

**Maktab**  
[www.maktab.org.pk](http://www.maktab.org.pk)

**Calendar 2021-22**

- In case of a conflict between an Islamic calendar event and a school event, the event will be moved to the first day the school opens after the holiday.
- Grade X preparation leaves, and mock examinations will be added later on in the calendar.
- Due to the Covid-19 pandemic there may be a change in these scheduled activities. The School Office will inform the students in advance of any such changes.

**August**

Aug. 14, Sat.	Independence Day (School Office closed)
Aug. 17, Tues.	Online Presentation about SNC Grades I-V
Aug. 18, 19, Wed, Thurs.	Ashura. School Office closed
Aug. 23, Mon.	School reopens

**September**

Sept. 24, Fri.	Interhouse English debating competition
----------------	---

**October**

Oct. 8., Fri.	Preschool theme day
Oct. 11-15, Mon.-Fri.	Midterm exams (Grades III-X)
Oct. 19, Tues.	Eid-e-Milad-un-Nabi (saww) (tentative. School closed)
Oct. 22, Fri.	Interhouse Urdu debating competition
Oct. 30, Sat.	Parent-teacher meeting

**November**

Nov. 9, Tues.	Iqbal day
Nov. 15, Mon.	Winter timings begin
Nov. 27, Sat.	Annual Play

**December**

Dec. 13-24, Mon.-Fri.	First-term final examinations
Dec. 25, Wed.	Quaid-e-Azam Day/Christmas
Dec. 27-Jan. 7, Mon-Fri.	Winter break (School closed)

**January**

Jan. 10, Mon.	School reopens
Jan. 13, Thurs.	Interhouse English essay writing competition
Jan. 14, Fri	Deadline to clear running standards
Jan. 15, Sat.	Parent-teacher meeting
Jan. 16, Thurs.	Interhouse short-distance racing competition
Jan. 26, Wed.	Interhouse 3K and 5K competition.
Jan. 27, Thurs.	Interhouse Urdu essay writing competition
Jan. 28, Fri.	Interhouse Urdu recitation competition

## **February**

Feb. 5, Sat.	Kashmir solidarity day (School closed)
Feb. 12, Sat.	Interhouse cricket competition
Feb. 18, Fri.	Interhouse English recitation competition
Feb. 19, Sat.	Interhouse hockey competition.

## **March**

March 5, Sat.	Annual prize-distribution day. Preschool Sports Day
March 7, Mon.	Student holiday
March 8-12, Tue.-Sat.	Midterm exams Grades II-X
March 14-18, Mon.-Fri.	Spring break (School closed).
March 21, Mon.	Summer timings begin
March 23, Wed.	Pakistan day
March 26, Sat.	Parent-teacher meeting

## **May**

May 1, Sun.	Labour day (School closed)
May 16-27, Mon-Fri.	Final exams
May 30, Mon.	Summer holidays begin

## **June**

June 11, Sat.	Result mailing day
---------------	--------------------

## Welcome from the Head of School

Dear Students and Parents:

Welcome to Maktab! I am grateful to all of you for trusting us with your children. I truly hope that we will live up to your expectations, and together we can help our children grow into responsible, thoughtful, caring, passionate citizens of not only Pakistan, but of the entire world.

We all know that rules and regulations, like physical infrastructure, are meaningless in themselves. Rules are merely enabling instruments to help achieve the vision of Maktab that is succinctly summarized in Muhammad Iqbal's verse

سر ایا لذت بال آزمائی

Hence, as active members of a thoughtful and self-aware community, it is much more important to understand the philosophy and the principles of the school as compared to the memorization of the plethora of rules and regulations. It is also critical to remember that this handbook is not meant to be cannon of scripture set in stone. It exists because of Maktab's experiences and guiding philosophy. We hope that this handbook will spur conversations amongst members of the Maktab community, and it will continuously evolve to meet our growing needs.

There are however some fundamental rules, policies and standards that we must make explicit to avoid confusion and stress, including the following:

This handbook is meant for information purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between Maktab and any parent, guardian or student affiliated with or attending the School. Maktab reserves the right, in its sole discretion, to add, revise and/or delete school policies before, during and after the school year.

Yours Truly,

Mrs. Irfan Chaudhary  
Head of School

## **INTRODUCTION**

### **Mission Statement**

The mission of Maktab is to educate children from diverse backgrounds to grow together as compassionate, thoughtful, confident, physically and emotionally healthy adults, who are fully cognizant of their immense responsibility as Pakistani citizens of a global community.

### **Goals**

Our vision of Maktab is that it should be a school:

- where faculty, staff, and students hold themselves to the highest moral standards.
- where students pursue their inner calling with thoughtful self-analysis and determined passion.
- that cultivates pride in being Pakistanis, while being responsible global citizens.
- that encourages students to live in harmony with, and respect nature.
- with a small supportive and mutually respectful community that celebrates diversity, and fosters independent thought and critical thinking.
- that promotes physical and emotional health and fitness.
- where social service is an integral part of school life.

### **Philosophy**

Maktab draws its inspiration from many roots – Muhammad Iqbal, Alexander von Humboldt, John Holt, John Dewey, and Noam Chomsky. Iqbal’s verse, سرِ پالذتِ بالِ آزمانی, which means “the pleasure of struggling against head winds”, captures the essence of our school philosophy.

