



DAFFODIL INTERNATIONAL SCHOOL
PARENT-STUDENT HANDBOOK 2018 – 19



LETTER OF WELCOME

Dear Parents and Students,

We at DIS would like to wish all of you a very warm welcome, whether you are new students or returning ones.

We are committed this year, more than ever, to ensuring you will be delighted with the DIS experience. Of course, we remain determined to make each and every student as successful as she or he can be academically. However, now we will be encouraging them to be so by opening new libraries in each branch along with book clubs so that our students can read outside the subjects on the curriculum, so enhancing their reading skills both in Bengali and English, increasing their vocabulary and expanding their grammatical range. We will also be offering them support if they or their teachers feel that they are struggling academically.



In line with our emphasis on empowering our students to be in tune with the world of technology, we will be training our teachers to use Internet resources in the classroom and setting homework which requires children to research for themselves.

We will be increasing the range of extra-curricular activities to open up the arts to them and to encourage them to explore the sciences in our newly equipped laboratories.

Last but not least, we continue to believe that school is far more than just a means of getting the best exam results possible for each and every child. It is also more than encouraging them to explore and expand their interests. It must be a place where they learn to value others' opinions, lifestyles and beliefs, even if they differ from their own; where they start to understand that they have a responsibility to fight injustice and create opportunity for those who do not have the same advantages as they do.

For all this to happen, DIS needs a strong moral framework. This cannot develop without clear guidelines about rules and regulations. It is these that are set out in this handbook. So, we hope that you will not see this book as a set of rules imposed on you but as a strong foundation on which to build responsible, curious and compassionate students who excel in their chosen subject areas and can apply to the best universities and, later, secure well-paid and rewarding careers.

You are welcome to discuss any issues raised in this handbook. My door is always open to you.

Dr. Md. Mahmudul Hassan

Principal Dhaka

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Daffodil International School (DIS) was established by the Chairman of the Daffodil Family, Dr. Sabur Khan, in 2009 with the motto: 'Value, Culture and Innovation', thereby combining respect for the deep-rooted traditions of Bangladesh, its history and language, with the excitement that scientific advances and technological innovation have brought to this country and the rest of the world. Whereas many English medium schools offer the traditional range of subjects to IGCSE and A level but neglect the study of Bengali and the roots from which the struggle for



independence grew, DIS honors its martyrs and teaches respect and admiration for the achievements of the past. We know that without the lessons learnt from our history, there would be no bright future for our native land. We would become anonymous and characterless, robbed of our heritage. For these reasons, parents need not fear that they must choose between the international qualifications they believe are in the best interests of their children and a love for all

things Bangladeshi. At DIS, you can – and should – have both!

Yet, none of this is to say that the Daffodil Family is not firmly committed to innovation and technology. That is where the Daffodil Group began and we have never lost sight of the importance these play in the future of the country. Bangladesh must take its rightful place on the international stage but it cannot do so without its people being technologically savvy.

Let us know how you can contribute to your children's intellectual, cultural and ethical growth and join us in making a brighter future for your children and for their school. Together we will do wonders!



OUR MISSION

The mission of DIS is to help young minds grow and learn in a harmonious environment resulting in the all-round development of our children. Each student's full potential is nurtured in a friendly, caring atmosphere, which fosters intellectual, social, emotional and physical growth.

OUR VISION

A dynamic learning community offering an international curriculum in English but emphasizing equal proficiency in Bengali as a necessary prerequisite for a well-rounded education for all students of Bangladesh.

DIS ACADEMIC PROGRAMME

Preschool Section

This section covers classes from **Playgroup** to **Kindergarten 2**. Students of this section are in their first stage of learning where they begin their preschool and early learning. Children being very young at this stage have impressionable minds that need a caring environment. Starting with training to hold a pencil through games, songs, storytelling and a lot of cajoling, they end up being capable and confident pupils who can clearly express themselves both in speech and in writing.

