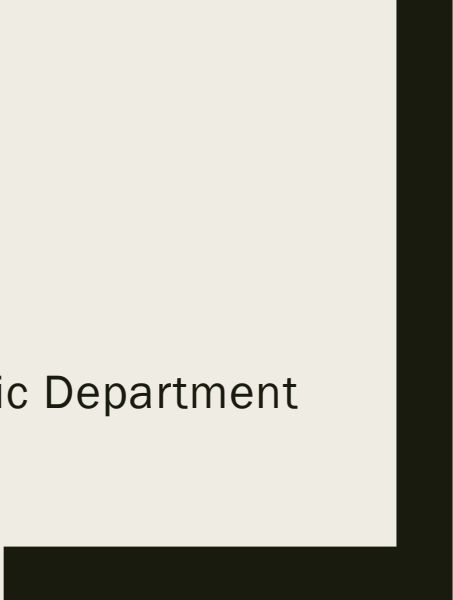


2024-2025

CONTOFIELD SCHOOL ACADEMIC POLICY

CIS Academic Department



Introduction

Welcome to Contofield, an international school committed to excellence in education. Please read this document carefully, sign the acknowledgment at the end, and return it to the school office within 2 days. **Compliance with these policies is mandatory for all students and their families.**

1. Admissions Policy

1.1 Eligibility and Application Process

- **Age Requirements:** Students must meet the age criteria set for their respective grade levels. The school reserves the right to verify age and academic records before admission.
- **Application Submission:** All applications must be accompanied by the required documents, including:
 - Previous school records.
 - Birth certificate.
 - Medical information.
- **Entrance Assessment:** An entrance assessment may be required to evaluate the student's academic level and suitability for either the Russian or English sector, where felt required. The decision will be dependent on the Director and school's academic department.

1.2 Enrollment in Russian and English Sectors

- **Sector Placement:** Students are assigned to the Russian or English sector based on:
 - Parents preference
 - Student language proficiency and educational background
 - Availability of space in the classroom
- **Language Support:** Additional language support may be available for students transitioning between curricula. Options may be discussed with school's Director and academics department.

1.3 Admission Confirmation

- **Enrollment Fee:** Admission is only confirmed upon payment of a non-refundable enrollment fee, submission of required documents and signing this policy agreement.
- **Acceptance Notification:** Parents/guardians will receive an official confirmation letter of acceptance once the admission process is complete.



2. Parent-Teacher Meetings (PTMs)

2.1 Frequency and Purpose

- **Biannual Meetings:** Minimum two mandatory PTMs will be held each academic year. Schedule for the PTM is shared at least 1 week in advance.
- **Meeting Objectives:** PTMs are designed to discuss student progress, academic performance, and any concerns or challenges faced by the student.

2.2 Attendance Requirements

- **Mandatory Participation:** Attendance at PTMs is compulsory for all parents/guardians to ensure collaboration between home and school in supporting the student's education. Student's attendance is desired but not compulsory.
 - **Rescheduling Policy:** In the event of unavoidable absence, parents/guardians must notify the school in advance (via Director/Principal/Assistant Teacher) and must arrange an alternative meeting time with the teacher (Within reasonable school timing) at least 1 day prior to the PTM.
 - **Special Meetings:** Shall a parent/school desires to meet each other for any specific agenda other than the scheduled PTM, both parties must take verbal consent from Director/Principal/Department Head/Assistant Teacher (Who will further take approval from the Department Head) at least 3 days prior to setting up a meeting. Meeting will only be arranged upon convenient availability of both parties (parent/teacher).
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3. Attendance and Absenteeism

3.1 Attendance Expectations

- **Regular Attendance:** Consistent attendance is essential for academic success. Students are expected to attend all scheduled classes unless excused for valid reasons such as illness or family emergencies.
- **Punctuality:** Students must arrive on time for all classes and school activities. School starts sharp at 08.00 am daily from Monday to Friday, unless communicated otherwise via school information channels.