Maktab’s small class size, the open door policy of the Head of School, un-proctored exams, Maktab Community Initiative, challenging courses that go way beyond what is offered in any other school in Pakistan, participatory sports and public-speaking opportunities are all examples of how the school philosophy is being implemented at Maktab.

### **History of the School**

Maktab started out as a two-room school on a 3.5-acre lot in the suburbs of Lahore in September of 2012, with four students. The location was chosen because of lack of space in the congested city of Lahore.

The founder of Maktab, Dr. Irfan Ullah Chaudhary, had some particular set of experiences at the

Massachusetts Institute of Technology:

“At MIT I encountered students who were smart, who worked hard, and who were passionate about what they did. So for example in the freshmen picnic the person sitting next to me loved experimenting with numerical algorithms for solving partial differential equations. You do not encounter such children in Pakistan.

Our elite education system is too bogged down by the British O/A-level system, or the French Baccalaureate. It does not cater to the students who want to excel in various disciplines. The best schools in the world are offering opportunities to their children that go far beyond the regular school curriculum. ”

This was the original motivation for his desire to start a school: a small sanctuary for children who wish to pursue technical subjects far beyond what is offered at the British A-levels or the French IB.

After he came back from MIT in 2008, and his children started going to schools in Lahore, other reasons also became important. His wife, Haleema Sadia, and he were shocked at

- the extent of the commercialization of education. Lahore was filled with soulless schools comprising of buildings that reminded them more of country clubs rather than academic institutions. A case in point: No school boasted of a serious library, yet all the top schools had spent millions on giving a posh and upscale look to the school.
- the lack of opportunities for participation in co-curricular activities for average children. There was no sense that each individual student needs to be given the opportunity to express themselves and gain confidence.
- the absence of sports facilities from nearly all schools except may be one or two. And even schools that did emphasize sports suffered from the same malady that the emphasis was not on participation of all but the excellence of the few.
- the inanity of the social studies curricula being followed. The books used were mindless, and promoted rote learning. There were no relevant examples, probing questions, discussions related to Lahore or to Pakistan.
- the vacuous music and art curricula. The sub-continent has a rich and amazing tradition of music and poetry. Yet, schools neither emphasize traditional instruments like the tabla, harmonium, sitaar etc. nor do they utilize the outstanding poetic tradition dating back at least a thousand years.

Maktab was founded in a two-room school in September 2012. A Dawn advertisement could not get more than five parents to visit the school. It was a disastrous beginning. Maktab began with a grand total of four students. It was a family endeavour right from the start Prof. Dr. Mrs. A. R. Chaudhary (Dr. Irfan Chaudhary’s mother), Dr. Irfan Chaudhary, and Ms. Haleema Sadia worked tirelessly against all odds. It was decided that the two-room school in the middle of crop fields was too idealistic to be successful.



Fig: The bottom photograph was taken in August 2012. The top three photographs were taken in October 2012.

The School was closed in January 2013, and construction began. The School was designed to be harmonious with nature, while providing ample sports opportunities for children. The construction carried many idiosyncrasies. The two notable mentions are:

- The floor in front of the School Office was tiled with Penrose Tiles: These are named after the famous Oxford mathematician Roger Penrose, who discovered these minimal aperiodic tiling patterns in the 1960s.
- The latticed screen used throughout the building takes its inspiration from Peano's Space

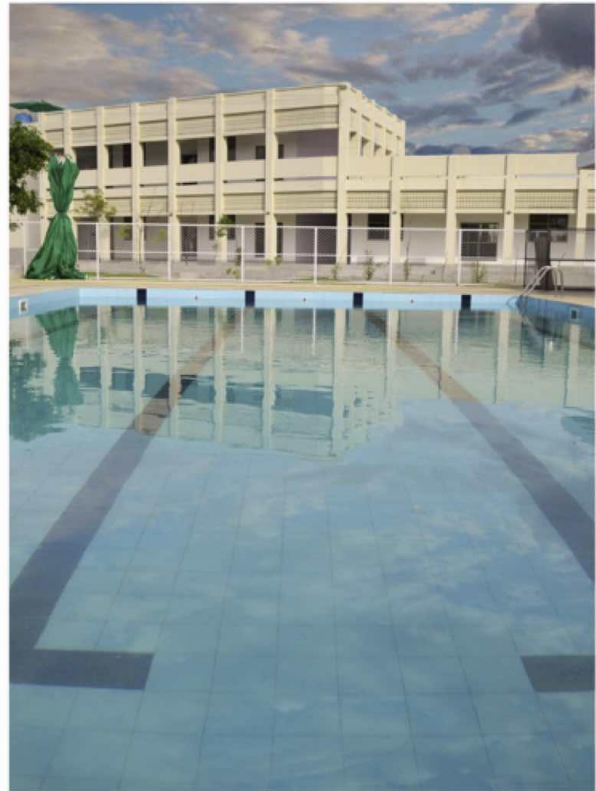
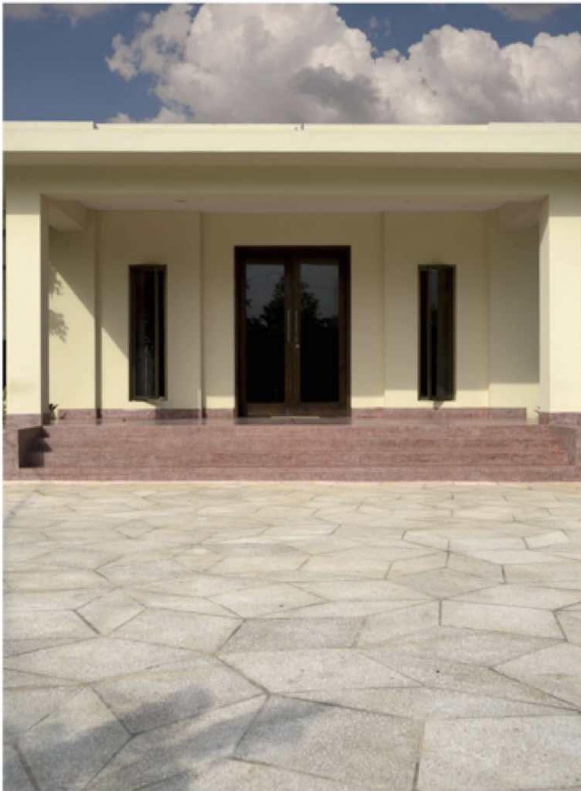
Filling Curve (discovered at the end of the nineteenth century by the Italian mathematician Giuseppe Peano).