Junior Section

This section covers classes from grades **1** to **4**. From here they begin their primary education. Here the curriculum and co-curricular activities are combined to offer a variety of learning opportunities that enable each student to attain individuality and develop academic and personal (social) growth. It encourages each student in the development of health and positive self-image.

Middle section

This sections covers classes from grades **5** to **7**. To complement the curriculum extensive curricular and extracurricular activities are combined that aim to meet the educational, social and emotional needs of the early adolescent. The adolescent is viewed as a unique character coping with a changing body, changing interests and changing relationships. The whole program enhances social interaction, health recreation, leadership, self- discipline and self-confidence and also develops the intellectual, creative and physical abilities which a child needs beyond school years, i.e. in their tertiary education.

Senior section

Courses taught in this section of grade **8** to **12** lead to Edexcel IGCSE and Advanced level qualifications. Students sit for these examinations after completing grades **10**, **11** and **12** respectively. They take a minimum of 7, a maximum of 9, subjects for IGCSE and a minimum of 3, a maximum of 4, for IAL. The academic year is from July to June. Within the academic year there are two terms: July to December and January to June. Report cards are issued at the end of each term.



Till grade **7**, all subjects are compulsory. At IGCSE, only Bangla, English Language B and Mathematics B are compulsory, others are optional. At Advanced Level, all subjects are elective. The syllabuses of IGCSE and IAL are given by a UK examinations authority. The structure of the curricula at both levels steadily develops students and equips them to face successfully the challenges of tertiary education.

Daffodil International School's policy prohibits ranking as it creates unhealthy competition and jealousy among peers. Moreover, it puts pressure on a child which is detrimental to their mental growth. So, while we are committed to ensuring that our students do the very best they can, you will not learn who stands first in the class. We hope that you will accept this in the spirit of cooperation intended.

The Subject Selection Program in Grade 8

In order to be well prepared to start the IGCSE syllabus in Grade 9, the curriculum from Grade 1 to 7 is designed systematically and incrementally to develop the intellectual, creative and physical abilities needed in each class till Advanced Level. The curriculum of the school for IGCSE includes the following subjects:

COMPULSORY SUBJECTS:

All students will study: English Language B, Mathematics B & Bangla

GROUP OPTIONS:

They may choose between the following groups:

Group A: Biology, Chemistry and Physics

Group B: Accounting, Business Studies and Economics

ADDITIONAL SUBJECTS:

In addition, students may opt for one, two or three of the following: Further Pure Mathematics, ICT, Bangladesh Studies and Art & Design.

In the event that a student wishes to study for Group A, s/he may (with the written agreement of her teachers) drop either Biology or Physics, but not both. S/he must, however, take up a Commerce subject in place of a dropped Science. If s/he decides on Group B, s/he may drop Economics or Accounting (but not both) and study any Science subject in place of a dropped Commerce one.

LIBRARY & LABORATORY FACILITIES

DIS has two libraries in each branch with collections of fiction, non-fiction and reference books, newspapers and periodicals, books, and PCs with Internet links. The Junior Library has age-



appropriate furniture and is designed to make students feel comfortable and relaxed. The Senior Library hosts exhibitions, authors of the month, recommended books and so on.

Any member of the DIS community with an ID/library card has borrowing privileges for the books. Anyone borrowing a book is required to comply with the DIS library policy and regulations and is responsible for the replacement cost of lost and damaged library materials.

DIS is developing an online library for the students to access and study from any part of the

world using their specific ID.

In line with the priority that DIS places on the practical application of theoretical knowledge, we provide fully equipped, modern science labs. In most schools children only get access to this facility at Advanced Level but at DIS it starts as young as 8 years old.



COMPUTER LAB & IT RESOURCE USAGE



DIS is fully equipped with different IT resources to make it an ICT-friendly environment for students' learning. All students have to maintain the rules and timings of the computer lab. All classrooms are also equipped with connectivity so that teachers can use web-based resources in their classes. Similarly, students may use PCs with Internet connectivity for research and project work in the School Library and IT Lab. However, DIS will take a very serious view of students who abuse this facility by using Facebook or other social media or who download or browse unsuitable material.

