

ONLY IB BOARDING
SCHOOL IN BANGLADESH



Student - Parent

Hand Book



PLEDGE HARBOR
INTERNATIONAL SCHOOL

PHIS Student Parent Handbook

A Guide for Students and Parents



Pledge Harbor International School

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Mission

The mission of PHIS is to challenge and enable students to reach their individual potential in mind, body and spirit while building responsible global citizens.



Educational Philosophy

At Pledge Harbor International School we advocate the concept of 'positive education', which instills optimistic mindset among growing students. Students are schooled with exclusive proficiencies, to be cultivated into distinct individuals with leadership abilities. Your children are not just your heirs; they also inherit a nation poised to grow spectacularly. Hence, at PHIS, we work towards building relationships, steering positive sentiments and developing individual resilience. We believe that youthful minds are pliable and thus we put forth our paramount efforts into nurturing our students towards being confident, analytical thinkers and dynamic leaders.

Our internationally certified teachers ensure constant guidance and support both within and beyond the classroom. Students are fostered to be critical and analytical thinkers, work collaboratively to solve problems, take and defend positions and opinions, and reflect on their learning. Incorporation of real life activities and problems in lessons helps students to become 21st century thinkers capable of being successful in a wide variety of fields of studies and careers. The classroom environment, teacher-student interaction and teaching methods are all carefully designed for students to develop a lifelong love of learning. PHIS's spacious and digitally equipped classrooms enable students to be more than spectators, developing as active participants in their own education. We strive to keep our library, Science and IT labs up to date with wireless technology support throughout campus.



History

Pledge Harbor School and Sports Academy opened its doors in 2011 and four years later, in December 2014, Viyellatex Group took over the school renaming it as Pledge Harbor International School. Viyellatex Group, one of the fastest growing multi-dimensional organizations in Bangladesh, has earned a solid reputation both locally and globally in the textile and apparel sector within a very short period of time. Apart from these they are also into logistic services, tea production, the energy and engineering sector. Viyellatex is fully committed to providing an internationally recognized educational institution where quality education is at the forefront. The lifelong learners will be instilled with values of honesty, integrity, respect and tolerance of others differences and culture, working towards a sustainable future.

Educational Programme at Pledge Harbor International School

PHIS provides an international curriculum and have adopted the philosophy and curriculum framework of the programmes of the International Baccalaureate Organization (IBO). The IB has provided a rigorous curriculum and assessment for pre-university students around the world for more than four decades in the form of the International Baccalaureate Diploma (IB Diploma).

In 2015, the school managed to achieve an international reputation and by the middle of 2016 it has been authorized by the International Baccalaureate Organization [IBO] to implement the Diploma Programme with the first cohort of students commencing

their studies from August 2016. Similarly, PHIS is also authorized to teach MYP and PYP curriculums. The school received MYP Authorization in March 2018 and PYP Authorization in Jan 2019. Furthermore, PHIS has also received authorization for the Career-related Programme (IBCP) in September 2019. All four curriculums are fully integrated and provide stimulating opportunities for all students.

The IB Primary Years and Middle Years and Diploma Programmes have been specifically developed for young learners and the main goal is to provide common learning experiences for students in international schools worldwide. These programmes have been designed to be flexible, stimulating, creative and academically challenging.

Primary School Programme	KG - 5
Middle School Programme	Grades 6 – 10
International Baccalaureate Diploma Programme (IBDP)	Grades 11 –12
Career-related Programme (CP)	Grades 11-12

Day School

Day School: PHIS initiated “Day School” in 2016 with the intention of providing the dynamic IB PYP curriculum for students residing in surrounding areas of Mawna, Gazipur.



Primary Years Programme

The IB Primary Years Programme is a curriculum framework designed for students aged 3 to 12. It prepares students for the intellectual challenges of further education and their future careers, focusing on the development of the whole child as an inquirer, both in the classroom and in the world outside. It is guided by six transdisciplinary themes of global significance, explored using knowledge and skills derived from six subject areas, as well as transdisciplinary skills with a powerful emphasis on inquiry.



Middle Years Programme

IB Middle Years Programme is designed for students aged 11-16. It provides a framework of learning which encourages students to become creative, critical and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and to the real world. It fosters the development of skills for communication, intercultural understanding and global engagement- qualities that are essential for life in the 21st century. Students who complete the MYP are well-prepared to undertake the IB Diploma Programme.

The MYP curriculum framework comprises eight subject groups, providing a broad and balanced education for early adolescents. The MYP requires at least 50 hours of teaching time for each subject group, in each year of the programme. In the final two years of the programme, carefully-defined subject group flexibility allows students to meet local requirements and personal learning goals.