The construction work continued for nearly two years. The school opened its doors in March 2015. Since then, the school has grown to over a hundred students with faculty strength of twenty-five by 2018.





## SCHOOL LIFE

### **School Uniform**

As with most things in life, there are pros and cons to having a uniform in school. Maktab existed without a uniform for nearly three years. However, in 2018, we introduced a uniform. Many of the details are still being worked out especially since uniforms in Pakistan are not geared towards daily sports.

Preschool still does not have any uniform. Starting from Junior School, Maktab does require children to wear uniform. The details of the prescribed uniform are available from the School Office.

Rules for School Uniform are:

- The full school uniform must be worn tidily and correctly at all times, according to the requirement. Shirts are to be worn correctly; socks are to be pulled up; heel straps should be in place. Where a situation arises concerning a student's uniform, written requests for temporary wearing of non-regulation items must be referred to the Head of School through an application.
- A student's hair must be kept clean and tidy at all times. Boys' hair must be short and clean. Girls' hair can be long. However, the hair must be kept neatly tied. The colour must be the student's own natural colour; no dye nor highlights are allowed.
- No jewellery to be worn by boys. No jewellery to be worn by girls except possibly simple plain ear studs or small earrings.
- Make-up must not be worn.
- O-level and A-level boys are to be clean-shaven at all times. If a student wishes to keep a beard for religious reasons, a formal application by the parents must be submitted to the School Office.

### **School Day**

The School opens at 7:30 a.m. in the summers and at 8:00 a.m. in the winters. All students must be at school at least ten minutes before the school begins. Latecomers must report to the School Office before going to class. Two late arrivals in a month may result in fine.

Parents are requested to promptly pick up their children after school. The duty teacher is responsible for half an hour after home time. After half an hour, the duty teacher will leave, and the children will be in the custody of the School Security.

### **Schedule**

School assembly is held every day except Friday. Maktab is especially proud of its tradition of eight periods per week that it dedicates to sports and library. The School Assembly also contains presentations by various students. There is a weekly dramatics period in which each child gets to perform in front of the whole school on a regular basis.

### **Security**

In view of the significant security threats in the country, it is required for all parents or guardians to bring the ID Cards that have been issued to them. No parent or guardian will be allowed to pick up their child without the ID card.

Please ensure that proper verification of drivers is done (for parents who make independent transport arrangements for their ward by hiring private vehicles.) They will be fully responsible for the same. They must ensure that safety measures are taken to avoid any untoward incident.

School will not be responsible in this regard.

### **Absences**

Students should not miss school for reasons other than illness or family emergencies. Weddings, social gatherings, and holidays are not valid reasons for missing School. If you know your child is going to be absent for any reason, please call the School Office and leave a message with the student's name, grade, contact number and reason for the absence. After an absence from school the student must bring, on the day of return, a note signed by his parents/guardian, stating the reason for the absence. In the event of the absence exceeding two days, the school should be informed whilst the student is absent from school.

The process of applying for leave is that parents/guardians to write to the Head of School well in advance, notifying dates and the reason for absence. Each application is considered fully by the school, before being granted or otherwise by the Head of School.

### **Emergencies**

The School Office will contact you via text message and/or WhatsApp and/or phone. It is the responsibility of the parents to make sure that the contact information of parents/guardians is kept up to date.

### **Children using contracted transport**

Parents are required to fill a form clearly stating that they will be using contracted transport for their children. They will also need to clarify whether they allow their children to use that transport in case of an emergency.

### **Vacations**

The school closes for winter vacation for two weeks, and for one week in the spring. Religious holidays are based on the lunar calendar. As such the School cannot decide apriori the particular days on the Gregorian calendar on which the School will observe Islamic holidays. The summer break normally starts around June 1<sup>st</sup>, and ends in the third or fourth week of August.

### **Student Activities**

A number of student led activities happen at Maktab. Students oversee the publication of the monthly newsletter "Ayyam-e-Maktab".

Dramatics are an important part of Maktab's life. Students in Grades 1, 2, and 3 have their class plays. The yearly Annual Play is a school-wide activity in which students in Grades 4 onwards participate. The Annual Play alternates between Urdu and English. We encourage all children to meaningfully participate in this activity.

