

OPVG International School HANDBOOK

Rules, Policy, S O P



Board of Directors
OPVG INTERNATIONAL SCHOOL

STATEMENT

This Handbook will provide you information to help bolster your understanding of the philosophy, policies, rules, and administrative guidelines of the OPVG International School (OPVG).

The primary objective of the OPVG Administration is to provide the best possible education for its students and to ensure academic and character excellence. In order to accomplish this objective, it is necessary to establish certain rules and regulations that must be adhered to equally among all in order to maintain a high level of efficiency.

The teachers of OPVG play an indispensable role in helping the Administration maintain an environment conducive to providing the highest quality of education. The task of educating children is indeed challenging and often overwhelming. With the blessings of Allah (SWT) and the help of our teaching staff, we are confident in our ability to cultivate academic and character excellence within our students.

CHANGES IN RULES AND POLICIES

OPVG periodically reviews the rules and policies set forth in this Handbook. OPVG, in its sole discretion, may change rules and policies and will keep you informed of such changes

EQUAL EMPLOYMENT OPPORTUNITY

The OPVG International School seeks to employ the best-qualified people in all positions throughout the school and to provide equal employment opportunity for all employees and applicants for employment regardless of race, color, sex, religion, national origin, ancestry, military service, disability or age, except where such a classification is a bona fide occupational qualification.

Vision

Develop OPVG International School with qualified teachers and accredited curriculum that meets the academic needs of the students. We are committed to the belief that OPVG will become a one-of-a-kind school in Pakistan, so that the students may become our future role models and leaders for humanity.

Mission

The Mission of OPVG is to draw together parents, staff, and community members to provide support and education for students so they can succeed in their education journey.

Philosophy

The OPVG International School (OPVG) staff embraces the philosophy that every student is equal, unique, capable, and worthy of the best education possible. The future of the community depends upon an educated and responsible community that is grounded in Islamic tenets and principles. Islam encourages all to acquire knowledge throughout their life and elevates those who have knowledge over those who are lacking. Allah says in the holy Quran:

"Allah will exalt in degree those of you who believe and who have been granted knowledge and Allah is aware of what you do." (Al-Quran 58:11),

Also, as narrated by Abdullah bin Mas'oud (may Allah be pleased with him), the Prophet (peace be upon him) said, "Do not wish to be like anyone except in two cases. The first is a person whom Allah has given wealth, and he spends it righteously. The second is to whom Allah has given wisdom, and he acts according to it and teaches it to others".

Thus, OPVG International School (OPVG) is dedicated to provide learning environment and academic preparation of children under decent atmosphere to compete for success in this fast changing life and hereafter.

Commitment

OPVG International School (OPVG) is committed to:

- Provide a safe and orderly environment to the students, which is conducive to learning.
- Meet the expectations of the parents, faculty, and students.
- Provide students the learning opportunities with the highest standards of education commensurate with Ministry of Education guidelines.
- Involve parents and the community in school activities and program to ensure their active participation in the school affairs.
- Use measures of student achievement as a basis for program evaluation.

School Policy

Non-discrimination

OPVG International School (OPVG) in the administration of its educational policy, hiring policy, admissions policy, scholarships, loan programs, athletic and other school administered programs, does not unlawfully discriminate in any aspect of employment, recruitment, promotion, benefits, training, job duties and termination on the basis of race, color, sexual orientation, religion, gender, national origin, ethnic origin, age, disability, or marital status

Sexual Harassment

OPVG International School (OPVG) respects the dignity and integrity of its employees and students to provide a work environment free of all forms of sexual harassment which includes,

actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other physical, verbal conduct and behavior of a sexual nature.

OPVG History

OPVG Public School Lahore (OPVG) was established in 20015 and OPVG International School Is 2nd branch of OPVG at Quetta .

Working Hours

Salaried, full-time employees are expected to work 8:10 am to 2:30 pm from Monday to Saturday, Ramadan timing as per Gov order depend on weather and other school's timing. Non-salaried, or part-time employees, will work the hours that they have contractually agreed upon. They are required to clock-In/clock-out on their work days. Payment will be according to the contracted number of hours. Part-time employees are not to exceed the contracted total number of hours without pre-approval by the School Principal. Early clock-in and late clock-out times will not be considered part of the work hours, and will not be compensated. All part-time employees are required to verify and sign their timesheets before processing the payroll.