IB Diploma Programme

The IB Diploma Programme (DP) is an academically challenging and balanced programme of education with final examinations that prepares students, aged 16 to 19, for success at university and life beyond. It has been designed to address the intellectual, social, emotional and physical well-being of students. The programme has gained

recognition and respect from the world's leading universities. The Diploma Programme prepares students for effective participation in a rapidly evolving and increasingly global society as they:

- develop physically, intellectually, emotionally and ethically
- acquire breadth and depth of knowledge and understanding, studying courses from six subject groups.
- develop the skills and a positive attitude towards learning that will prepare them for higher education.
- study at least two languages and increase understanding of cultures, including their own.

IB Diploma program is one of most accepted programme across the globe for entrance to almost all the top universities.

The curriculum contains six subject groups together with the DP Core: Creativity, Activity, Service (CAS); the Extended Essay (EE); and Theory of Knowledge (TOK). This is illustrated by the Diploma Programme model.

Candidates studying for the full Diploma select six subjects from the subject groups. Normally three subjects are studied at higher level (courses representing 240 teaching hours), and the remaining three subjects are studied at standard level (courses representing 150 teaching hours). All three parts of the core—extended essay, theory of knowledge and creativity, activity, service—are compulsory and are central to the philosophy of the Diploma Programme.

Course Selection

Generally, students will be encouraged to elect full IB Diploma but the ultimate decision on the course selection will be made in consultation with the parents, students and the DP Coordinator.

At PHIS, Diploma Programme students are required to study six subjects (three at standard level and three at higher level) over two years and complete three additional requirements: the Theory of Knowledge (TOK), the Extended Essay (EE) and CAS—Creativity, Activity and Service tasks outside of the classroom.

- Group 1 : Language A (Studies in Language and Literature)
- Group 2 : Language Acquisition
- Group 3 : Individuals and Societies
- Group 4 : Experimental Sciences
- Group 5 : Mathematics
- Group 6: Arts OR one subject from groups 1-4

In some cases, based on the performance and teacher recommendations a student may be advised to pursue individual courses instead of the full diploma. This decision is made in consultation with the student's parents, teachers, student counsellor and the DP Coordinator.

Note: While making their course selections, it is highly recommended that students take into account their future education and career plans. Different Universities have different entry requirements and hence, students should become familiar with the specific requirements of the Universities in the countries to which they intend to apply. It is extremely crucial that the choices are made after thorough research, discussion with as many people as possible and consultation with the DP Coordinator and Counsellors.

Career-related Programme

The CP is a framework of international education that incorporates the values of the IB into a unique programme addressing the needs of students engaged in career-related education.

The programme leads to further/higher education, apprenticeships or employment.

CP students undertake a minimum of two IB Diploma Programme (DP) courses, a core consisting of four components and a career-related study.

The International Baccalaureate® (IB) Career-related Programme (CP) is a three-part educational framework.

It consists of:

- courses from the IB Diploma Programme (DP)
- the CP core
- career-related studies

For CP students, DP courses provide the theoretical underpinning and academic rigour of the programme; the career-related study further supports the programme's academic strength and provides practical, real-world approaches to learning; and the CP core helps them to develop skills and competencies required for lifelong learning.

(www.ibo.org)

Behavioral Policy

The Role of Parents: PHIS seeks cooperation from parents to support all initiatives taken by the school in regards of reinforcing positive behaviour when and where needed. If any concerned parent has questions regarding the treatment of their children please contact the Principal and Head of Secondary immediately, followed by the respective Programme Coordinator.

Any activity, which can be interpreted as endangering or harming oneself, any community member or guest is prohibited. Committing acts of physical or mental abuse or engaging in actions that intimidate, harass or threaten otherwise endanger the health or safety of self or another person (including threats or attempts of suicide) is prohibited. Conduct that threatens or endangers the health or safety of any person within or related to the school community, including physical abuse, threats, intimidation, harassment or sexual misconduct is prohibited.

Any incident of religious, racial or ethnic intolerance, verbal, physical and sexual harassment, fighting and physical injuries or threats will be dealt with in a disciplinary manner in accordance with PHIS behavioural policy.

The consequences for inappropriate actions could be:

- Detention
- Counselling
- Lost Privileges
- In or Out of School Suspension
- Expulsion

PHIS believes in restorative practices where the student is able to dialogue and take ownership for their actions in a safe and caring environment.

Persistent Offenders

Students who choose to consistently make wrong choices are subject to suspension from school for a certain period of days. The Disciplinary Committee decides suspensions. In case of a suspension, parents will be informed beforehand and a conference will be called.