TEACHING DEVELOPMENT AND EVALUATION

DIS insists that all its teachers take part in regular training sessions. A student who learns from a teacher who has herself stopped learning drinks from a stagnant pond, while a teacher who continues to develop is like a flowing river. None of us is so experienced or qualified or creative

that we cannot learn more and improve our performance. As such, DIS calls in prominent national and international trainers regularly to support and develop its staff.

EXTRA-CURRICULAR ACTIVITIES IN DIS



At DIS, we know that students may have a keen interest in, even a passion for, a pastime but not think it in their best interests to sit an exam in that subject. Sports and painting might be examples. For this reason, DIS offers clubs where students can either enhance their academic skills or language proficiency or hone their talents in art and music. This might be practical in the case of a child who loves to paint or only as an onlooker for the student who appreciates looking at sculpture and paintings but does not wish to do these activities herself.

At present, DIS offers the following clubs for its students:

English language and literature

Bengali language and literature

Art appreciation

Table tennis

Chess

Cultural

Kidspreneur Club

Community Service

Cultural Club

If your child has a special interest in an area not covered by this list, please contact the School to discuss whether it might be included in our ECA program.

One final venture though is worth a mention. International school partnerships are important as they reach children to value opinions and lifestyles which are different from their own. D.I.S has

an international project with a school in Russian Siberia where climatic conditions could not be more different from Bangladesh. In the winter, temperature can sink to -40 C.



Similarly students live very dissimilar lives, believe in different religions and have diets that are as unlike each other as it is possible for them to be.

INFRASTRUCTURE

In Dhanmondi, DIS has its own building accommodating all its students, although the classrooms and play areas differ significantly for younger and older children, as do classroom decoration. The libraries too are rather different with the junior library furnished with a carpet and large, comfortable cushions for students to sit on, while the senior one is more suited to academic study than story-telling and has PCs available for that purpose.

In Uttara, DIS has acquired land very near to its current premises and is building a school from scratch. We will move out of the premises we currently rent when the building of the new school is complete.

Corporate Office

102/1, Mirpur Road, Shukrabad, Dhanmondi, Dhaka-1207
Cell: 01713493224, E-mail: info@dis.edu.bd

Corporate Office

House 11, Road 14, Dhanmondi R/A, Dhaka-1209, Bangladesh

Uttara Branch

House# 3, Shonargaon Janapath, Sector # 12, Uttara, Dhaka-1230, Bangladesh

Sobhanbag Branch

House# 9, Road# 14, Dhanmondi R/A, Dhaka-1209, Bangladesh

Chandpur Branch

1222/1132, Stadium Road, Chandpur – 3600, Bangladesh

Gazipur Branch

House # 196/1, Block # E, Ward # 8, Sreepur Municipal, Gazipur, Bangladesh

SCHOOL TIMINGS

Regular school timings of all sections and branches are given below:

Students' Arrival time : 8.10am

Morning Assembly : 8.15am-8.25am

Grade Playgroup:	9.00-9.50	9.50-10.25	10.25-10.50	10.50-11.30
	1 st P	2 nd P	Tiffin break	3 rd P

Grade Nursery:	9.00-9.50	9.50-10.25	10.25-10.50	10.50-11.25	11.25-12.00
	1 st P	2 nd P	Tiffin break	3 rd P	4 th P

Grades Pre-Kg & Kg:	9.00-9.45	9.45-10.25	10.25-11.05	11.05-11.35	11.35-12.15	12.15-12.55	12.55-1.45 (Thursday)
	1 st P	2 nd P	3 rd P	Tiffin break	4 th P	5 th P	6 th P

Grades 1 – 8:

9.00-10.00	10.00-10.50	10.50-11.20	11.20-12.10	12.10-1:00	1.00-1.50
1 st P	2 nd P	Tiffin break	3 rd P	4 th P	5 th P

Habitual latecomers may not be allowed to attend the first period. Any student who is late for assembly for three or more days may be detained after school with prior notice.