Children also celebrate literary figures like Iqbal, Faiz, Ghalib and Manto.

## **ACADEMICS**

Academics is the primary purpose of the existence of Maktab. However academics does not mean just examinations, tests and GPAs. Academic learning happens throughout the year seamlessly; it happens during class, while doing projects and homework, in the lab and the library.

### **Examinations and Tests**

Starting from Junior School, regular tests are held throughout the two terms. Each term has a mid-term and a final exam as well. We are one of the rare schools in Pakistan that encourage our faculty to conduct take-home or unproctored tests.

Midterm examinations will have no revision week. There will be a revision week before Final examinations. No material taught in the revision week can be a part of the final examination.

For the first term final examination, pre-midterm material will not exceed 25% of the total weight. The second term midterm will not directly include any material from the first term. For Grades I-VIII, in the end-of-year examination, first term work will have a maximum weight of 25%, and the second term pre-midterm material will be 25% of the total examination. 50% of the material will be from the material covered after the second term midterm. In Junior School this 25% will be selected and informed to the families. For Grades IX and above, such restrictions do not apply.

For Junior School students who join after the first-term midterm, the first-term portion in the end-of-year examination will be optional. Junior School students who join in the 2<sup>nd</sup> term, will be only responsible for the material taught in school. Middle School students will be responsible for the entire 2<sup>nd</sup> term material in any case. For such students, the passing requirements will be flexible and will be left to the discretion of the Head of School. In cases where the student has joined so late as to miss two examinations, a letter will be written describing the reasons why the child is detained or promoted to the next class.

In Grades I-VIII, if an examination or test is missed no retake will be administered. The only exception will be emergencies such as cases of terrorism, or legal issues. From Grades IX onwards, in case of a medical emergency (provided a proper medical certificate is submitted) a retake is possible. However, this retake can only happen with the consent of the relevant teacher.

If a student is absent for whatever reasons from an exam, the transcript will show “Abs” for absence from examination. The final weight of “Abs” will be the same as the weighted average of the other three examinations.

### **Grades and GPA**

We discourage an unhealthy fascination with grades and GPAs. Hence in Junior School, only three grades are assigned: Satisfactory, Progressing, or Unsatisfactory. This is done to reduce the pressure on the students, so that children focus on learning.

Starting from Middle School, we introduce letter grades from A-F to prepare students for the O-level exam. There are no half-grades at Maktab.

At the end of the year, a GPA is calculated. The GPA is out of 4. For Grades I-VIII the GPA is calculated using the following weighting

English, Urdu, Mathematics	1.00
Social Studies, Science	0.75
Islamiyat, Computer Science	0.50

For Grades IX-XI, all subjects carry equal weight.

For Grades I-II the calculation is based on

First term:

Classwork	15%
Midterm	10%
Final	20%

Second term:

Classwork	15%
Midterm	10%
Final	30%

For Grades III onwards, the calculation is based on

First term:

Classwork	10%
Midterm	10%
Final	20%

Second term:

Classwork	10%
Midterm	10%
Final	40%

## **Grading and Progress Reports**

There are three Parent-Teacher meetings (after first term midterm, after first term final, after second term midterm) to discuss the student's progress. Students are strongly encouraged to accompany their parents/guardians for these meetings. Progress reports are issued at each of these meetings. The final grade report is mailed to parents at the end of the year.

## **Age Requirements**

Our age requirements are based on the age of the child on July 1.

PG	2 years
----	---------

Nursery	3 years
KG	4 years
Grade I	5 years
Grade II	6 years
Grade III	7 years
Grade IV	8 years
Grade V	9 years
Grade VI	10 years
Grade VII	11 years
Grade VIII	12 years
Grade IX	13 years
Grade X	14 years
Grade XI	15 years
Grade XII	16 years
Grade XIII	17 years

A maximum relaxation of one year can be allowed by the Head of School in consultation with the parents.

### **Promotion Standards**

At Maktab, the promotion criterion is that the student must get an overall grade of Progressing/C in each of the major subjects (Urdu, English, and mathematics), and an overall GPA of 2.0. A student may be conditionally promoted. Such conditional promotion will be considered a final warning. The student must show significant improvement in the first term. Otherwise the student may be demoted to the previous class after the first-term midterms.

#### **Junior School:**

In Junior School, this promotion criterion can be considered as a guideline, but the final decision is based on teacher recommendations, and consultation with the parents.

#### **Middle School:**

In Middle School, the promotion criterion is that the student must get an overall grade of C in each of the major subjects (Urdu, English, and mathematics), and an overall GPA of 2.0.

#### **High School:**

In High School, the promotion criterion is that the student must get an overall GPA of 2.0 and have no more than one D grade. A F in any subject bars a student from being promoted to the next class.

In Middle School and High School, The Head of School, on the recommendation of the teachers and in consultation with the parents, can in exceptional circumstances, allow a student to be promoted to the next class. However, this can only be done at most once during the student's tenure at Maktab.

If it is deemed that despite the efforts of the School, parents and the student, a student cannot cope with the academic programme at Maktab, the student will be withdrawn from Maktab on academic grounds. While the family and the student will be consulted, the final decision will be the sole discretion of the Head of School.