Failure in multiple attempts to rectify the student's behaviour will lead to expulsion.

Misconduct such as the following will be dealt with by issuing warning letters:

- Slandering, backbiting and gossiping
- Violence and antisocial behaviour such as bullying and fighting
- Misbehaving with school personnel and staff.

The first letter shall be initiated after the student has been given counselling and a chance to improve himself/herself.

Initial Warning Letter : Yellow

Final TC : Red

Zero Tolerance Policy

Pledge Harbor International School has **Zero Tolerance** regarding all aspects of disrespectful behaviour conduct mentioned below:

- Possession and/or use of tobacco or illegal drugs and consumption of alcoholic beverages
- Inappropriate physical contact

In case of gross misconduct such as sexual harassment, extreme violent physical behavior or any similar behavior the school will take **immediate action of expulsion** of the student. The Disciplinary Committee takes the decision of expulsion and parents will be informed at the earliest.

When a student is in isolation for more than 15 days, the school will charge his/her parents for the room that they will be in.

Academic Honesty Policy

Underlying Principle - Plagiarism, collusion or malpractice violates the rights of the author whose work is used without acknowledgement and gives the student who plagiarizes an unfair advantage over other students.

Pledge Harbor International School follows defined learner profiles for our students. As such, honesty is a core value of the school and our Academic Honesty Policy has been established in accordance with IB publications. A PHIS learner will develop knowledge by habitually creating work through legal practices. Additionally, the PHIS learner who complies with this policy will develop a respect for research and appreciate how research informs knowledge.

Disciplinary action in order to promote academic honesty

Offence	Actions
The first offence	1. Student will be warned about his/her misconduct 2. Student will receive no marks for that assignment/work 3. Subject teacher will inform the Coordinator 4. The student will undergo proper counselling with the subject teacher.
Second offence	1. Student will be under suspension 2. Warning of an expulsion 3. Student will receive no marks for that assignment/work 4. Principal will inform the parents
The third offence	Recommended for dismissal from school.
If any disagreement arises then the decision of the School Principal and HOS will be accepted as final. In each case parents, will be made aware of the circumstances.	

Please refer to the school website for the detailed programme specific policy

Assessment Policy

At PHIS students are assessed to support curricular goals and encourage appropriate student learning. Assessment is used to judge the students' work in relation to identified levels of attainment, and not in relation to the work of other students. This policy is based on the IB Learner Profile, in that it supports developing PHIS students into being principled learners.

Please refer to the school website for the detailed programme specific policy

Language Policy

English is the Working Language of IB instruction at PHIS. Internal and external assessments and admissions requirements are conducted in English to ensure students can access the curriculum delivered in English. We also promote the use of mother tongue, which in our case is mostly Bengali. All courses apart from Bengali are instructed and assessed in English.

Medium of communication should be in English and Bengali only.

Please refer to the school website for the detailed policy.

Homework Policy

Homework is defined as any activity that is assigned by the classroom teacher to reinforce, prepare, review, practice, rehearse, or plan for the next day's lesson while learning independent study skills. Everyday the students have Prep Classes, which are time slots allocated for students to complete their homework assignments. Subject teachers and supervisors will provide necessary support and guidance during Prep Classes.

Prep Class 1 is from 7pm – 8 pm and is for students of all grades.

Prep Class 2 is from 9:30pm -10:30 pm and is for students in Grade 9 and above.

Students are encouraged to take responsibility for the work organization, develop time management and avoid accumulation of work for the weekend.

Fostering Responsibility for Learning in Students

► Teachers will:

- Ensure that students understand and know how to complete the homework successfully.
- Coordinate homework assignments with other teachers, Prep supervisors or boarding staff by abiding to the daily homework schedule.
- Be sensitive and communicate with other teachers about student homework overload.

- Provide specific expectations for long-range assignments ensuring that expectations are clearly understood by the students.
- Assign homework that is connected to the academic objectives and curriculum expectations.
- Follow general guidelines for agreed time limits, while giving consideration to individual student needs and ability levels.

► Students will:

- Ensure that they understand the homework expectations.
- Document the homework in their agenda book.
- Work quietly and independently during remedial/homework time.
- Complete the homework accurately, neatly and preferably on the day that it is assigned.
- Submit the homework on the assigned due date following the expectations and instructions of the teacher.
- Attend required homework and remedial sessions when deadlines are not met or when the teacher determines the student needs additional support.

Attendance Policy

PHIS attendance and absenteeism policy is based on the understanding that attendance is integral for academic achievement. It is essential that student attendance is close to 100% if possible so that the prescribed programme of inquiry and related units can be covered. Poor attendance may result in reduced academic performance.

