



2024-2025

SCHOOL HANDBOOK

IBDP 1

Students and Parents

TABLE OF CONTENTS

GENERAL INFORMATION	5
Welcome Letter	5
Introduction	6
General Contact Information:	6
School Calendar	7
Communication and contact details	8
Visitors	9
Animals on School Property	9
Birthday or Other Celebrations	9
Emergency School Closings	9
Accommodating Persons with Special Education Needs	10
Student Meals	10
Lunch and Cafeteria Rules	10
Drop-off / Pick-up Information	10
Field Trips	11
Student Clubs	11
ACADEMIC RULES AND REGULATIONS	12
Introduction to the ADA School IB Diploma Program	12
Admission to ADA School IB Diploma Program	12
IB Diploma Program Curriculum	13
Grading scale	14
CORE Matrix	14
Assessment	15
Awarding with the Diploma	16
Homework Guidelines	16
School Attendance and Regulations	17
Notification	17
Class Absences	17
Attendance during the exam period	17
Responding to parents’s inquiries	18
Truancy	18
Early Departure during School Day	18
School Leave Procedure	18
Academic Advising	18
Counselling	18

Private Tutoring	19
Library Resources	19
FACULTY COUNCIL	20
STUDENT COUNCIL	20
PARENT RELATIONS	20
Parent Role and Involvement in School Life	20
Parent -Teacher Association	21
Parental concerns	21
Gifts to School Staff	21
STUDENT CODE OF CONDUCT	22
Expectations with regards to students	22
Student Discipline	22
Bullying Policy	23
Care of the School Facility	25
Classroom Rules	25
Class Size	25
Internet Safety Policy	26
Student Privacy Protection	26
Dress Code	26
FINANCIAL POLICY	27
Tuition Payment Policy	27
Refund	27
Current Payment Method	28
Miscellaneous Fees	28
HEALTH AND SAFETY	29
Emergency Evacuation Drills	29
Immunizations	29
Student Medication	29
Students with Severe Allergy or Chronic Illness	30
Communicable Diseases	30
Head Lice	30
First Aid	30
Emergency Medical Authorization	30
Security	30
Search and Seizure	31
School Property and Equipment as well as Personal Effects left there by Students	31
Students' investigation	31
Seizure of Property	31
APPENDIX 1	32

Emergency Procedure	32
Bomb Threat Call Checklist (<i>Appendix 1</i>)	35
APPENDIX 2	37
Disciplinary Procedure	37
ADA School Disciplinary Report Form	42
APPENDIX 3	44
Honor Code	44
APPENDIX 4	47
Student Parent Handbook Agreement Form	47

GENERAL INFORMATION

Welcome Letter

Dear Students and Parents,

We would like to welcome our new students to ADA School! We hope you are excited and ready for a great year filled with learning and fun!

Educational success for all students cannot be complete without an effective partnership with all parents. You play the most essential role in your children's education and it is important that we build a strong relationship in order to best serve your children's educational needs. Your input and involvement is greatly appreciated as we work to accomplish our School goals.

We believe that it is critically important for your child's educational experience they have a sense that a positive, healthy relationship exists between their parents and the School. This provides them with a sense of security which is the foundation for good learning!

The purpose of this handbook is to communicate the philosophy of the School, as well as the roles and responsibilities of all parties: School, parents and students. Rules and regulations outlined in this handbook are essential in building foundation for strong and effective relationship between all stakeholders. This document is the result of many hours of work, consultation and advice from our teachers, students and parents. It sets out our philosophy and provides you with the necessary policies and procedures.

We expect you to review this document thoroughly during the Orientation Days.

We look forward to seeing you at ADA School in the weeks to come and wish you success in the year ahead.

Sincerely,

ADA School

Introduction

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures.

Announcements contained in this publication are subject to change without notice and may not be regarded as binding obligations to ADA School (referred to as School hereinafter). The School reserves the right to change any provisions or requirements.

Failure to read and agree with School regulations will not exempt students from whatever penalties they may incur.