### **Academic Warning**

#### **Junior School:**

A student will be placed on Academic Warning if a student gets two Unsatisfactory (U) grades in any of the examinations or in the classwork of any of the terms, in any of the major subjects (Urdu, English, mathematics), he/she, in consultation with the parents, may be placed on academic warning.

#### **Middle School:**

A student will be placed on Academic Warning if either of the conditions is satisfied

- he/she gets a grade of D or lower in any of the examinations or in the classwork of any of the terms in any of the major subjects (Urdu, English, mathematics)
- he/she gets a grade of D or lower in any of the examinations or in the classwork of any of the terms in any two of the non-major subjects (such as science, social studies, Islamiyat, computer science etc.)

#### **High School:**

A student will be placed on Academic Warning if either of the conditions is satisfied

- he/she gets a grade of D or lower in any of the examinations or in the classwork of any of the terms.

A student will stay on Academic Warning till the deficiency is rectified. For example, a student placed on Academic Warning in Middle School because of a grade of D in Urdu, will stay on Academic Warning until he/she gets a grade of C in a school examination. A student can stay on Academic Warning for a maximum of three terms. A student on Academic Warning may be promoted to the next class subject to the Promotion Standards of the school. After staying on Academic Warning for two continuous terms (excluding the term in which the student performance caused him/her to be placed on Academic Warning), a Final Warning Letter may be issued to the parents. If a student does not improve his/her performance within a term, the school may remove the child from the school's rolls.

### **Community Service**

Every Maktab student is required to complete 30 hours time in the Community Initiative. The Community Initiative is an integral part of the Maktab educational experience. Community service at Maktab is a mutually beneficial partnership between the School and the surrounding villages in which Maktab students actively participate in teaching computer programming (Scratch programming, web development etc.) to the children of the surrounding villages.

This programme is conducted every Sunday morning. If some students find it difficult to come on Sunday mornings, then alternatives can be arranged. Please contact the School Office for

more information.

## **HONOUR CODE**

Maktab expects all its community members to live with honour and dignity. The Maktab Honour Code is more than a set of rules: it is a way of life. Maktab expects that

- all submitted work is done by the student himself /herself. If for some reason, external help was required, please state the person who helped and the extent of the help explicitly. Please note that a parent or sibling helping a student understand a concept for homework is not an Honour Code violation.
- all take-home / unproctored tests are done without any external help. External help includes people (parents, tutors, siblings, cousins etc.), the Internet, and any other written /verbal /visual source that is not explicitly allowed by the teacher.
- all students conduct themselves honourably in the playing field and do not wait for the referee or the umpire to adjudicate.
- all students act responsibly and respectfully both in and out of school. This applies to how students treat themselves as well as actions / attitudes towards other people, animals and plants and non-living things. Here are some illustrative examples (which are by no means exhaustive)
  - Taking care of the body and mind
  - Not borrowing any other person's property without taking prior permission from them.
  - Not throwing food or wrappers on the ground or on the street.
  - Taking care of plants.
  - Treating all animals (pets, wild or in the zoo) kindly.
  - Taking care of books, copies, furniture etc. and using them properly.
- every student reports any violations of the Honour Code to the Student Council.

All students from Grade IV onwards are expected to sign the Honour Pledge on a yearly basis. The Honour Pledge will simply state:

On my honour, I pledge to abide by all the provisions of the Honour Code. My signature below is my promise of living with integrity, respect and responsibility.

### **The Honour Council**

The Honour Code cannot survive without the collective will of the community. The Honour Council is a body of students that is selected by the school to maintain the Honour system. Any student who wishes to report a violation of the Honour Code may bring to the attention of the Council. The Council will confidentially investigate and make recommendations to the administration. In making recommendations the Council should consider the gravity of the offence, the history of the offender and the admission of responsibility and any other mitigating factors.

If a student has reported to the Student Council and feels that the Council has acted in an unjust



manner, he /she has the right to appeal to the Head of School.

## **STUDENT BEHAVIOUR AND DISCIPLINE**

Maktab is a small close-knit community. As such we would want, just as in a family, to keep explicit rules to a minimum. We trust our students, and expect our students to reciprocate our trust with their behaviour: freedom comes with responsibility. Violation of trust leads to more rules and regulations, and more rules and regulations can turn a school into a bureaucracy. Common sense and the innate human moral sense should be used as guiding principles.

However, we would like to clearly state some rules for the benefit of the entire community.

### **Common sense safety rules**

Students are not allowed to

- Run on paved or cemented areas.
- Skip steps or jump on landings
- Run on the jungle gym

### **Maintenance of cricket pitch**

Students are not allowed to go on the pitch at any time, regardless of sports period, break or morning and home time.

### **Prohibited items**

The following items are not to be brought on to the school campus and if brought, a heavy fine will be charged to the students on discretion of the Head of School.

- Mobile/Cell phones/Tablets/Cameras
- Alcohol or drugs in any form
- Chemicals
- Cigarettes or tobacco
- Knives or other weapons, including BB guns
- Matches/lighters/explosive or dangerous material
- Pornographic or any other offensive material
- Cameras
- Skateboards or scooters

### **Disciplinary actions**

Disciplinary actions include fines, detentions, probation, suspension, and dismissal. Both the

student and the student's parents are involved in the discussions preceding the disciplinary action. Yet the decision regarding the disciplinary action is the sole discretion of the school.

#### Probation:

It is a warning. Any further infraction, could lead to suspension or dismissal. A written note is sent to the parents, and a meeting with the parents is arranged to discuss appropriate strategies.