A letter from the student's parent is required to justify absence of any form. A medical certificate is needed in cases of extended absences due to illness

Students are expected to attend at least 90% of the total number of school days. The year consists of approximately 185 school days. Therefore, no students should be absent for more than 18 days in an academic year. **Students who miss more than 18 days of school risk promotion.**

Procedures when absent from school

- Due to Illness: Absence for one day or more will be communicated to parents.
- Due to Religious or Legal Obligations: Absence must be communicated in writing to the Principal. If approved by the concerned authorities, the student will be permitted to leave the campus.
- Due to Family Emergencies: Absence must be communicated by parents in writing to the Principal. If approved by the concerned authorities, the student will be permitted to leave the campus.

School Calendar Vacations and Holidays:

Parents are strongly advised to consult the school calendar before making any travel arrangements during the academic year. It is in every student's best interest to attend all scheduled class meetings, school trips and events. Therefore, the habit of returning late from holidays or taking a student out of the school before the beginning of school vacations is discouraged. The school calendar includes information of all scheduled breaks during when all students must leave the campus.

Exit Weekend Policy

Boarders are allowed to go home only during the exit weekends. If students wish to stay on campus during exit weekends, regular activities will be organized for them.

All students MUST exit and enter the campus with proper school uniform and ID card. Students are not allowed to take luggage home on exit weekends.

Parents must drop off and pick up their children themselves from campus. However, due to unavoidable circumstances, the school will allow authorized persons to pick up or drop off the students. This authorization process must be completed by sending an email to Admissions Office at least 48 hours prior to the Exit Weekend. The school discourages authorized drivers, however if that is the case then it is recommended to send a responsible person along with the drivers.

The drop off time is no later than 6:00pm. (If the student is running late, the parents must inform the Admissions Office.)

Tardiness and Truancy Policy

Truancy is defined as not going or going late to class without permission. As chronic tardiness and truancy are forms of misbehaviour, students who are chronically late or truant are subject to progressively severe consequences.



Dress Code Policy

PHIS follows a dress code for all students and teaching staff. Details on students' uniforms are available at the Admission office. Students are encouraged to ensure their uniforms are clean, pressed and ready for wearing the following day.

Hair

Girls are to keep their hair neat and tidy, and tied back at all times;

For boys, hair must be off the ears, not over the eyes and not styled or cut in an "extreme manner."

Hair Colouring: Students are not allowed to have dyed or coloured hair during the academic session.



Dress and General Appearance

Regular class dress, as addressed below, is to be worn during the academic hours.

ACADEMIC DRESS		
	Girls	Boys
Shirt	Collared, white school shirt <ul style="list-style-type: none"> Conservatively buttoned (no more than one unbuttoned) Shirttails must be tucked in. 	Collared, white school shirt <ul style="list-style-type: none"> Shirt must be tucked in and buttoned properly
Pants	Blue school pants	Blue school pants <ul style="list-style-type: none"> Must be worn with a black belt
Tie	School Tie <ul style="list-style-type: none"> Tie must be properly tightened 	
Shoes	Black Flat Shoes <ul style="list-style-type: none"> No high heels White socks must be worn 	Black Dress Shoes <ul style="list-style-type: none"> Must be laced White socks must be worn. Loafers are not acceptable.

For your reference, please keep in mind the following:

- Undergarments should not be visible.
- During school hours, girls must refrain from putting on make up.
- Lipstick/lip gloss should not be visible during school hours.
- Bulky jewellery, i.e., big dangling earrings, large rings/necklaces/bracelets, etc. are not allowed.
- Boys are expected to be neatly shaven.

Casual Dress

Casual dress may be worn after school hours, Dining Hall for evening meals and on weekends. No clothing with inappropriate or offensive messages is ever allowed. Students should always dress respectfully and remain respectful of the sensitivities of others. Clothing should be appropriate and **not revealing** in any way.

Casual Dress for Boys:

- Shirt
- T-Shirt
- Three quarters
- Shorts (only during free time and weekends)
- Jeans
- Pajamas and Lowers

Not Allowed During Prep Hours, in Dining Hall or During Rehearsals:

- Sleeveless T-shirt
- Shorts above knees

Students are expected to wear appropriate clothes before coming to prep/dining hall/tuck shop as mentioned above.