Boys from grade 9 onward are not allowed to remain on the school premises after they finish their classes each day.

SCHOOL UNIFORM

Preschool and Junior Sections (*grades Nursery to 4*)



Boys:

Shirt – White

(White short-sleeved shirt with DIS's monogram on the left pocket)

Shorts – Navy Blue

Sweater – Navy Blue

Belt – Black

Socks – White

Shoes – White Keds



Girls:

Shirt – White

(Plain white, short-sleeved shirt with soft collar and DIS's monogram on the left pocket)

Skirt – Navy Blue

Sweater – Navy Blue

Socks – White

Shoes – White Keds

Middle and Senior Sections (*grades 5 to 10*)



Boys:



Girls:

Shirt – White
(White short-sleeved shirt with DIS's monogram on the left pocket)
Pants/Trouser – Navy Blue
Sweater - Navy Blue
Belt – Black
Socks– White
Shoes – White Keds

Shalwar – White
Kamiz – White
(An A-shaped, white kamiz with the DIS monogram displayed on the left sleeve)
Dopatta – Navy Blue
Belt – White (Cloth)
Sweater – Navy Blue
Socks – White
Shoes – White Keds

Senior Section (A' Level)



Boys



Girls:

Shirt – Biscuit
(Biscuit colored short-sleeved shirt with DIS's monogram on the left pocket)
Pants/ Trouser– Navy Blue
Sweater – Navy Blue
Belt – Black
Socks – White
Shoes – White Keds

Shalwar – Biscuit
Kamiz – Biscuit
(An A-shaped, Biscuit colored kamiz with the DIS monogram displayed on the left sleeve)
Dopatta – Navy Blue
Belt – Biscuit (Cloth)
Sweater – Navy Blue
Socks – White
Shoes – White Keds



- **Students of grades Nursery to 9 must wear **DIS Sports Uniform** in Sports class
- **Students of grades 1 to 9 must wear **DIS Karate Uniform** in weekly Karate class if they enroll
- **Female students are allowed to wear hizab of white scarf and white tights
- **Playgroup students are welcome with colorful comfortable dresses
- **Parents are requested to contact the following addresses for students' school uniforms as per DIS design and sample:

Uttara

“KARNAFULY Tailors & Fabrics”
Uttara Tower, Shop # FF-08,
Level-03, Jashimuddin Avenue (near BFC)
Mob: 01743725780

Dhanmondi

b) “KARNAFULY Tailors & Fabrics”
ANAMRangsPlaza, Shop:1,8-10 (3rd Floor)
House- 61, Road- 6/A, Dhanmondi
Ph.9123391,8157032, 01715091829

DISCIPLINE AND CODE OF CONDUCT

At DIS, we believe that a clear understanding of the School rules is essential for friendly relations between management, teachers, students and parents.

In line with our respect for others' opinions and beliefs, even when these differ from their own, students must be polite to their peers, teachers, administrative officers, as well as security and support staff at all times. Rudeness, the use of obscene language or fighting may result in detention, suspension from the School for a number of days or even permanent expulsion.



Students must not damage or deface school property and should keep the School clean and tidy. Damage must be paid for by the student's family and the student concerned may face detention, suspension from School for a number of days or even expulsion.

Students must not hold hands or exhibit physical affection for each other in school or when wearing school uniform off the School premises. Any harassment of a student by another will be dealt with extremely severely. Similarly, bullying is completely unacceptable.

Students caught using dishonest means in exams should expect to be suspended from School, score 0 in that exam and have their parents called to DIS. A second occurrence will result in expulsion.

If a student is absent from school without DIS being informed of the reason, her/his parents will be called to explain. If a student is absent for a long enough period not to be ready to proceed to the next level at the end of the academic year, s/he will be asked to repeat it. If s/he or her/his parents refuse, they may be asked to leave DIS. However, in the event that DIS is informed, we will do all we can to make up for any work missed.