School Curriculum

OPVG International School (OPVG) school has made every effort to choose the best curriculum in conjunction with school curriculum. To foster within each student, the principle of submission to the will of Allah (SWT) as the essential element in achieving human excellence, OPVG International School (OPVG) is dedicated to providing our children with a learning environment of the highest caliber. The educational program aims to meet not only the physical, emotional, and educational needs of our children, but also their spiritual needs as well.

Besides the core academic subjects of Language Arts, History, Social Studies, Math, Science, Physical Education (PE), Technology and Computer. For books detail you may visit <https://opvg.edu.pk/en/academic/classes>

Teachers are expected to participate in major School events. These include, but not limited to the following:

- Quran recitation and Tajweed Contests
- Literature, Art, and Science (LAS) Fair

- Sports Competition
- Spelling Bee / Reading competition

Qualifications of Teachers

Teaching license, or equivalent qualification. English speaking must for all staff
Extensive knowledge of the subject assigned, Computer operating is must for all staff
General knowledge of curriculum and instruction techniques.

It is expected that the staff members will honor their commitment to work at OPVG International School for the full academic year. In view of the difficulties, the children face in adjusting themselves to frequent staff changes during the school year, this commitment is crucial, and must be sincerely observed.

Admin dept. is responsible to maintain the records of employees the following information and documents on file at OPVG International School:

- Copies of school diploma, degrees, transcripts, and certification.
- A current copy of the resume or curriculum vitae.
- Documents that ascertain that the person is legally authorized to work in the Pakistan
- Copy of valid government-issued photo ID.
- Finger prints as required from all those who work with children.
- Any other documentation required by the OPVG administration.
- Permission letter signed by guardian / Husband

First Aid Training

It is a mandatory requirement for all teaching and non-teaching staff of OPVGR Public School (OPVG) to obtain necessary training and certification to conduct First Aid and CPR for children, and adults. The OPVG administration will arrange for the staff training.

Ethics

All teaching and non-teaching staff of OPVG shall:

- Demonstrate character qualities such as mutual respect, courtesy, gratitude, flexibility and integrity towards fellow staff and communicate with each other in a respectful and professional manner, with due regard to individuality, confidentiality, privacy and feelings of each other.
- Present themselves as professional educators and role models with strong moral character consistent with teaching. They must respect individuality, confidentiality, privacy, as well as the feelings of other staff members.
- Abide by precept and example the highest Islamic virtue and personal decorum,

both in and out of school to students, to parents, and fellow faculty members in judgment, respect, and Islamic living.

- Complete the task on time given by management
- Official language is English , Using other language strictly not allowed
- Computer skills is mandatory for all teaching staff.

Violation of any above requirements may result in termination of employment.

Daily Procedure

All teaching staff of OPVG must:

- Arrive at least 15 minutes before time of duty.
- Make sure that class related tasks are completed every day ahead of time.
- Do not leave the class room at the end of day until all desks are cleared, put in orderly formation, all items (pencils, paper, books, trash etc.) are cleared from the floor, chairs are stacked, and lights are turned off.
- Class teachers must lead their students to the dismissal area on a daily basis.
- Staff members will be responsible for the neatness and cleanliness of their classrooms and work areas on a daily basis.
- In case a faculty member needs to leave the school during work hours, he/she must have signed approval from the Principal
- Do not leave the classroom during lecture

Morning Assembly

Assembly is one of the important functions of the school. It is held daily from 8:30 am. Assembly provides a good opportunity to bring the entire school together once every day. It strengthens discipline in school. Assembly generates feeling of unity, equality among student population, and strengthens the concept of brotherhood & sisterhood. It is tremendously helpful in motivating the students to set the goal, and make necessary efforts.

All teachers must be present in the assembly along with their classes to help maintain proper discipline and order. Every effort should be made to make assembly with maximum student participation.

Teachers are encouraged to motivate and help students prepare useful presentations to be delivered to the entire school at assembly time. This helps to build student's confidence and self-esteem.

A monthly value will be presented and talked about to help students improve their behavior and character. Teachers would help students in preparing presentations according to the theme of the month, and to re-enforce the same in their classes.

Teachers can share information about ongoing activities in their respective classes, make announcements, and award students for their best performance.

Rotation Schedules

Daily rotation supervision schedules will be set for the staff members. They will be responsible to supervise children during Prayer (Salah), and dismissal time. Each staff member will be expected to follow his/her schedule as outlined by the Principal. If for any reason, any teacher is not able to fulfill his/her duties, he/she may contact the Principal, and do not switch duties with another faculty member without prior approval from the Principal.