Casual Dress for Girls:

- Shirts
- T-Shirts
- Three quarters
- Jeans
- Pajamas and Lowers.
- Skirts (must be below the knee and cannot be tight or body-hugging)

The following **MUST NOT** be worn outside of the Girls' Dormitory:

- Sleeveless T-shirt or Top
- Shorts
- Tights, leggings or yoga pants worn as trousers
- V-neck, sleeveless or strapless dresses.
- Necklines below the collarbone
- Extremely short, revealing, tight, soiled, or ripped clothing
- Bare midriffs, halter and tube tops, tank tops, short shorts, cutoffs, other sleepwear
- Clothing where the undergarment is visible

Students inappropriately dressed will be asked to change their dress.

If a student continues to defy the dress code policy, the school will take necessary disciplinary action.

ID Card Policy

An ID card is issued to each student. These cards are to be worn at all times whilst on the PHIS campus. It is mandatory for all students to wear ID cards at school hours, while going for external competitions, trips, exit weekend, etc.

Technology Use Policy

Acceptable Use Policy

Laptops and Learning: PHIS supports the use of laptops as a resource to support and enhance student learning, accessing information and constructing presentations. Parents of students from **grade 6 and onwards** are encouraged to purchase a laptop to support their child's academic programme and progress. Parents should note that we do not allow students to use Apple MacBooks on campus. Therefore they are requested to purchase regular mid-range laptops (Asus, HP, Dell, etc.) that can be configured to the school administration network.

Students who bring their own laptops or other technology devices to school must follow the PHIS acceptable use policy. Teachers at PHIS will teach appropriate and safe computer use. Administration will confiscate personal laptops if students engage in any inappropriate use. This includes online games or any social networking during unauthorized times.

PHIS assumes no responsibility for lost, stolen, damaged or laptops lent to other students. Each student is required to look after his or her own personal property responsibly

Managebac

The school's management system is called Managebac; this web based database houses all information about a student's attendance, grades, academic progress etc. The parent interface allows parents to have access of their child's records from anywhere in the world.

Computer Use Time

Grade 6 to 10 students have permission to use their registered personal laptops until 10pm, Grade 11 to 12 until 11:00pm. After the allocated time students will be required to submit their laptops to the respective Dorm Masters.

Electronic Gadgets: Students are not allowed to use any electronic gadgets namely iPods, iPads, tablets, game consoles, etc.

Inappropriate Technology Uses Include But Are Not Limited To:

- **Cyber Bullying:** Bullying, harassing, insulting or attacking others through email, SMS, online social networks like Facebook or other forms of digital communication will face disciplinary action including in-school or out of school suspension.
- **Hacking:** Hacking or any other malicious actions, including circumventing Internet filters or using proxies
- **Pen drives:** Pen drives are prohibited and are not to be used at any time on campus. Parents must ensure that students do not come to school with USB/Pen drives.
- **Use of Inappropriate Websites:** Inappropriate websites may include those used for games, those that are sexually or morally inappropriate, those that contain files that might damage the school's network and other sites as determined by the staff and administration.
- Installing personal or unapproved software on school computers
- Damaging or altering technology equipment or files
- Violating copyright laws by unauthorized copying of software including downloading of images or videos from torrent sites.
- Plagiarizing including cutting and pasting of text
- Revealing passwords or personal information or using another person's account

Consequences for inappropriate use: Violations of the policy may result in the confiscation of a student's personal laptop and the possibility of a total loss of personal laptop privileges. Other disciplinary or even legal action will be taken when deemed appropriate by the administration.

Cautions and Disclaimer: PHIS staff members have the right to monitor the student's use of technology equipment on the campus, including personal electronic devices. This might include examining student files, emails stored on servers (including personal laptops) and phones. Computer work on the school network may be remotely observed without student's knowledge. Ultimately, it is the responsibility of each individual to be familiar with these guidelines and to monitor their own behaviour. PHIS reserve the right to make amendments to the technology acceptable use policy.

Infirmary Policy

School Infirmary

An infirmary comprising a qualified physician and nurses are housed at the school premises. Check-up is carried out at regular intervals, and on request from the student. Medication is provided according to the child's need and decided by the in-residence physician. Parents will be informed immediately if a child is found too sick to carry out classes.

However, if a child becomes ill, or sustains injury of any degree while at vacation or when on leave with parents, they must inform the school as early as possible; if the medical condition involves long periods of recovery. Parents must also keep the school abreast of the recovery progress. Once the child recovers and is deemed to resume school, the concerned parents must bring in the recent medical records and hand them to the physician of the school.

Emergency Cases

If the in-house physician feels that the student requires medical attention in a hospital, initially, the child is taken to a local hospital, near the school. In serious cases, after informing the parent/s, the child is referred and taken to Lab Aid/Popular/Apollo/United for immediate treatment, or sent home with parents for observation.