NOTICES

DIS always informs parents of any activities through notices. Parents are requested to go through the notices attached to the student diary and if any confusion arises to contact the Information Office of DIS. All updated notices are always on the top of the school notice board as well as uploaded to the DIS social media pages and website for guardians to access easily. Emergency notices are sent through mobile sms service to parents' contact numbers or by letters signed by School Head.

ACADEMIC CALENDAR

A calendar for the current academic year is given to students at the beginning of a session. It is also available at the School Information Office. The year is divided into two terms:

- Term 1 : July-December
- Term 2 : January-June

The calendar depicts the schedules for different indoor and outdoor competitions, national and international events, class tests and term exams, PTMs and vacations, etc. Please make careful note of these important dates.

HOLIDAYS

The holiday list for each year is put up on the notice board and also attached to school diaries every year with the academic calendar. Students are expected to follow this and attend school accordingly. For additional/unforeseen holidays or any changes to dates, advance notice (verbal or written or SMS) is given whenever possible. Parents/Guardians are advised to use their discretion during local or national emergencies.

The Accounts Office also remains closed during any school holidays. Parents are notified if these offices will remain open during any holiday for any special purpose.

HOMEWORK

Homework is an essential part of the overall program at DIS. Homework is collected and marked by the class teacher and feedback is given in the form of comments and questions.

Homework at DIS aims to:

- improve students' learning through consolidation of knowledge, concepts, skills, attitudes and action
- develop independence and time-management skills
- develop creativity through a range of tasks designed around student learning
- allow teachers another opportunity to assess understanding of key concepts
- encourage home and school partnership with the child at the centre of that partnership.

If you have any questions about the homework assigned, please use the diary to communicate with the class or subject teacher. If you are concerned about the length of time your child spends completing assignments, it is essential that you let the teacher know.

In addition to the homework assignments, every student is expected to read for relaxation and pleasure every day. This may mean that you read with your child, you listen to them read or that you read to them. All children are motivated by parental interest in their reading; please show your interest by asking your child about the books he/she chooses.

EXAMINATIONS

The examination process starts from grade Pre-KG. Students sit for a maximum of four class tests per subject each term and two term exams a session. Assignments, oral tests, project work

and presentations, etc. are included in the exams. After completion of final term exams, students are promoted to the next class by obtaining at least 50% of total marks.



Exam Rules:

1. Students must attend examinations in **proper school uniform and with their ID card and admit card.**
2. No school bag is allowed in the exam hall.
3. Students must carry their pencil, ball point pen (black), eraser, sharpener, scale, calculator and geometry instruments in a transparent plastic pencil folder.
4. Students are not allowed to borrow anything from any other student during the examination.
5. Talking inside the exam hall is forbidden. Marks will be deducted for any breach of this rule. The student may be asked to leave the room at the invigilator's discretion.
6. Students have to fill in the identity box at the beginning of examinations. No other writing is permitted.
7. Students will start their answers writing neatly from the first page of the answer scripts avoiding the cover page.
8. Students must number the extra pages taken in addition to their answer scripts. They must mention question numbers (on top) before writing an answer.
9. Answers written without question numbers will not be corrected or marked.
10. Maths rough work should be done on the right side of the answer script after drawing 1.5 inch margin. If necessary students can use a single sheet for rough works. It has to be signed by the invigilator.

11. **Students must enter the exam hall ten minutes before the exam starts.** Any student arriving later than 15 minutes after the scheduled exam time, will not be permitted extra time.
12. No student may leave the exam hall 15 minutes before the allotted time.

Please make sure your children and you understand these rules.

TERM-WISE COMPUTERISED (ERP) EXAM REPORTS

- ERP progress reports are distributed twice a session; after the Midterm Assessment/ Exam and Final term Exam.
- To determine the quality of a student's school work, a grade system is followed on report cards. With this system, students are not informed of their position in their class.
- Term examination and project work marks account for 80% and classwork 20% of students' grades.
- The pass mark for each subject is 50%.