In order to provide for the reasonable safety of students, teachers are assigned to monitor morning and afternoon traffic when parents drop off and pick up their children. Teachers on duty also help guide parents to designated areas marked for parking in the morning and afternoon time. Once the children are out of their vehicles, they must be guided to the assembly area in an orderly manner.

Students have to be supervised all the time. The principal should be informed if a student is not picked up until 2:00 pm. After school is over and the parents should be contacted. Staff members must remain on duty until 2:30 pm.

Students must have their lunch in the dining area. Classroom teachers are expected to be present with their class during lunch. Since prayers are an important part of the school curriculum, students should be taught to respect and follow the mosque rules. Reminders should be given to the students as to cleanliness and proper manners.

Primary obligations

- The teacher shall respect the Coordinator /Principal/Head of the School's authority, follows given instructions, and demonstrates respectful and professional behavior/attitude towards him/her.
- Shall maintain classroom environment conducive to learning and academic progress.
- Shall take every necessary step and precaution to ensure the safety and wellbeing of the students.
- Shall supervise the students at all times and never leave them unattended, or unsupervised at any time under any circumstances.
- Shall document and report all incidents or accidents related to students and staff to the principal's office right away, on the prescribed administrative forms
- Shall measure and report the academic progress of the students and provide quarterly progress reports to the parents or guardians.
- Shall obtain written permission, at least one week in advance from the school principal, for the use of audio or video media in class

- Shall confiscate non-instructional materials from students when they are deemed to be disruptive to the instructional climate.
- Shall refer a student to the Principal, if teacher could not correct the student's behavior.
- Shall develop lesson plans

Dress Code

Members of the staff/employees of OPVG International School (OPVG) are required to dress in a way that is neat, clean, modest, dignified, and professional in appearance. Observance of OPVG dress code for all teaching and non-teaching staff is mandatory to set the example of being a role model for young students. The following code shall apply:

- All OPVG International School (OPVG) staff members are required to dress in loose fitting clothes that cover legs, arms and chest with white coat .
- Shirts must have $\frac{3}{4}$ sleeves or longer, and legs must be covered to the ankle.
- Leggings, shorts, see-through clothing, low neckline and sleeveless shirts and blouses are not allowed.
- Heavy make-up, perfume, scented lotions are not allowed.
- Open-toed shoes and sandals are also not allowed.
- Sweatpants, cargo pants, jeans, or other clothes of this type are not to be worn unless required by PE teacher.

NOTE: Failure to comply with this dress code may result in dismissal for any given day. Repeated violations may result in termination of contract.

ID card

OPVG International School will provide ID card for the entire staff. It is a mandatory requirement upon all employees of the school that card must be carried out in daily work.

Teacher attendance

Being present for classes is the major responsibility of the staff of OPVG International School. Teachers are expected to notify the school administrator well in advance (24 hours before) of any expected absence. In such cases, teachers should leave lesson plans for each period with the administrator to give to the substitute teacher.

The school allows 3 days of sick/personal leave each year. Teachers employed by the school on a part-time basis are not entitled to personal and sick leave days. Medical report and certificate must be submitted.

In the event of an unexpected illness, teachers must notify the school Administrator, either at home or at school, as quickly as possible, so that arrangements can be made to

have a substitute teacher to cover the classes. All teachers are expected to have lesson plans kept. The teacher will be notified in writing in case of tardiness, and the teacher's pay may be prorated for the time missed. Repeated tardiness is not acceptable and may result in suspension or termination of contract.

Staff Orientation

Faculty and staff orientation will take place prior to the school year. Topics covered may include but not limited to the following:

- a) **Islamic values and classroom instructions**
- b) **Performance assessment and goal setting**
- c) **Curriculum and instruction**
- d) **Effective communication (Teacher Ease)**
- e) **Developing effective lesson plans, testing, and grading.**
- f) **Classroom management**

- g) **Parent and community communications.**
- h) **School safety policy and procedure**

During the orientation, open discussions will be held on policies, procedures, goals and teachers' evaluations. It is required that all teachers participate in the orientation meetings. All teachers are required to complete all necessary class preparations/arrangements ahead of time and be ready to teach on the first day of the school. No exceptions.

Lesson Plans

There is no effective teaching inside a classroom if teachers do not have a structured lesson plan ready before teaching. Lesson plans must be typed and submitted to the Principal's office.. The plan must indicate teacher's name, grade, subject, and date on top. Each lesson plan must have the following:

- a) **Learning objectives**
- b) **Compliance with country's standards (if applicable)**
- c) **Evaluation or assessment methods**
- d) **Homework and follow-up plans**

Contact the coordinator if you need any help in preparing lesson plans. Failure to either submit the plan on time or prepare the plan according to OPVG administrative guidelines may result in administrative action.