3.2 Reporting Absences

- **Notification Protocol:** Parents/guardians must notify the school of their child's absence by 8:00 AM on the day of absence via phone or email.
- **Documentation:** A written note or medical certificate must be provided for absences longer than two days to be excused.
- **Suspension of Registration:** Shall a student fails to attend the school for more then 1 week consecutively in a month, he/she will face cancellation of registration and



limitation to enter the classroom unless sufficient reasoning (in-person)/documentary proof with valid reason is provided by the parent/guardian to the school.

3.3 Excessive Absenteeism

- **Maximum Absentees:** The **maximum number of days a child can be consistently absent** from the school (with documentary proof and verbal consent by the parent communicated well to the principal/department head) **are 20 days**. Any absence beyond this time frame can result in reconsideration of the child's admission/continuation in the same class/promotion to the next class in next academic year.
- **Absence Limits:** **Absences exceeding 30 days in a quarter will result in confirm serious disciplinary action, including the potential for repeating the academic year or expulsion.**
- **Intervention Meeting:** Parents/guardians of students with excessive absenteeism will be required to attend a meeting with the school administration to discuss interventions and support measures.
- **Academic Impact:** Prolonged absenteeism may affect the student's grades and ability to progress to the next grade level.

4. Behavioral Expectations and Corrective Actions

4.1 Code of Conduct

- **School Values:** Students must uphold the school's values of respect, responsibility, integrity, and compassion.
- **Prohibited Behavior:** Bullying, harassment, vandalism, and any form of discrimination or violence are strictly prohibited.
- **Digital Citizenship:** Responsible use of technology and social media is expected at all times, both on and off-campus.
- **Use of Mobile Phones:** **Use of mobile phones/ ear-pods/ digital watches during lesson hours is strictly prohibited.**
- **Emergency Calls:** Please refrain from calling your child during lesson hours. Shall there is an emergency your child can be reached immediately on the following hotlines:
 - Ms. Maria Ashraf: +992 938397006
 - Ms. Maya: +992 917188718
 - Ms. Marifat: +992 918629669
 - Ms. Siyora: +992 905051083
 - Your Child's Class (Assistant) Teacher

4.2 Disciplinary Actions

- **Minor Infractions:** Minor behavioral issues will be addressed with:



- 1st Time: Verbal warnings and counseling of child at school level
- 2nd Time: Parental notification through phone/written notice
- 3rd Time: Parental meeting with school admin
- If parent doesn't show up after 2 follow ups/ 4th Time: Disciplinary action
- **Misbehavior with Teacher/Admin:** Immediate Parental meeting with school admin. And disciplinary action.
- **Serious Violations:** Repeated or serious violations will result in disciplinary actions, including:
 - Detention.
 - Suspension.
 - Expulsion.
- **Immediate Expulsion:** Certain offenses, such as violence or illegal activities, may result in immediate expulsion from the school.

4.3 Parent Involvement in Corrective Actions

- **Mandatory Meetings:** Parents/guardians will be notified of any disciplinary actions and must attend meetings to discuss corrective measures and support their child's behavior improvement.
- **Collaborative Approach:** The school and parents/guardians must work together to address and resolve behavioral issues, ensuring the student's success and well-being.
- **Failure to Comply:** Non-compliance with corrective actions / Twice consecutive nonappearance of child's parents in called upon meetings may result in further disciplinary measures and affect the student's continued enrollment at the school.

5. Communication with the School

5.1 Channels of Communication

- **Official Communication:** The school communicates with parents/guardians via email, phone, WhatsApp and the school's online portal (Social media pages/website/Edu page)
- **Regular Updates:** Parents/guardians are encouraged to check these channels regularly for updates, announcements, and important information.

5.2 Contact Information

- **Updated Records:** It is the responsibility of parents/guardians to ensure that the school has up-to-date contact information, including phone numbers and email addresses.
- **Emergency Contacts:** Parents/guardians must provide emergency contact details and update them as necessary.