Usually there is no promotion for students who fail in their aggregate score because of missing class tests due to absence or illness or other issues. In case of a long absence due to sickness (like chicken pox, jaundice or a fracture), the School authorities use their discretion to settle the matter. It is also entirely at the discretion of the School authorities either to promote or hold back a student who fails because of missing class tests while participating in any school event.

- If a student fails to take any of the end-of-term examinations (i.e. midterm or final) due to sickness or any unavoidable circumstance, the school authority decides whether they will be allowed to sit for a make-up examination.

DIS takes every student's progress very seriously and tries always to act in the child's best interests. Sometimes this might involve making the difficult decision not to promote a student to the next class because it is felt that s/he cannot cope with it. In such cases, parents are always consulted but DIS' decision is final.

RULES FOR IGCSE CANDIDATES

- 1) Transcripts: It is compulsory for students to sit all term tests, mock examinations, mid- and final term examinations, as their transcripts bear the aggregate result of these. Any student who is absent from any of these examinations gets a zero in that particular subject. Students must submit their report cards from grades 9 and 10 to get the final transcript from the School.
- 2) The Edexcel IGCSE grading scale of 9 – 1 details can be found in the following link:
<http://gg.gg/edexcel-grading-9-1>
- 3) 75% class attendance is compulsory throughout the year for students of Grades 9 and 10 to be eligible to sit for the International GCS examinations through the School

- 4) Fees: Students of Grade 9 or 10 must clear their tuition fees of April, May and June by April otherwise no admit card for the May/June examinations will be issued to them.
- 5) Birth Certificate: Before submitting their birth certificates to their children, parents must make sure that their children are not less than 15 years of age when they appear for their IGCSE.
- 6) Passport: An original passport is needed at the time of registration for Ordinary Level examinations. During the examinations, student must also carry their passport to the examination centre. The passport should have at least 6 months' validity at the time of the examinations.
- 7) The rules for exam registration can be found at the following link:
<https://www.britishcouncil.org.bd/en/exam/igcse-school/register/private-candidates>

RULES FOR P&LSC CANDIDATES

Students of grade 5 sit for Edexcel P&LSC exams at the end of the session. Exams are held in three major subjects – English, Maths and Science. Parents need to pay a registration and annual subscription fee, supply four copies of passport sized photos of the students, a photocopy of the student's passport and give a valid email id for the registration process.

PAYMENT OF FEES

It will be appreciated if parents pay the fees personally.

- a. Fees will not be accepted if the leaf of the fee book is not duly filled in. It is not the duty of the Accounts Officers to fill in the fee books.
- b. Monthly fees should be paid by the 10th of each month. If this date falls on a scheduled holiday then the fee should be paid beforehand.
- c. The time schedule for payment of fees is as follows:

Saturday	9:00am to 2:00pm
Sunday to Thursday	8.30am to 2:00pm

- d. On late payment, fees should be paid along with fines according to DIS policy:
 - For fees paid on 11th to 20th of the month: 100 BDT
 - For fees paid on 21th to 30th of the month: 200 BDT
 - For fees paid on 2nd Month: 500 BDT
 - For fees paid on 3rd Month: 1000 BDT
 - If fees are three months late, students will be asked to leave the School.
- e. Fees may be paid for a maximum period of one term in advance (non-refundable):

Midterm	July to December
Final Term	January to June

- f. Both cash and cheques are accepted for the payment of fees.
- g. Students may not be allowed to sit for their Midterm/Final term Examinations if their fees remain due after the last due date before the examinations.
- h. Tuition fees for two consequent months need to be paid to twice in a session to get the Term Exam Admit Cards as per school notice.

TRANSFER CERTIFICATES OR REFERENCE LETTERS

Rules for applying for Transfer Certificates:

- i. Records of academic results and other student information are maintained for two years only. Applications for Transfer Certificates, Transcripts or Letters of Reference must be made within this period.
- ii. Without a written application no such documents are issued.
- iii. Clearance must be obtained from the Accounts Office and the school library before applying for any of these documents.
- iv. The time period required by the office for completing the procedure is 10 working days.