Substitute Teacher's Folder

To enable substitute teachers to provide better services to students during planned and/or emergency teachers' absences, each teacher must provide a lesson plan and other related information such as planned activities scheduled for that day to enable the class to go smoothly.

This folder should be available in the classroom along with the copies of the following:

- **Attendance Procedures**
- **Roll Book(s)**
- **Texts, guides, manuals, answer sheets, equipment, etc.**
- **Emergency routes and safety P & P folder**
- **Daily schedule for students and teacher (pull-out programs, etc.)**
- **Staff handbook**
- **Name of designated person to administer medication (if applicable)**
- **Medical or physical problems/procedures**
- **Instructions regarding keys, security of room, and computer**
- **Lunch procedures, money, etc.**
- **Phone number of absent teacher**

The folder must be updated periodically as necessary.

Planning Periods

Professional planning periods are to be spent on the school campus and on performing work-related tasks. The planning period must be used on class related preparation, and may not be used for studying, socializing, napping, or conducting other personal and social tasks.

Staff Meetings

Staff meetings are an effective tool to periodically assess the operation of the school, check the status of discipline, know the student's academic and behavior performance, and to discuss school related issues. It provides a chance for the principal and staff to listen and understand each other, exchange ideas, suggestions, share views, and to find working strategies, and practical solutions to the problems and challenges being faced by the administration and the teachers during the operation of the school. These staff meetings generate consensus and strengthen team work.

The Coordinator, in coordination with teachers, will schedule dates and times for the meetings. It is mandatory upon all staff (full time and part time) to attend all scheduled or emergency staff meetings. Please inform the Coordinator ahead of time in case you are unable to attend.

If teachers would like to schedule some of their class related issues for discussion in the staff meeting, they need to inform the Coordinator ahead of time. Personal issues must not be shared or discussed in any meeting under any circumstances. In order to maintain confidentiality, it is highly recommended that personal issues should be addressed in a closed meeting with the principal.

Workshops

Professional growth and development workshops will be conducted throughout the year.

Staff members are required to be present on all professional in-service workshops. Their attendance should be the same as any other working day unless otherwise instructed by the Principal.

Absence of the teacher on such day will be counted as absence towards the vacation/sick days. When workshops are held at sites other than OPVG International School, attendance is still required in order to receive pay for that day. Advance notice will be given for off-site meetings, and in some instances stipends may be paid to cover expenses. Excuses may be given only in case of emergency.

Teachers Evaluation

Teachers' performance will be evaluated based on the following three components:

1) **Input from parents:** Parents and their assessments of the school performance are essential components of any meaningful evaluation. OPVG will administer two surveys during the academic year to measure parents' satisfaction of its teaching and administrative staff.

2) **Input from the Coordinator:**

Teacher's performance shall be evaluated by the administration or representative through classroom visits and observations throughout the school year. The teacher will be notified of the outcome and offered an opportunity to discuss it with the Coordinator. If deficiencies are identified, a probationary period will be established. The Principal shall verify that the deficiencies have been addressed.

3) **Level of service:**

This includes the teacher's efforts to support school operation in general, and participation in school events, open house, recruitment, parent teacher meeting, science, sports, spelling Bee event, etc.

Notes on the results of all such matters shall be maintained in the teacher's personnel file.

Classroom Supplies

The school will provide educational material (teaching aid) which includes
Textbooks

Teachers are asked to keep records of the condition of the books, marker, duster, planner and to collect books at the end of the year, or whenever a student transfers to another school. Based on the teacher's records, the school administration will issue fines for damaged and or lost books. Requests for replacement copies of the textbook should be made in writing to the school Principal. Notebooks will be used by all teachers in the manner explained during the professional workday training session.

Student Attendance and Roll Books

a. Student Attendance

- It is each teacher's responsibility to keep accurate attendance records.

The secretary will collect attendance sheets on the daily basis , Attendance must be taken by each class teacher.

