honor Code cases are handled by the Manager of Curriculum and Assessment in accordance to the procedure below and based on the number of occurrences during the study period of a student:

- a. 1<sup>st</sup> occurrence: student receives verbal warning from the Manager of Curriculum and Assessment, resubmits plagiarized work, and submits Reflection Essay. Student cannot receive more than D for the resubmitted work;
- b. 2<sup>nd</sup> occurrence: student receives written warning from the Manager of Curriculum and Assessment, resubmits plagiarized work, and implements the community service assigned by School. Student cannot receive more than D for the resubmitted work;
- c. 3<sup>rd</sup> occurrence: student receives written warning from the Manager of Curriculum and Assessment and receives suspension from School for up to 10 days. Student receives grade of F for the plagiarized work;
- d. 4<sup>th</sup> occurrence: student is expelled from School for a definitive period of time. Student receives final term grade of F for the course;
- e. 5<sup>th</sup> occurrence: student is permanently dismissed from School.

Both students and teachers have the right to appeal the case to the Chair of Honor Code Committee. Appeals must be made in writing within five (5) working days of the decision of the School. If the Chair of Honor Code Committee considers the appeal to be grounded, a hearing is organized. Committee is comprised of 3 teachers, including the Chair. Honor Code Committee is elected by School teachers at the beginning of each academic year for one year. Decisions passed after the hearing are final.

#### V. Pledge

- a. All students, staff and faculty of ADA School community will be asked to sign a copy of the Honor Code.
- b. All students, staff and faculty must be prepared to take the following pledge:  
"As a member of the ADA School community, I will not engage in any behavior that will violate the Honor Code, nor will I tolerate others doing so. I will do everything in my power to uphold an atmosphere of honesty and integrity at ADA School and will encourage others to behave likewise."

**Appendix 4**

**STUDENT PARENT HANDBOOK AGREEMENT FORM**

**2021-2022**

My child(ren) and I have received a copy of the 2021-2022 Student Parent Handbook in electronic version and/or printed document. We, my child(ren) and I, acknowledge and agree to the policies contained therein, and will require my child(ren) to comply with the policies which apply to all children in ADA School.

We also realize that during my child(ren)'s enrollment at the school, we will be informed from time to time, formally or informally, of various changes in school policies. We understand that the school reserves the right to change policies at any time with or without advance notice.

\_\_\_\_\_  
Name, Surname (Student)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Name, Surname (Parent)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Name, Surname (Parent)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date