AFTER-SCHOOL PROGRAMME



DIS arranges the after-school programs for different types of development of students. In this regard, when any programme is arranged, students and guardians will be notified through notices. Usually remedial classes, any short term course, language programmes and ECA club activities may be arranged under this provision.

PARENTS-TEACHERS MEETINGS (PTM)

DIS is more than aware that communication between the School and students' families is essential to their academic success and emotional well-being. For this reason, the School calls regular Parent-Teacher meetings so that teachers are aware of anything going on in the child's personal life which is likely to affect her/ his focus on studies. Similarly, we are keen that parents realize both the academic strengths of their children and those areas that need development. In PTM, we expect your whole-hearted presence regularly and the concern for your child's

scholastic and non-scholastic development.

DIS will also call parents to the School if there are special circumstances which cannot wait to be addressed until the next Parent-Teacher meeting.

DIS happily embraces parents who become fully involved in the many support activities at the School. If you are interested in helping, please speak to your child's class teacher.

CONTACTING TEACHERS OR THE ACADEMIC HEAD

In DIS, parents are given the contact list of every subject teacher for any academic query from 6 pm to 8 pm, after school hours. If guardians wish to make an appointment to meet a subject or class teacher or Coordinator or Vice-Principal or Principal, they should call the Information Office to arrange a mutually convenient time. However, please do not hesitate to contact us if there is any problem and we will do our best to deal with it immediately.

HOW TO MAINTAIN THE SCHOOL DIARY

All students have a homework diary to facilitate home-School communication. You are requested to check the School diary regularly and sign it as an acknowledgement. If you wish to send a message to any of your child's teachers, please use the "Parent's Note" corner in the homework diary, which is checked daily. Regular class lessons, completion of chapters, exam updates and homework are all written regularly in the diary.

BOOKLIST AND STATIONERY

DIS provides the majority of teaching materials at the beginning of each session. Parents are requested to collect the booklist from our administration offices. A specific annual fee will be announced to every parent for general stationery. Students are supplied with required stationery from School throughout the session.

SCHOOL EXERCISE NOTEBOOKS

All the exercise books of students are regularly updated by the subject teacher and class teacher.

BUS SERVICE

DIS offers a bus service for students. Further details are available from the School office. Students using this service are required to abide by the transportation rules. Students violating these rules will be subject to temporary or permanent suspension from all School transport. In such cases, the transportation fee will not be refunded.

CAFETERIA AND FOOD

A new cafeteria area has been constructed on the ground floor of the DIS Dhanmondi branch next to a common room area for students. In Uttara, café facilities are available at break times on the ground floor. Our food has been certified safe and healthy by a nutritionist.

EMERGENCY PROCEDURES

In the case of major civil disturbance or any other emergency, do not send your child to school. DIS has a 'telephone tree' system or SMS and email service by which you will be informed if the School is closed. Please cooperate by calling the next parent in the 'chain'. If an emergency situation occurs during school hours, students will be kept on site until collected by their parents.

During any emergency, teaching staff will initiate the Emergency Procedure in conjunction with school security personnel, who receive full training in emergency response.

HEALTH

Parents are requested to inform the School of any health problems before their children are admitted or as soon as such problems occur during the course of the School year. In the case of health issues or medical emergencies, the School doctor will contact parents or the emergency contact and will stay with the student until a parent or emergency contact arrives. In the case of an emergency where parents or emergency contact cannot be reached, an injured or sick child may, at the doctor's recommendation, be admitted to hospital. Such referrals are made on the basis that the School is acting "in place of the parent". Costs resulting from treatment from such referrals are the responsibility of the parents.

MEDICATION

DIS has medical support from a full-time doctor on call. Students are not permitted to bring medication to school. In exceptional circumstances, and only upon receipt of a written request from the parent to the doctor, medicine may be administered. If your child is asthmatic or has a known allergy, please make an appointment to see the School doctor as soon as possible.