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Failure to document everyday attendance is regarded as noncompliance of school rules

- Fill out the attendance log; write the names of students who are absent.
- Students returning from an absence due to a contagious illness must first report to the school office.
- They will be required to present a note from a doctor, indicating that their illness is no longer contagious, prior to going to class, so as not to jeopardize others.

b. Roll Books

- Teachers roll books must be accurate and contain precise records of student attendance and tardiness.
- Homework, class participation, tests, quizzes, projects, portfolios, and lab performance are taken into consideration while grading a student's performance.
- Tardiness and absence statistics from the teacher roll books will also be placed on the student progress reports, as well as final report cards, and permanent school transcript.
- Teachers must take roll books with them during emergency drills.

Communication

a. Parent-teacher

Maintaining an open communication channel between teachers and parents is one of the essential elements of teaching.

- Teachers shall inform parents about the performance of the child ahead of time to rectify the problem and to find a solution to help improve the child's performance.
- Teachers are encouraged to stay in regular contact with the parents of their students using notes, telephone calls, homework notebooks, etc.
- If a parent complains about the teacher, be patient and listen quietly.
- If it is a problem that you think should be addressed, convey to the parent you understand how they feel.
- Give them enough time to share their concerns, suggestions, and ideas.
- Share your thoughts with them in a positive manner and give them a feeling that you need them.
- Do not forget to follow-up on what has been discussed and provide necessary

response.

- **If you find that the issue is related to school's policies and procedures, and it cannot be addressed, then refer parents to the Principal.**
- **Never allow parents in the classroom unless prior permission has been granted by you personally.**



Do not allow parents or visitors to come into your classroom

OPVG International School (OPVG) encourages all teachers to become members of its Parent- Teacher Organization (PTO). This will provide a good opportunity to promote and strengthen cooperation between the teachers, parents, and others within the school community in matters concerning the educational and moral development of students.

Conflict Resolution

All grievances by the teacher or staff member shall be communicated in writing to the OPVG principal. The principal shall communicate the grievance to the school board. If the OPVG board is unable to resolve the grievance, then it shall be referred to binding arbitration. It is not appropriate for the staff to discuss grievances regarding his/her employment with the parents and/or students of OPVG.

Parent Conferences

Parent conferences are welcome chances to share information and consider strategies that might be helpful to the student's progress. Conferences may be initiated by the teacher, principal, or the parent. It is important to always point out some of the student's positive traits and strengths, as well as to indicate any problem areas. Teachers are expected to:

- **Maintain detailed documentation of the student's attendance, test scores, homework, and classroom performance, any other discussion/conference held at school, home, or any other place.**
- **Answer questions based on information recorded in the teacher's roll book and any counselor or administration referrals.**
- **Be aware of the student's progress, his/her previous grades, and what is expected of the student.**
- **Keep an open mind regardless of the attitude a parent may express.**
- **Document the outcome of each conference using OPVG forms. This also includes telephone conferences.**
- **Be ready to offer suggestions to the parent concerning what the student may do to improve and what the parent may do to assist.**
- **Offer an explanation of the grading system and homework procedure.**
- **Avoid making any promises that you may not be able to fulfill.**

Under no circumstances it is permissible for a teacher to discuss another student's performance, do not share any confidential information with anyone other than the student's parents or guardian. When parents inquire about another student, tell them that according to OPVG policies you cannot do so.

Religious Issues

OPVG International School (OPVG) administration gives due respect to all religions, their revealed books and prophets as stated in Quran. Students often ask religious questions (Islamic or non-Islamic). It is recommended that such issues should be avoided. In case

children insist on knowing, or want to have discussion, tell them that all religious issues are to be directed to the

Principal's office for proper answer, and the class time must be utilized in learning the assigned subject.

Classroom Activities and Celebrations

All classroom activities including celebrations, telecommunication, multimedia displays, etc., should be planned in advance and approved by the administration. Prior written permission from the principal's office is required. Teachers should provide one week's advanced notice and a written brief description about the proposed activity and any other related information for obtaining necessary approval. All movies must be approved by school principal at least 3 days in advance.