#### Suspension:

Student is suspended for a stipulated time from School. The student is entire responsible for all the missed work. Suspension can be at most for a month. Suspensions may become a part of the permanent school record.

#### Dismissal:

Permanent suspension. A student who has been dismissed on disciplinary grounds may not be readmitted to school. The only possible exception would be a written appeal to the Chairman of the Board, who if he/she deems the case to be strong enough for readmission will write to the Head of School instructing him/her to do so. However, the Chairman of the Board will be required to explain the reason for readmission, in writing to the Head of School. Dismissal will become a part of the permanent school record.

There are difference types of serious offenses. These include

- Cheating
- Theft
- Vandalism
- Possession, use or being under the influence of illegal drugs, alcohol, or tobacco.
- Harassment of any form
- Cruelty to or endangering the lives or property of all members of the Maktab family.

Using unfair means in an assignment, in a test or in an examination is a grave offence. It includes but is not limited to, copying from the Internet or from a fellow student. Parents and elder siblings and family members do help students with their homework at times. However, there is a very clear line between plagiarism and help: the student should be completely responsible for his or her work. Parents or any other family member can help the process. The goal is not to do the homework or assignment for the students, but to help the students do their homework. Anything copied from the Internet should be properly referenced. This applies to all research reports etc.

Along with cheating, theft, vandalism, possession, use or being under the influence of tobacco, other drugs or alcohol, harassment of or cruelty to fellow students, teachers or staff is considered a serious breach of trust. We have a zero-tolerance policy regarding these offences.

These serious violations mentioned above (including cheating, and other major disciplinary violations) can be grounds for immediate dismissal. Suspected cases will normally be referred to the Head of School, who will formulate a Disciplinary Committee for review. The Committee

must include the Housemaster/mistress, class teacher, and two other senior faculty members. Their recommendations will be passed on to the Head of School for a final decision. The Head of School will communicate his/her decision to the student and the student's family. In exceptional circumstances the Head of School may take immediate action without the formation of any committee.

There are other offences that could lead to various disciplinary actions depending on whether the infractions happen on a regular basis and on their seriousness. These are

- Habitually being late to class, regularly not completing homework, recurrently forgetting copies and books at home, being rude to teachers or staff members, excessively boisterous behaviour in class, or any other act that distracts the School from its core academic activities.
- Being disrespectful of fellow students, using abusive language anywhere in Maktab or on school sponsored trips.
- Abusing school property including computers, library books, scribbling on walls or desks etc.
- Regularly or excessively littering the School.
- Intentional improper use of restrooms.
- Distribution of literature or any form of written, audio, or visual material without the prior permission of the Head of School.
- Any other behaviour that is not in consonance with our cultural and religious norms.

### **Bullying / Harassment**

The school has a zero-tolerance policy towards bullying (including cyber-bullying) and any form of harassment (including sexual harassment) or any other behaviour that would undermine anyone's sense of safety or be disruptive to any student's learning or create a hostile environment in the school.

Harassment may take different forms including, but not limited to

- Verbal conduct including derogatory or lewd remarks, unwanted comments and jokes.
- Visual materials like derogatory posters, offensive drawings or gestures etc.
- Physical behaviour like restraining movement, unwanted touching, leering, or physical interference.
- Online (Internet-related) behaviour that creates harassment conditions.

Bullying can take various forms including, but not limited to any action (including those in cyber space)

- that causes emotional or physical harm to the student or damages the student's property.
- places the student in reasonable fear of harm to himself/herself or of damage to his/her property.
- that creates a hostile environment for the student or disrupts a student's normal school

experience.

Reports of bullying/harassment can be made to the Head of School directly. Maktab will follow up on all reports (including those made anonymously) of bullying/harassment. Any retaliatory measures taken by any Maktab community member against a student who actually or supposedly reported bullying/harassment, will be taken as a serious disciplinary offense, and may lead to immediate dismissal/termination. Additionally, false reporting of bullying/harassment, especially with the intent of causing harm, would be considered a serious disciplinary offense.

After an initial reporting of bullying/harassment the following steps will be taken by the Head of School

- Steps will be taken to ensure the well-being of all students, and to prevent disruption of normal school life.
- A preliminary investigation, led by the Head of School, will determine whether there is enough merit in the report to warrant a thorough investigation.
- Before a thorough investigation, the parents of the alleged victim and the parents of the alleged perpetrator will be notified.
- A thorough investigation will be conducted, led by the Head of School. She may include any person that she deems fit in her investigative committee. Both the alleged perpetrator and the alleged victim will be allowed to make a representation.
- If it is found that the school policy on bullying has been violated, the Head of School will take appropriate disciplinary action. The action must take into consideration ways and mechanisms to prevent further bullying, protecting the victim and those who helped in the investigation, counseling referrals to professionals, and possible reporting to the police (in extreme cases).
- The Head of School will meet with, the victim and his/her family, as well as the perpetrator and his/her family to inform them of the decision.
- Follow-up meetings will be conducted to ensure that repeated incidences do not occur, and progress is being made to avoid future incidents.

If the alleged perpetrator is a faculty or staff member, the same procedure will be followed, except the fact that there is no requirement to involve the (alleged) perpetrator's family. In such instances age differences and power imbalances will also be taken into consideration. Relevant details can be found in the School Complaints Policy.