General Contact Information:

Address: 61 Ahmadbay Aghaoghlu Street, Baku, Azerbaijan, AZ1008

Telephone: +99412 4373235 (ext- 2)

Website: <https://ada.edu.az/en/school>

School Calendar

IBDP1 2024-2025 ACADEMIC CALENDAR	
August 26-29, 2024	Orientation program for new admitted students
August 30, 2024	Orientation Day (with new admitted students and their parents)
Fall Semester, 2024	
September 2, 2024	Fall Semester- First day of classes
September 30, 2024	Parent meeting IBDP core
October 10, 2024	Last day for subject changes
October 26-27, 2024	Parent meeting
November 8-9,2024	“Zəfər günü”, Flag Day (<i>no classes</i>)
November 12-22, 2024	Fall break (<i>no classes</i>)
November 25, 2024	Classes resume after break
December 5-6, 2024	Parent meeting
December 30, 2024	Fall semester last day of classes
December 31,2024-January 3, 2025	World Azerbaijanis Solidarity Day and New Year Holiday (<i>no classes</i>)
January 6-21, 2025 (TBC)	Final exams
January 20, 2025	National Day of Mourning, (<i>no classes</i>)
January 22-24, 2025	Fall break (<i>no classes</i>)
January 24, 2025	Release of the final grades for Fall semester
Spring Semester, 2025	
January 27, 2025	Spring Semester- First day of classes
February 13-14, 2025	Parent meeting
March 8, 2025 (substitute with March 10,2025)	International Women's Day, no classes
March 20-26, 2025	Novruz Break (<i>no classes</i>)
March 27, 2025	Classes resume after break
March 30-April 1,2025	Ramadan holiday (<i>no classes</i>)
April 17-18, 2025	Parent meeting
May 9, 2025	The day of victory over fascism (<i>no classes</i>)
May, 2025 (TBC)	TOK Exhibition
May 23, 2025	Last day of Spring semester classes
May 26 - June 9, 2025	Final exams
May 28, 2025	Independence Day (<i>no classes</i>)
June 13, 2025	Release of the final grades for Spring semester

Communication and contact details

School aims to maintain open communication with parents about students, their successes and challenges.

E-mail is the main communication tool used by School. Parents are responsible to check their e-mail accounts regularly for any school news.

At the beginning of each academic year, newly admitted students and their parents receive **an online form** to the e-mail address specified **in the online ADA School application**. During the year ADA School will use the contact information provided in *an online form*.

In case of any changes in the contact information throughout the year, parents are required to inform the Office of Student Services and Parent Relations, otherwise they will not be aware of important information sent by the school.

Parents should regularly monitor student's grades, homework and overall performance through their **Blackboard account (online learning platform)**. Student grades are not sent by email. Prior to the start of the academic year, instructions on *ADA Blackboard account, ADA email and their usage* is sent to the email address of the student listed on the *ADA online application form*. The student should activate the Blackboard account according to the instructions sent by the IT services and replace the temporary password of the ADA email address with their permanent password. When the academic year begins, all information related to ADA School will be sent directly to the *ADA email address*, not to the personal email address of the student. A separate Blackboard account is not created for parents, so the students must provide their parents with their Blackboard account login and password. In case of any difficulties logging into a Blackboard account, IT Service Desk should be contacted directly.

To communicate with the school, parents should contact the Office of Student Services and Parent Relations. Parents are not allowed to directly communicate with the teachers, Curriculum and Assessment office or any other administrative staff. In case of any issues, the Office of Student Services and Parent Relations will provide the necessary support.

Office of Student Services and Parent Relations

Mobile: +994 51 255 98 98

E-mail: adaschooloffice@ada.edu.az

Below are the contact details of the departments that can be directly contacted on the relevant issues.