Medication

Any medication that the student brings from home must be administered with the parents' consent and the concerned parent must inform the school physician in advance. Both the prescription and the medicine/s must be handed over at the infirmary from where the said student is to take his/her medicine. If a child is asthmatic or allergic to particular food or substances, parents must make an appointment to see the School Doctor as soon as possible. The medical record of the students, which is provided by the parents to the school, must be given to the concerned department, during the time of admissions or any time after. Parents should also provide the contact details of the child's doctor outside of school, so that they can be contacted if necessary.

If necessary, the duty nurse will provide all medication to the students in the presence of the resident doctor. A register will be maintained in the infirmary to keep the record of the medicines given to the students. In this case, a nominal fee will be charged to parents for this service.

Note: PHIS will not be held responsible in cases whereby any harmful side effects or adverse reactions occur, which are caused by medication prescribed by an outside physician.

Tuck Shop Policy

Students can purchase food and stationary items from the Tuck Shop. Parents of boarders must deposit **\$100** for the tuck shop balance and will be notified when the balance reaches **\$30 (approximately Tk. 2500)**. Day School students can obtain the facility of the tuck shop by depositing **\$60 (Approximately Tk. 5000)**. Parents will be notified when the balance reaches **\$10 (Approximately Tk. 1000)**

During weekdays, students are allowed to purchase a maximum of two food items a day and during weekends, they are allowed a maximum of 4 food items a day.

A monthly statement showing all purchased items will be sent to parents.

Classroom Supplies and Textbooks

PHIS will provide all initial classroom supplies and stationery products for students (pens, pencils, paper, rulers etc.). After using the initial classroom supplies students will purchase the extra items needed from the Tuck Shop. The cost of any supplies purchased by the student will be deducted from their Tuck Shop account. If any purchase results in the account going into negative balance, the purchase will not be allowed.



The charges of the following will be deducted from the Tuck Shop Account:

Lost books: In case a student loses his/her textbook, the Tuck Shop account will be charged for the replacement book

ID Card: If the card is lost, a fine of TK 500 will be charged.

Graduation Gowns: Graduation gowns can be hired for a day. The charge of the gown and cap is TK 500. Sashes can be bought for TK 300 each.

Transport Policy

PHIS does not provide transportation for residential students. Parents and guardians are responsible for arranging transportation for exit weekends and end of term. Upon special request, school can arrange transportation, which the parent will need to pay for. This includes transportation cost and paying for the services of the personnel who accompanies the child.

For Day School transportation information and queries, parents can contact the **Marketing Department** at the Admissions Office.

Visitors' Policy

This visitation policy is designed with the safety and consideration of our community members and property in mind and the following guidelines are observed. Parents are only allowed to visit on days specified in the Academic Calendar (Parents Visitation Days and PTM). Parents/guardians will be sent reminders via email and SMS, before visitation days with information on visiting time, etc.

Parents cannot visit campus without prior notification through email or SMS to Admissions Office. The AO must be informed 24 hours in advance.

Visitor's ID card

Parents when entering campus are expected to sign in at the Gate and visibly wear the visitor's badge. Please note that PHIS reserves the right to refuse admission to non-badge holders. Your cooperation is crucial on this issue to ensure the safety and security of all children on campus.



Cell Phones

Cell phones must be turned in at the Gate.

Vehicles

For parking their vehicles, parents and visitors are to use designated spaces placed outside the school gates.

Guest Room

We have guest room facilities inside the school premises. Parents can book these rooms only during the weekends or on special occasions at an affordable price. Please contact the Admissions Office for details.

School Fees Policy

School Fees

Fees are payable in advance. Tuition and other fees are payable on a Quarterly or Half Yearly basis. PHIS will provide an invoice for old and new students and all payment must be paid through One Bank for the boarder. For day school students, the fees need to be paid on a monthly basis to One Bank.

All fees must be cleared prior to sitting for any examination (school or Board)

Admission Fees

Students being admitted into grades 3-10 will make a one-time payment for Admission fees and Security Deposit. Existing students will entering the DP Programme in Grade 11 will have to pay re-enrolment fees.

Payment Months

For **quarterly payment option**, the instalments are required to be paid in

- August
- November
- February
- May

For **half yearly payment option**, the instalments are to be paid in

- August
- January

Late Fees

Last date of submitting term fees is **9th of every August, November, February, May** of every Academic Year. 2% late fee will be charged up to 7 working days. After 7 working days the amount will increase to 4 %. Details regarding school fees are available at the Admissions Office.