Field Trips

- **Field trips shall be a learning experience for the students, and they are encouraged (no more than 3 per year), provided the following guidelines are followed:**
- **Each teacher will set up, and arrange his/her proposed field trip in coordination/consultation with the Principal**
- **The teacher may plan a trip in advance in order to make sure it is a suitable trip for the class, decide what preparation is needed, and what specific items should be emphasized.**
- **Careful planning of all phases of the trip is necessary such as transportation, scheduled departure and return times, eating meals, safety precautions, Salat arrangements, admission, souvenirs, snacks, etc.**
- **The teacher must notify the school administration in writing about the details of planned field trips at least three weeks before firm plans or commitments are made.**
- **Teacher should make sure students know what the objective and learning expectations from the trip before they go so as to be fully prepared. Specific things to look for should be made clear. A "treasure hunt" list is sometimes useful.**
- **Students should understand that they may be denied participation if they fail to meet academic or behavioral requirements as set by the teacher.**
- **Students must be in proper school uniform on the day of the field trip unless otherwise notified.**
- **Teachers shall inform parents about all the details of the proposed trip, complete OPVG field trip authorization form, and return the form before the trip.**
- **The parental signatures are required by law before a student is allowed to go on a field trip. A phone call or an e-mail message cannot replace a permission form.**
- **Invite parents to accompany groups on long trips.**
- **There should be at least one adult for every eight children. For very young children a lower ratio may be necessary.**
- **It is required to have a full first aid kit while going on a school- sponsored outside activities, or field trips.**

- Emergency release forms shall be brought on all trips, in the car in which the children are being transported.

Note: OPVG International School (OPVG) will not permit any school field trip that has not been authorized through the above mentioned procedure.

Admission Requirements

- OPVG International School (OPVG) has facilities for teaching children who do not have any special learning, speech, physical, or behavioral problems.
- All new students are on probation for the first 2-4 weeks.
- Those showing special learning, speech, behavioral, or study habit problems will not be able to continue at OPVG.
- We understand that some children need special education for these problems and we do not have teachers who are certified in this area working for OPVG.
- New students are admitted during the first two weeks of school and in the first week of the second semester only; unless parents have recently transferred from another city. This will prevent the interruption of the classroom.
- New students (grades first-thru eighth) entering at the second semester must have been enrolled in another school for the first semester at the same grade level.
- No student, first grade and up will be permitted to be enrolled in OPVG if he/she does not speak/write English.
- Students entering Kindergarten and first grade must show sufficient readiness to enter these classes on their pre-assessment tests and must fulfill legal age requirement by INSERT MONTH of the current school year.

Class Placement

Standard class placement is made according to the child's chronological age on the first day of the current school year. The student must be age appropriate of the current school year according to the following chart:

Class	Age (years)
Pre Nursery	3
Nursery	4
KG	5
Grade 1	6
Grade 2	7
Grade 3	8

Note: If a student transfers in from a different school, testing would be recommended to determine the skill-sets and abilities of the student for placement in the correct grade.

Discipline Policy

- School and classroom rules shall be taught on the first day of the school.
- These rules are intended to promote Islamic principles of conduct, good study habits, and safety.
- Parents and students shall be given a copy of the expectations of the classroom teacher at the beginning of the school year.
- At OPVG International School (OPVG), we promote high standards of appropriate Islamic behavior.
- Students should be encouraged to learn acceptable Islamic behavior through the gentle guidance of their classroom teacher.
- Our goal is for each child to learn appropriate ways to deal with their behavior and be accountable for their own actions.
- When a student behaves contrary to the classroom rules, he or she should be given a chance to change such behavior.
- If the behavior continues, the classroom teacher may decide that further action is necessary.

School Wide Discipline Approach

The following school-wide discipline approach shall be followed in addressing student's violation of classroom rules:

- **First time:** Verbal warning and removal from the group within the classroom. Parents shall be notified via e-mail.
- **Second time:** Students receive lunch and PE detention. Parents shall be asked to visit with the teacher and Principal to discuss an action plan to help their child behave properly in class.
- **Third time:** Student shall be subjected to in-school or out of school suspension, depending on the behavioral issue. During detention time, the student shall be given work to do to complement what he has missed in the classroom. It is expected to be turned in by the end of the detention.

Student Misconduct

The following are specific examples of behaviors that can cause a student to be assigned during and after school detention, suspension from school, and/or an administrative exclusion. This information shall serve as a guide to understanding the disciplinary policies of OPVG International School.

Disciplinary penalties are determined after consideration of a student's overall disciplinary record and the severity of the infraction.

This list is intended to encourage all students to behave in such a manner that their behavior will be pleasing Allah (SWT), a credit to OPVG International School (OPVG), and an example of proper Islamic conduct.