Office of Admissions and Student Records (for enrollment letters and transcripts)

Mobile: +994 50 254 07 73

Tel: +994 12 437 32 35, ex. 205/306

E-Mail: school@ada.edu.az

Bursar and Financial Aid (tuition fee payment issues)

Mobile: +994 50 243 12 13

Tel: +994 12 437 32 35, ext. 549/371/196

E-Mail: bfa@ada.edu.az

IT Service Desk

Tel: +994 12 437 32 35, ext. 111

E-Mail: itservicedesk@ada.edu.az

Blackboard support

Tel: +994 12 437 32 35, ext. 209

E-Mail: blackboard@ada.edu.az

Library

Tel: +994 12 4373235 ext. 420

E-Mail: lallahverdiyeva@ada.edu.az

Visitors

All visitors are required to schedule their visits in advance with the Office of Student Services and Parent Relations.

- Visitor entrance is through the Welcome Center of ADA University Campus.
- Visitors should identify themselves and inform Welcome Center personnel of their reason for being at school.
- Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting.
- Visitors are required to proceed immediately to their location in a quiet manner.
- All visitors must return to the Welcome Center before leaving the school.
- Visitors are expected to abide by all School rules during their time on school property.
- A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to penalties for disruptive behavior.

Animals on School Property

To assure student health and safety, animals are not allowed on school property. This rule prohibiting animals on school property may be temporarily waived by the school in the case of a unique educational opportunity for students, provided that:

- a) the animal is appropriately housed, humanely cared for, and properly handled;
- b) students will not be exposed to a dangerous animal or an unhealthy environment.

Birthday or Other Celebrations

Birthdays and other celebrations with the initiative of a student/parent are not allowed on ADA University and School premises. Gifts for classmates should not be brought to School.

Emergency School Closings

In case of extreme bad weather and other local emergencies, please check e-mail notifications and listen to any local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced in advance. This information will also be posted on the website and social media accounts.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school activities are automatically cancelled. In cases of school closure for longer periods, the lessons might be offered in the online-distant form.

If an announcement is made by the Curriculum and Assessment office, it is the legal guardians' responsibility to provide the necessary means for the child to participate in the lessons or inform the School and request assistance if unable to do so.

Accommodating Persons with Special Education Needs

Individuals with special education needs will be provided with an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with special education needs should notify in advance the Office of Student Services and Parent Relations if they have a disability that will require special assistance or services and, if so, what services are required.

Student Meals

Lunch is provided at an additional cost every day at school. Students are encouraged to use mainly the canteen in Building E. Students are required to consider their schedule while choosing meal locations.

Lunch and Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- No food or beverages except water shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- All cafeterias at ADA University and School Campus are self-serviced. Students shall clean their trays after finishing their meals.
- Ordering food from off-campus establishments is not recommended. If the students order food from outside, the school is not responsible for the health of the students.

Misbehavior will result in disciplinary action according to the School's disciplinary procedures.

Drop-off / Pick-up Information

Building E entrance gate is open during the following hours:

- 07:00- 09:00
- 15:20- 18:00

Building E entrance gate is closed at all other times. School administration provides daily exit times and names of the students, according to their schedules. Security officers regulate the temporary openings of the gates, so that the students can leave during those hours.

The area in front of the Welcome Center of ADA University is for drop-off and pick-up only. Parking/Waiting in this area and in front of Building E is strongly prohibited. Parents/Guardians/Drivers are not allowed to accompany their children to the Welcome Center or Building E during the drop-off.

Parents/Guardians/Drivers are advised to wait in the allocated parking area if their child is not ready to leave the School yet.

Be aware that parking in prohibited areas may result in fines.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are School grounds. Failure to abide by School rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher.
- Failure to complete appropriate coursework.
- Behavioral or safety concerns.
- Failure to receive the payment in cases when field trips have extra cost.
- Other reasons as determined by the School.

Student Clubs

There are two types of student clubs in School: student clubs regulated by school administration and student-initiated clubs.

Student clubs regulated by school administration

These student clubs are initiated and regulated by the Office of Student Services and Parent Relations. Time and date of the clubs is indicated in the schedule and attendance is mandatory. Students will choose their clubs at the beginning of the academic year and will not be able to change them later. Student clubs regulated by school administration are considered as extracurricular activities and will be displayed in the transcript as pass/fail courses, however, they will not affect CGPA.

Student-initiated clubs

A student-initiated group may meet on School premises during non-instructional time, but within the School working hours and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student activities.