Refund Policy

- Security deposit will be forfeited if the student leaves within the academic school year. However, deduction will be made if the student does damage to school property and if there are any tuck shop, library and textbooks or monthly dues.
- Security deposit is refundable when the student decides to leave after completion of entire academic session with a notice of 30 days and after all the pending dues are deducted or cleared.
- If a student leaves without prior written notification to the school management, security deposit will not be refunded.
- The security deposit shall be forfeited, if not collected within 6 (six) months from the date of leaving the school.
- Students must apply for refund to Admissions Office 30 days before departure. Application for TC should be submitted to admissions office prior 30 days of the scheduled departure.
- It may take up to 120 days to receive the refundable amount.

The following are non-refundable for students once they have been admitted:

Admission Fees

Tuition Fees

Other Fees & Tuck Shop

TC Policy

Admissions Office must be informed well in advance or as soon as possible if the circumstances permit, when the need for transfer arises.

- The Admissions Office will hand out a transfer certificate when a clearance form has been completed, after confirmation that all resources have been returned and school fees have been paid.
- The child's report card can be accessed by the parents from ManageBac should they wish to submit them to the next school.

Certificate Collection Policy

Parents must contact the Admissions Office for collection of all types of certificates. A email must be sent to confirm the date and time of collection.

Academic Information

Calculators

Students from grade 6-10 need to purchase their own calculator.
Students of grade 11-12 need to purchase a T1Inspire CX Graphic Calculator from the Admissions Office.

Library

As per the library policy, any loss or damage to library materials is subject to compensation.

Infirmary/Hall Passes:

Students will have to collect the pass from their teacher. Students can visit the infirmary/ counsellor only after getting permission and pass from the teacher. Permission to see the Doctor/Nurse/Counsellor will not be granted to students during class time unless it is an emergency. If the pass is not issued by the teacher, it is mandatory for the doctor and nurse to inform the respective teacher or Programme Coordinator.

Field Trips

Field Trips are an important component of the academic programmes offered at PHIS. Field trips of one day's duration (or more) will be charged to the students' Supplies Account. The account must have enough to enable the student to attend. Parents will be informed at least a week in advance of the upcoming field trip. A consent form is sent to the parent/guardian for their signature.

It is expected that students, attending a short duration field trip, will wear full school uniform unless told otherwise by their accompanying teacher. If the trip is sports related, students should be wearing their PE uniform. Coaches and team managers will ensure the students know what is expected. In all occasions, it is mandatory for all students to wear their school ID cards.

Residential Life Policies

Residential Life

Student dorms are allocated by Senior Management. Students are not allowed to invite guests to the residential units (dorms) at any time. Students are not allowed to be in dorms the following times:

- Academic hours
- Meal times
- Sports hours
- Remedial Classes
- Prep and Study Hall hours

Room Swaps And Changes

Unauthorized room transfers are strictly prohibited. Students cannot request for change in the middle of the semester. They may request for the following semester to the Senior Dorm Master depending on the space and availability.

Students must sleep in their own allocated beds. No movements or shifting of the beds within the rooms is allowed. The alignment of furniture is done after keeping all aesthetics in mind.



Posting And Painting

Residential students may post materials with the permission of the senior management committee. No offensive or alcohol/drug-related materials may be posted.

Students are not allowed to paint their residential units.

Pets

Animals are not allowed in dorms at any time.



Toys

Unless requested for a class activity, toys are not allowed to be brought into school.

Quiet Hours

Quiet hours mean that community members must keep noise at a very minimal level in all of housing, surrounding grounds, and recreation areas.

During quiet hours, requests for less noise from community members and housing staff members will be respected in the community.

Quiet hours are 11:00 pm – 6:00 am.

Mobile Phone and IP Phone Usages

- a) Grades 10, 11 and 12 are allowed to use their personal basic phones (phones that do not contain any form of camera, video, smart apps etc.) on every alternate day (9:30 PM-10:00 PM). Students may collect phones after supper from the respective Dorms Masters and they must return their phones by 10:00 PM to the Dorm Masters.
- b) Students may use IP phone in front of the Dorm Masters during the before mentioned hours for a maximum of 10 minutes. Respective Dorm masters will prepare a schedule to allocate timings.
- c) Students who are making international calls can do so under supervision of the Senior Dorm Master.

Cleanliness

All students are expected to maintain cleanliness and hygiene in their living unit. Clothing must be kept in the lockers provided, shoes properly placed in the cupboards or neatly placed along the wall. Desks must be kept neat and organized. It is the students' responsibility to ensure he or she does not leave valuable items unattended.

Barber Services

Our barber is available twice a month. Students are required to have properly groomed haircuts. Before returning to school from long vacations or exit weekends, students are

expected to have their hair cut properly. If not, the school will charge TK 150 from the student's Tuck Shop account.