- Disruptive, uncooperative, or disrespectful behavior anywhere in the school campus.
- Assault on fellow student, staff member, or a volunteer.
- Being at the locker storage area at an unassigned time.
- Inappropriate hallway, (locker room) behavior.
- Violation of established school rules.
- Chewing gum any time during school hours.
- Cruel teasing.
- Causing disruption in class proceedings.
- Creating a safety hazard.
- Eating in an unauthorized area.
- Failure to attend assigned detention.
- Fighting, shoving, pushing, kicking.
- Cheating on tests.
- Horseplay, play-fighting or wrestling on school grounds.
- Being tardy to school or to any class.
- Leaving the school building without permission.
- Leaving class without a Permission Pass.
- Making an obscene gesture, inappropriate signal, comment, or remark about a teacher or a fellow student.
- Misconduct during school activities, or during morning assembly.
- Possession of unauthorized electronic equipment like beepers, video games, game boys, phones, cell phones, any other electronic devices, etc.).
- Possession of any harmful object.
- Stealing or possession of stolen property belonging to staff, or students.
- Threatening a student, staff member, teacher, or administrator.
- Throwing snowballs, rocks and/or other objects on staff, students, volunteer of the school.
- Vandalism in any form or type.

Corporal Punishment

- No staff member of OPVG International School (OPVG) shall inflict or cause to be inflicted corporal punishment upon any student.
- The corporal punishment shall be defined as knowingly and intentionally inflicting pain on a student for the purpose of discipline; however, there are instances where a staff member may find it necessary to intervene through the use of reasonable and appropriate force:
 - a) To quell a disturbance threatening physical injury to the child and/or others
 - b) To obtain possession of dangerous/harmful objects upon the person or within the control of a pupil
 - c) To defend oneself
 - d) To protect other persons or the school property

Suspensions

- While we strive to keep our students in the classroom to enhance their learning, there are times that this is not possible.
- Suspension results from behavior such as extremely disruptive classroom behavior, fighting, or damaging school property.
- Parents are informed of a suspension by a notice from the Principal that is sent via email or phone call. It indicates the duration of suspension to be applied. The notice is to be signed and returned the next school day following the suspension.

Out of School Suspension (OSS)

- If a student behaves in a manner that is extremely defiant or incorrigible, the student may be suspended for up to five days.
- The Principal will notify the parents if the decision is made to give an out of school suspension and request a meeting with the parents before the child returns to the class.

Expulsion

- A student may be expelled from school if all other means of discipline have failed; involvement in a single act that presents a serious threat to the school, or community; or extremely cruel or inappropriate behaviors.
- A student may be suspended from school while information is being gathered, if it is deemed necessary for the safety of other students.
- During this time, a meeting is held with the Principal, teacher, and parents.
- Prior to the expulsion, the Principal will confer with the Board of Education.
- Within 48 hours of this meeting, the Principal will notify the parents in writing regarding the decision.

Absence Policy – All Grades

- Parents are responsible for notifying school office between 8:00-8:30 a.m. if their child will be absent.
- Excused absences are when a student is unable to attend class due to illness, death in the immediate family, or other unavoidable situations.
- All students entering classes, other than the appointed time, must report to the office to obtain Admit to Class Slip.
- Parents must accompany the child to the office.
- A written note from the parents should be sent two weeks in advance if a trip is anticipated. The homework packet should be completed upon return.
- After a student has missed five days in one semester, the Principal shall notify the parents in writing, indicating excessive absences.
- After a student has missed 10 days in one semester, parents will be notified with a letter, indicating excessive absences and a conference with the Principal will be arranged.
- More than 20 days per semester or 40 absences in a year results in a request to meet with the Principal to discuss further action.

Make-Up Work

- Students who have been absent for any reason are required to make up the work missed in regular instruction.
- Students are responsible to obtain the work, complete it, and return it promptly.
- One day for each day absent is allowed for the completion and return of makeup work, unless other arrangements have been made with the teacher.
- If a student is present when an assignment is given but is sick the next day, the assignment is due the day the child returns.
- Make-up work cannot completely satisfy a day missed. The oral work and the board work are not recoverable. With absences, a drop in grades may occur.
- Students are expected to keep up with all assigned work and should be prepared for all scheduled exams.
- When a student is absent, it becomes necessary for the student, teacher, and parent to work together to make sure that the child is brought up to date on assignments as soon as possible.

Promotion to Next Grade

Promotion to the next grade is based on satisfactory achievement and attendance. Below are the promotion requirements:

- Attendance at school at least 80% of the time they have been enrolled for that school year.
- Students missing 20 days or more per semester must have a meeting with the Principal, parents, and the teacher to discuss academic progress.
- Minimum final grades are ? or ?
- Preschool & kindergarten students must be socially, developmentally, and emotionally ready in order to be promoted. The final decision shall be based on the teacher's assessment in consultation with the program director and the Principal.
- Students receiving an F or N in the final grades **MUST** study and successfully pass a second test given by OPVGR before the opening of the school if they wish to be promoted to the next level.