Permission for student club will be considered by Office of Student Services and Parent Relations upon group's request and first determining that:

- The activity has been initiated by students.
- Attendance at the meeting is voluntary.
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school.
- Only School staff and faculty members can direct, conduct, control, or regularly attend the activity.

ACADEMIC RULES AND REGULATIONS

Introduction to the ADA School IB Diploma Program

The International Baccalaureate® (IB) Diploma Program (DP) is an assessed program for students aged 16 to 19. It is respected by leading universities across the globe.

The IB aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

ADA School gained its authorization for providing an IB Diploma Program on 9th of May 2023. As an authorized IB World School offering the Diploma Program, ADA School is a part of a global community of schools committed to developing knowledgeable, caring young people who will be ready to negotiate their futures successfully and make contributions resulting in a more harmonious and peaceful world.

Admission to ADA School IB Diploma Program

Admission to ADA School is a three-stage process: submission of documents, submission of test scores, and an interview.

ADA School accepts applications to only the first year of IB Diploma program.

As part of the admission procedures applicants will be required to submit the following documents and test scores:

Documents:

- ADA School online application form;
- 9th grade school transcript (attestat);
- Copy of national ID/ passport and copy of birth certificate;
- Recent photo;
- Non-refundable application fee – 50 AZN

Test results (corresponding passing scores for each year are determined and posted on the ADA School webpage):

- Test results of the exams determining English language level (only one of three):
 - Duolingo English Test;
 - IELTS;
 - TOEFL.
- All candidates graduating from general secondary education (Grade 9) are required to submit the results of the school-leaving exam in Mathematics conducted by the State Examination Center (SEC). Students who studied abroad and didn't participate in Mathematics exam conducted by SEC will be invited to the Mathematics exam conducted by ADA School.

Candidates whose Math and English exam results meet the required scores are invited to an interview. The final admission decisions are made by IB Diploma program committee.

IB Diploma Program Curriculum

The Diploma Program (DP) is a rigorous pre-university course of study designed for students in the 16 to 19 age range. It is a broad-based two-year course that aims to encourage students to be knowledgeable and inquiring, but also caring and compassionate. There is a strong emphasis on encouraging students to develop intercultural understanding, open-mindedness, and the attitudes necessary for them to respect and evaluate a range of points of view.

The course is presented as six academic areas enclosing a central core. Students study two modern languages (or a modern language and a classical language), a humanities or social science subject, an experimental science, mathematics and one of the creative arts. Instead of an arts subject, students can choose two subjects from another area. It is this comprehensive range of subjects that makes the Diploma Program a demanding course of study designed to prepare students effectively for university entrance. In each of the academic areas students have flexibility in making their choices, which means they can choose subjects that particularly interest them and that they may wish to study further at university. The minimum number of students to open a subject is eight.

Normally, three subjects (and not more than four) are taken at higher level (HL), and the others are taken at standard level (SL). The IB recommends 240 teaching hours for HL subjects and 150 hours for SL. Subjects at HL are studied in greater depth and breadth than at SL.

In addition, three core elements – the extended essay, theory of knowledge and creativity, activity, service – are compulsory and central to the philosophy of the program.

Table below indicates subject groups and subjects currently offered by ADA school IB DP:

Group 1: Language and Literature	Group 2: Language Acquisition	Group 3: Individual and societies	Group 4: Science	Group 5: Mathematics	Core
Azerbaijani Literature HL/SL	English B HL/SL	Geography HL/SL	Biology HL/SL	Math Application and Interpretation HL/SL	CAS (Creativity, Activity and Service)
English Language and Literature HL/SL	Russian ab initio only SL	History HL/SL	Chemistry HL/SL	Math Analysis and Approach HL/SL	TOK (Theory of Knowledge)
Russian Language and Literature HL/SL	German ab initio	Business Management HL/SL	Physics HL/SL		EE (Extended Essay)

	French ab initio	Global Politics HL/SL	Computer Science HL/SL		
		Psychology SL	Environmental systems and societies SL		

In addition, as a state requirement, students should study Azerbaijani language as an official language.