### **Consensual student relationships**

Maktab is a co-educational institution that respects the cultural and religious norms of Pakistan. Different families have different tolerance levels of young people's romantic involvement. To prevent stressful situations for families, Maktab prohibits consensual physical relationships between students. If students are found in violation of this policy, the Head of School at her discretion may use any means necessary to avoid such stressful situations. She may (through a Disciplinary Committee or otherwise)

- Reprimand and counsel students.

- Meet with and inform students' parents.
- Require professional counseling for students/families.

Under extreme circumstances, the offending students may be dismissed from school.

### **Computer and Internet Use**

Computers at Maktab are meant for academic use. These computers are not meant for random web surfing or social media activities. Food or drinks are not allowed inside the computer lab or the library. All students have their own password-protected accounts. Hacking into another student's account, using another student's account without his explicit permission, or coercing a fellow student to reveal his/her password would constitute a serious offense, and would warrant disciplinary action.

### **Student Lockers**

Students are given lockers at Maktab to reduce the copies/books that have to be transported to and from home. Students in Grades I and II are not given locker keys. The locker keys are kept with the class teacher. Students from Grade III onwards are given locker keys. If the students lose their locker keys they will be fined Rs. 500/-.

All students (including Grade I and II) are responsible for making sure that only leave necessary books and copies in the lockers. Lockers should only be used for academic purposes. Any violation may result in loss of locker privileges for that particular student as well as other disciplinary actions.

### **STUDENT SUPPORT**

Class teacher and the Housemaster/mistress are the primary support mechanisms for each student. The class teacher is responsible for academic matters, and the Housemaster/mistress is responsible for co-curricular matters. Hence class teacher should be the first resource to talk to regarding academic matters, and the Housemaster/mistress should be the primary person to conduct a discussion regarding all other matters.

Housemasters and housemistresses are responsible for each student's co-curricular activities. They keep track of the progress, participation, and achievement of each student. The co-curricular activities include sports, public speaking opportunities, and drama.

### **HEALTH AND WELLNESS**

Maktab does not have school nurse or qualified medical personnel on campus. In the event of a serious injury or medical emergency, first aid is administered, and the student is transported to a nearby hospital.

### **Emergency Contact Information**

Parents are required to update their emergency information up-to-date. Please provide the student home, work, and mobile phone numbers of all relatives or friends who routinely assume temporary care of the student.

### **Illness During the School Day**

We expect Maktab parents to positively contribute to the safe and healthy environment at Maktab. Please do not send a student to school who is not feeling well: symptoms include fever, vomiting, diarrhea, persistent cough, or significant coloured discharge from nose or eyes. Students who develop such symptoms will be asked to go home. The child should only return to school after staying symptom-free for 24 hours.

Parents are expected to notify the school if the child contracts a contagious disease like strep throat, chicken pox, or head lice.

### **Medication**

Students are not allowed to bring any medicines to school or school events without the written approval of their parent/guardian. Such approved medicines need to be brought in safe, and proper containers. Parents need to give written instructions to the school regarding the administration of these medicines. This applies to all schools: Junior, Middle and High. Even if a child is going to self-administer a medicine, it needs to be done in the presence of an adult, who should have access to written parental instructions.

### **Asthma and Allergies**

The school is not a controlled environment. Sports are played on a regular basis. It is the responsibility of the parents/guardians to ensure that the school is aware of allergies and asthma on the Emergency Release Form. Sometimes endurance sports like long-distance running can be challenging for children with asthma. Please be clear in the Health Form about these issues.

### **Medical Emergency**

The school will try to contact the parents/guardians in case of a medical emergency. It is the responsibility of the parents/guardians to keep their emergency contact information current. Depending on the emergency, the school reserves the right to act in an appropriate manner to protect the child's life and well-being. In general the school might administer first-aid, and with the consent of the parents, transport the child to a nearby hospital. However, in certain life-threatening situations, the school may take a child to the hospital even before contacting the parents. The school only administers first-aid.

### **Policy on Medical Leave**

When a student is on medical leave it is the responsibility of the student to request the teachers to help him/her make up for missed work. While the teachers will try to be as helpful as possible, it is not possible for faculty to teach the material again to students who have missed class.

## **LIBRARY**

The Maktab Library is the heart of the school, and as such its maintenance is the collective responsibility of all the community members.

Each student has been provided with a library card. The card can be used, on a prescribed day of the week, by Maktab students to issue two books for one week. The books can be re-issued the next week. Books can only be re-issued once. After that they have to be returned to the library.

In the best interests of the Maktab community, it is required that students

- Not bring the books to the school, unless they need to have the books re-issued or need to return to the library. Children who bring library books to school, will have their books confiscated, and may lose issuing privileges for a prescribed period.
- Satisfy themselves of the condition of the books before borrowing, point out any major physical damage to the librarian, and return the books in the same physical condition. Physical damage forms are available with the librarian.
- Know that there is a fine of Rs. 10/- per day per volume for returning books after due date.
- Return all books within two weeks. If a student does not comply with this rule, the student may lose his/her borrowing privileges for a prescribed period.

The students are financially responsible for any lost or damaged books.

## **ATHELETICS**

Maktab takes great pride in its sports programme. Athletics is at the core of the Maktab educational experience. The programme is supposed to emphasize universal participation and enjoyment, while nurturing camaraderie, encouraging hard work, and healthy competition.