Laundry Services



School laundry service can be used on alternate days. Each student can give up to **10 pieces of clothing** at a time. All items of clothing must be labelled with the student's ID number.

Worship/Pray



Students can offer the daily prayers in the school designated prayer rooms. On Fridays students can pray in the adjoining Mosque. They must be accompanied by the Dorm Master.

Lost Property

There is a Lost Property Policy in place for personal items found at the school and boarding premises. To this end, a lost property box is in place containing anything found unclaimed. Each half term, items that remain unclaimed are laundered and given to care organizations.

Personal Belongings

Students must ensure that they take **ALL** their personal belongings with them when leaving for long vacations, i.e., summer and winter.

Disclaimer: The school authority reserves the right to conduct random room checks in the dorms at any given time. This can be done with or without the presence of the student.

Prohibited Items and Activities

The following will not be allowed in school premises, which includes all the land, building, facilities of the school, including adjacent streets and sidewalks:

Jewellery/Expensive Gadgets

Parents are to ensure that their child is not sent to school with any expensive, fancy items such as jewellery, electronic gadgets, shoes, bags, garments and cosmetics. Any such item will be confiscated and returned at the end of the semester.

Smoking

A campus-wide smoke-free policy will be implemented all times. This extends to all OFF campus activities. Vapes and e-cigarettes are also prohibited on campus.



Weapons, Firearms Or Ammunition

The possession of firearms, ammunition, explosive or combustible materials and/or injury-threatening weapons is strictly prohibited.



Alcohol/Drugs

Students are not allowed to possess or bring alcohol or any other illegal drugs substances into school campus.



NO ALCOHOLIC
BEVERAGES

Gambling

All forms of gambling are prohibited on school property.

Destruction/Misuse/Theft Of Property

Damaging School Property is not tolerated and demonstrates a lack of respect for the community and the property of others. Any student who maliciously or accidentally damages school owned property will be responsible for the cost of the damage and/or the cost of the labour to restore or repair the property to its original condition.

The following are violations of this policy:

- Unauthorized possession, use or misuse, removal, defacement and/or tampering of school owned property or equipment or any property belonging to a community member is prohibited.
- Tampering or damaging fire equipment or intentionally misusing fire alarms, fire extinguishers, emergency exit signs or pulling the fire alarm when the cause is unrelated to notification of a fire.
- Failure to comply with an administrative request when a school staff member is acting in his/her official capacity
- Common area damage charges not readily assigned to a particular individual may be charged to a group or floor of students. School furniture may not be removed from student units or common areas.
- Students are responsible for the condition of their unit and the furnishings provided for them by housing.

Extra Curricular Activities

After School Sports

All students are involved in daily physical activities.

Clubs

Students can get involved in different clubs throughout the week, based on their individual interests.

School Counsellor

Students will be able to schedule time with the School Counsellor to discuss personal and academic concerns. Confidentiality, trust and empathy are important for successful counselling. Students may be required to attend counselling sessions.

School Bulletin

The school Bulletin is an important source of information for parents. Parents are encouraged to access the Bulletin by downloading it from the website.

<http://www.pledgeharbor.org/index.php/n>



Contact Information

Contact points for parents

In order to expedite all requests and inquiries, parents and guardians must contact the Marketing Department at the Admissions Office first. Admissions office will then contact the relevant department, which will revert back with appropriate response.

Parent Mobile Number and Email

Please always ensure that the school office is informed of your latest and working mobile number. Time and again 'info-texts' are sent which may, among other things, include information on safety and security. In the event of a change in contact number (or address), please ensure that the admissions office is informed of the new contact details at the earliest.

It is a matter of policy that the school remains in regular touch with the parents through an up to date e-mail address at the parents' end. Parents will receive information of relevance, newsletter via e-mails.

Any additional services incurred will be borne by the parents through Admissions Office.

I have read and understood all the information and policies stated in this handbook. I hereby agree to abide by all the rules set by the school authority.

Student Name

Grade

Student Signature

Parent Signature

I have read and understood all the information and policies stated in this handbook. I hereby agree to abide by all the rules set by the school authority.

Student Name

Grade

Student Signature





Parent Signature



Contact for more Information

Admission Office	Lotus Kamal Tower One, 57 Zoarshahara C/A, Level-2, Nikunja-2 (North), New Airport Road, Dhaka-1229, Bangladesh.
School Campus	Singer Dighi, Maona, Gazipur-1741, Bangladesh
Tel	+880 1701 689 626
	+880 1766 686 923
	+880 1770 240 858
Hotline	+880 961 4433 444

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