Grading scale

Grade level description	National State grade	IB grade
Excellent	5	7
		6
Good		5
Satisfactory	4	4
Sufficient		3
Poor	3	2
Fail academic	2	1
Fail administrative		

CORE Matrix

Along with external graded components IB students will have to complete the CORE requirement Creativity Activity Service (CAS), Theory of Knowledge (TOK) and Extended Essay (EE) in order to achieve an IB diploma as well as extra 3 points for their overall result. See below matrix:

		TOK					
		A Excellent	B Good	C Satisfactory	D Mediocre	E Elementary	N not submitted
EE	Excellent A	3	3	2	2	1+ Failing condition	N
	Good B	3	2	1	1	Failing condition	N
	Satisfactory C	2	1	1	0	Failing condition	N
	Mediocre D	2	1	0	0	Failing condition	N
	Elementary E	1+ Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	N
	N not submitted	N	N	N	N	N	N

Note on IB DP Predictive and Anticipated grades: ADA School assessments support predictive and anticipated grades for IB DP. Anticipated/Predictive grades will be calculated based on subject grade description along with IB's grade description for 1-7 considering the assessments results and possible improvement. Neither anticipated nor predictive grades will be shared with students. University counselor/DP Coordinator will collect the grades from subject teachers individually and support students in the process of university application. Thus, the Letter grade and IB DP Numeric Grade equivalence is the guiding indicator of a student's progress on the program. Due to the changing nature of IB numeric grades, the anticipated grades for subjects will be calculated based on cumulative percentage grades for a particular subject as recommended by IB DP Publications.

Assessment

Our assessments use a variety of tasks, including examination papers, written assignments like essays, oral interviews, scientific and mathematical investigations, fieldwork projects and artistic performances, which are completed by candidates at various times during their course.

There are 2 main types of assessment in IB DP

1. School based assessment which includes: summative, formative, diagnostic. These assessments aim to monitor students' progress over the course and make required adjustments on the teachers' approach to teaching (ATT).
2. Internal and External assessment as it is prescribed by IB.

Internal and external assessment by IBDP:

- Internal assessments will be completed by students throughout their studies and will be graded by their teachers. These assessments will then be externally moderated by the International Baccalaureate (IB). The final grade will be awarded by the IB.
- Students will sit for external examination sessions in April-May 2026. The exams will be conducted at their respective schools, and the exam questions will be provided by the IB. All exam materials will be sent to the IB center for grading by IB examiners. The results will be released to students on July 6th, 2026.

The table below is based on originally published IB weightings but may be subject to change by the IB according to external circumstances.

Please refer to the subject guides for specific weightings.

Group	Internal Assessment	External Assessment
1	30-40%	60-70%
2	25%	75%
3	25-40%	60-75%
4	20-30%	70-80%
5	20%	80%
6	40%	60%

Awarding with the Diploma

The IB Diploma will be awarded to a candidate provided all the following requirements have been met.

1. CAS requirements have been met.
2. The candidate's total points are 24 or more.
3. There is no "N" awarded for theory of knowledge, the extended essay or for a contributing subject.
4. There is no grade E awarded for theory of knowledge and/or the extended essay.
5. There is no grade 1 awarded in a subject/level.
6. There are no more than two grade 2s awarded (HL or SL).
7. There are no more than three grade 3s or below awarded (HL or SL).
8. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
9. The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
10. The candidate has not received a penalty for academic misconduct from the Final Award Committee.

Homework Guidelines

A minimum amount of homework will be assigned by the teachers in order to reinforce the learned content and skills. On average, the students will receive approximately 2.5 hours of homework every day. It is absolutely necessary that students follow up on the lessons at home as well. Homework will be controlled by the teacher who assigned it and contributes to the student's final grade.

Parent Homework Responsibility:

- provide an appropriate time and place for homework;
- make school the number one priority during the academic year;
- model a positive attitude;
- provide support of your child's efforts;
- try to assist your child without doing or having the work done for him or her.

Student Homework Responsibility:

- make homework a priority and take responsibility for your homework;
- do your best work: be neat, accurate, thorough, and submit work on time;
- ask questions in class if you do not understand the homework assignment;
- plan your time and organize materials;
- do your homework daily.