LOST PROPERTY

Personal items found by staff members will be put into lost property until reclaimed. Items unclaimed for 14 days are laundered and given to care organizations. If any student of DIS loses any item, he/she is requested to inform the Information Officer. DIS will not take any responsibility if anything is lost but we try our level best to ensure that this does not happen.

SECURITY

DIS has 24-hour security. Visitors and parents are requested to check-in at the gate by notifying the security guards. Parents or guardians must use bearer card to receive their children from school gate. Teaching staff will not allow any student to leave the premises with an unauthorized person. Please note that drivers are requested to wait by the gate when delivering or collecting students. Cars are not allowed on campus. Students must wear school ID card regularly.

INTERNATIONAL AFFILIATIONS/RECOGNITION

In striving for excellence, Daffodil International School has obtained recognition as an

educational institution by the Edexcel, UK and is also accredited by Cambridge International Examinations (CIE), UK. Besides that DIS is now:

- Digi, NCC, UK Approved Center
- Affiliated with British Council International School Award (ISA).
- UNESCO certified ASP net International School.
- Affiliation with Youth for Human Rights International (YHRI)
- Partner of *Book Reading Program* of British Council Bangladesh.

NATIONAL AFFILIATIONS/RECOGNITION

DIS is a registered school under Dhaka Education Board.

EMAIL

Please ensure that the School office has an up-to-date email address for you as many important messages, including our newsletter, are sent via e-mail to parents. These include matters of safety and security. If your e-mail address changes, please inform the Information Office immediately.

SCHOOL EVENTS

Daffodil International School is continuously arranging many internal and external programs to develop and nurture its students' creativity. Before any event, a notice will be given in the School diary. Parents are requested to read the event notices carefully and ensure their children's participation. DIS is always concerned about parental involvement in all its activities. Sometimes DIS arranges programs like book Pitha Puli Utshab, exhibitions and fairs that require parents' involvement and encouragement to make the event colorful.



EXTERNAL PARTICIPATION/ OUTDOOR EVENTS

Daffodil Interactional School always encourages students to take part in different outdoor, national and international events that truly develop students' sense of adventure, independence

and learning. However, none of this happens without parents' consent. But you will be keen to know that DIS always arranges transport facilities for outdoor events. A teacher is always present and responsible for guiding students and ensuring their safety.

FIELD TRIPS

Field trips to places of educational relevance are organized regularly. Parents will receive a letter with an acknowledgement slip, which must be signed and returned to the class teacher.

Students will travel on a school bus and will always be accompanied by a minimum of two members of staff, one of whom will be a Bangla speaker. There will be a registration fee for the students for the field trip that will be announced along with the notice.

COMMUNITY SERVICE PROGRAM

Daffodil International School is always on the lookout for ways in which it can move beyond its academic activities and play a positive and enduring role in the life of the larger community. We feel that through the community, students are exposed to the history, culture, politics and social processes of our society. As a result students develop compassion, empathy and an understanding of the social fabric and heritage of which they are a part, enabling them to become participating, productive and involved members of society.

In an attempt to make this vision a reality and to inspire examples of community work such as warm clothes distribution, child home support, and other development activities aimed at improving the socio-economic conditions of the destitute, the School contributes to different causes and involves the children in various events.

SUGGESTIONS AND COMPLAINTS

As already mentioned, we care about parents' feedback and we welcome your suggestions at any time as to how we might improve. Parents and guardians are sincerely welcome to inform or write any observation or request to the Principal or teachers in the parent's register book that is kept in Information desk which is replied within one working day with due manner. Moreover, in every branch of DIS, there is a specific box for submitting your notes to the management. We assure the secrecy of your correspondence and promise to take positive steps for the development of the School. If you include your contact details, we will let you know the outcome of your suggestions.

CONCLUSION

We hope that you will use this handbook as a reference guide to what we at DIS expect of your child at school. But you can also read it as your guarantee of integrity, values and a safe environment for all students and staff at DIS.

Please do contact us if you have any questions. We are here to help!