In the summer Grades I and II swim four days a week. From Grades III onwards, children swim three days a week and play hockey once a week.

In the winters children play field hockey, cricket and running. Participation is mandatory in all sports activities. Exceptions can only be made for medical reasons.

All parents need to state on the Health Form that the student is fit to play sports. No one will be allowed to participate in any sports activities unless this form is on file.

## **SPECIAL EVENTS**

A special consent form signed by parents/guardians is required for permission to participate in event outside the school premises or for going on school trips. Please refer to the Disclaimer at

the end of the Handbook regarding school responsibility.

There are multiple faculty/staff who will always accompany students for such activities.

### **School gatherings outside School (not sponsored by the School)**

Children will get invited by their friends to private social gatherings. Please follow common sense rules like

- Know the family well before you send your child over. Talk to the family who has invited your child.
- Always be physically present, if your child is the host. Demand the same of others.
- Despite all your efforts, be aware of any signs of tobacco, drugs, alcohol, or any other activity that would contradict our cultural and religious norms.

## **COMMUNICATION**

### **Parent-teacher meetings**

Parent-teacher meetings are an important part of monitoring student progress. These are scheduled after first-term midterms, first-term finals, and second-term midterms. There is also a parent-teacher meeting at the beginning of the semester to discuss any academic issues related to particular students.

Parents can request a meeting with a teacher at any time to address individual concerns.

### **Parents Committee and Parent Events**

#### **Messages to Students**

Since cell phones are not allowed in school, in case of an emergency, please contact the School Office. The School Office will note down the message and pass it on to the student.

### **Lost and found**

A lost and found facility is operated by the School Office. Items that remain unclaimed for a month, will be donated.

## **FINANCIAL INFORMATION**

### **Tuition**

Maktab's academic year begins in August and ends in May. Parents are charged an annual tuition



fee based on this academic calendar. Parents have the option of paying it in four, or six installments.

Graduating students in O-level and A-level will have to clear all dues before they can sit in the examinations.

Parents agree to abide by their obligations to pay tuition on time. If parents fail to pay tuition on time, the school will send a reminder. If the overdue bill is not paid for three weeks, it will lead to automatic cancellation of admission. Parents may seek readmission in the school at that time. Parents will need to clear the school arrears before the readmission process can be started. Readmission will be treated like any new fresh admission in the school.

### **Billing Schedule**

Annual tuition is due in full by August 7<sup>th</sup>. However, parents can pay this tuition in installments. Please get the installment payment schedule from the School Office.

### **Financial Assistance**

Within the constraints of Maktab's resources, Maktab is committed to providing helping families meet the cost of School education. Families who meet Maktab's academic criterion, but who have a demonstrated need, can apply for financial assistance. Forms are available at the School Office.

### **Dismissal/Withdrawal**

Dismissal/Withdrawal will be with immediate effect. In case of withdrawal for academic reasons or dismissal on disciplinary grounds, the School will refund a portion of the annual fee. The refund will be based on the months attended by the student, calculated on a 10-monthly basis, with the academic year starting from August. Any security deposit with the School will also be refunded within one-month of issuance of the Dismissal/Withdrawal notice.

If a student's family wishes to withdraw from School, they need to give at least one month's written notice to the School Office, ask for a refund and a School Leaving Certificate. The School Office will then refund the remaining fee, using the same principles as for academic withdrawal.

The refund can only be made after all the school dues (including all fines) are clear and the library books have been returned. Refunds normally take a month to process from the date of application.

In case of dismissal on disciplinary grounds or withdrawal for academic reasons, the School Leaving Certificate will reflect the cause of removal from school rolls. The School Leaving

Certificates take a month to process.

## **ROLE OF MAKTAB PARENTS**

Parents/guardians form a vital and crucial part of Maktab. We appreciate the fact that parents/guardians do their best to work with the school in the best interests of their children.

We do respect differences of opinion, and always welcome criticism. Such criticism should be directly routed to the Head of School. We expect Maktab parents to

- Understand and share Maktab's vision.
- Provide a home environment that supports Maktab's vision.
- Maintain a relationship with the school of collaboration and mutual respect.

However, Maktab reserves the right to dismiss students whose parents, guardians, or family members fail to comply with the School's policies, act in ways that are inappropriate for members of the community, undermine the School's authority, or make it difficult for the School to accomplish its mission. Such behaviour, at the sole discretion of the School, will lead to immediate dismissal on disciplinary grounds from School, with no option of re-enrollment.

## **Disclaimer**

The safety and security of our students is the prime concern and responsibility of the school and the school will take all steps to ensure the same. However, there are certain unforeseen incidents which are beyond the reasonable control of the school when students take part in any indoor and outdoor activities including school trips, all sports, or any other activity that is usually conducted by the school as a part of learning and if some untoward incident occurs, the onus will not rest with the school alone.

The school or any teacher, or any staff will not be held responsible for any loss or damage or injury of whatsoever nature caused to the student inside/outside the school due to his/her own act or expression, negligence or any dispute between the students, intentionally or unintentionally creating any circumstances which would lead to causing hurt/injury/damage to such student by any object or human being.

The school authorities, staff, teachers will be free from any and all liabilities, claims, suit, demands, judgments, costs, interest and expense arising from such situations, including any accident or injury to the student and the costs of medical expenses.