Progress report & Report Cards

- Report cards are normally sent home ten days after the end of each quarter.
- Parent teacher conferences are held for all grades at the end of the first and third quarter.
- Report cards are prepared for the Preschool only at the end of each semester.

Student Dress Code

All students are required to wear clean/ironed school uniform. Teachers shall ensure that the following dress code is enforced:

- Students shall wear school uniform during the school day and at other designated school-sponsored activities, unless authorized by the Principal.
- Students coming to school without their uniform should be sent to the office.
- The students and their parents will be advised regarding the uniform policy of the school.
- The student must be in proper school uniform before being allowed to return to class.

- All students must tuck in their shirts at all times.
- Absences resulting from uniform problems shall be considered unexcused.
- It is required for girls of higher grades to cover their hair completely with a white scarf.
- The scarf must be pinned with a pin in the front under the chin.
- The head, hair, neck, and the chest must be properly covered.

Uniform Restrictions:

- No jeans or Pajamas (boys & girls)
- No jewelry. (girls)
- No sandals, open-toe shoes, mules, high-heeled shoes, open shoes, or high-heel shoes (boys & girls)
- No trendy hairstyles (i.e. spikes, hair dyes, etc.) (boys)
- No makeup, No nail polish (clear or otherwise) (girls)
- No shoes with black soles; unless they are non-marking. (boys & girls)
- Check with PE teacher about dress restriction during PE time.

NOTE: Failure to wear school uniform may result in dismissal for any given day a student fails to comply with the school's uniform policy.

Inclement Weather

- When Public School Systems closes due to inclement weather, so will OPVG.
- Announcements will be made by sending SMS to parents

Health & Safety Emergency

- The principal is authorized to call off the school in case of emergency.
- Students shall be sent to the office if they are vomiting, or have a fever, or an injury.
- Parents are immediately contacted to pick up the sick or injured student.
- A child who has any of the following diseases shall be excluded from the school until a written release is obtained from local hospital or from a private physician:
 1. Malaria example
 2. Hepatitis

Accident/Injury at School

The school is not equipped to handle serious medical problems. When a student is injured, the school shall notify the parents or other persons listed on the emergency form on file with the school. The staff member under whose supervision the accident occurred shall record the essential information on the student accident/injury referral form and submit it to the school Principal. All accidents, however slight, which occur to students at OPVGR or on the way to or from the school, shall be reported on the student accident/injury referral form

Administering Medication

- The school policy prohibits school staff from administering any medication, even aspirin and cough drops, to students without the written permission from the parents and written directions from the physician.
- Before any medication is administered to the child the school office shall check to make sure the parent has filed a "Request to Administer Medication." Medication shall be administered precisely as described on that form by the physician.

Fire Drills and Emergency Evacuation Procedure

- Each class must become skilled in getting organized quickly at the first signal of a fire drill so as to move in a quiet and orderly manner to exit the building from the classroom, the library, or the gym.
- Emergency evacuation plans are posted in each classroom near the doorway.

School Insurance

- OPVG is absolved from the responsibility for injuries the student may incur at the school, on school trips, or at school sponsored events of any kind, provided that the school has exercised reasonable care.
- Please feel free to contact the Principal's office if you have any questions/comments, or need any assistance.

Private Tutoring

- Teachers are encouraged to provide individual assistance to students as a part of their duties.
- Teachers who engage in private tutoring for pay (compensation of any kind from a source other than OPVG) are subject to the following rules:
 1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
 2. The teacher is not to provide private tutoring in a school building.
 3. The teacher is not to provide private tutoring during duty time.
 4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the OPVG Administrator.

Termination / Job Resignation Procedures

We hope you will have a rewarding career while employed with us. At the option of either you or OPVG, your employment and compensation can be terminated with or without cause and with or without notice at any time. If you do decide to terminate, pursuant to your employment contract, you are required to provide thirty (30) days' notice so we can find someone to replace you. At the time of termination, you should check with us to be sure that all termination procedures have been completed and arrangements have been made for you to receive your final pay check.

Social Media Groups for study purpose

Parents and students may create the groups or social channels , pages for study purpose , Sharing home work or related with study , If any parent created the group for personal benefits on the name of institute or writing against school teachers or institute is strictly not allowed , the group admin's kids and their team members admission will be terminated immediately , Purpose of group to share the home work and other study related material will be highly appreciated . The OPVG team is always available to resolve your issues , complaints and yours suggestions on our top priority.