School Attendance and Regulations

Parents must ensure that their children attend school throughout the school year. Attendance must be continuous and consecutive for the school year as determined by the School. Poor attendance can negatively affect a student's overall academic performance. In the case of a student's attendance being lower than 70% in a certain subject, the student will not be allowed to take the final exam in that subject.

Notification

- If a student is absent from school, parents should email adaschooloffice@ada.edu.az with a written explanation of absence on the same day. Student's name, surname and class should be mentioned in the email.
- If a student is absent from school, for more than 2 days, he/she must bring a medical report to the Office of Student Services and Parent Relations Office immediately upon return to school. (E208)

Class Absences

According to the school rules, even if the parent informs the school about the student's absence the student still gets absence mark. In this case, an automatic notification is sent to the e-mail address of the parents through the system. In the following cases, the student gets an absence mark:

- When the student does not come to school;
- When the student is not physically present in class;
- When the student is late for class.

Attendance during the exam period

A student's attendance in exams (final exam or any other assessment work) is mandatory. If the student misses an exam, he/she is not given a retake exam and the exam grade will be indicated as zero (0). In case of unexpected and extreme cases (**such as serious illness, trauma or loss of a close family member**), the student may be considered for a chance to retake the exam only in the cases mentioned below.

- Parent should email adaschooloffice@ada.edu.az on the day of absence.
- Submit relevant documents (medical report, etc.) to the school within 2 working days from the return to school.

Responding to parents’s inquiries

All emails regarding student’s absences from parents are noted by school on daily basis but are not answered individually. All other inquiries are investigated and answered within 2 working days.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the School.

Early Departure during School Day

Early departures during the school day are not allowed and will result in absent marks for students. In emergency cases, early departures during the school day will not be allowed without a prior e-mail notification by a parent/guardian to Office of Student Services and Parent Relations. Prior notification does not make the absence excused.

Permission will not be granted for children to be dismissed on a regular basis in order to participate in out-of-school extracurricular lessons.

School Leave Procedure

As a first step for school separation, parents should send a written notification via email to the Office of Student Services and Parents Relations about the intention of separation from School. If a student transfers to another school within Republic of Azerbaijan, leaving process should be proceeded only when state online student transfer portal (www.sy.edu.az) is active. Voluntary Separation Form includes checks on such things as library books and outstanding fees. After the termination and the application forms are filled out and submitted to the school, the student's exit process will begin. School documents will not be released if there is any debt for lost library books, school fees, etc. Following clearance and checkout, parents may pick up school records from the School.

Academic Advising

Academic advisors are a main point of contact for students for a range of important subjects.

Advisors support students in academic decisions that will prepare them for future success. They review student grades for the purpose of recommending actions and improving student’s academic performance.

All School students are required to meet with their academic advisors once a term in order to discuss their performance, challenges, and needs. In addition to regular required meetings, advisors also maintain a schedule that allows students to drop in or to make an appointment on an ongoing basis. Academic advisors may refer students to specialized staff for psychological/emotional counseling.

Parents may contact the academic advisor of their child through the Office of Student Services and Parent Relations. Direct contact with academic advisors by parents is not allowed.

Counselling

School counselor is part of the education team and is a specialist whose aims are to support students in the process of adjustment to new school environment, maximize students’ academic success, as well as assist in problems related to social and emotional development.

All School students are required to meet with the counselor once a term. In addition to regular required meetings, counselor also maintains a schedule that allows students to drop in or to make an appointment on an ongoing basis. Depending on student needs as identified by counselor, more regular meetings may be required.

School counselor's main responsibilities:

- Identify and recognize students' strengths and weaknesses, interests and other skills relevant to career decision making through valid assessment methods.
- Help students understand and overcome social and emotional problems through individual/group counseling and/or intervention programs promoting resiliency, development of interpersonal communication skills, conflict resolution and effective decision-making.
- Document ongoing intervention strategies and assess for effectiveness.
- Provide services of individual and small group counselling based on students' current needs.
- Maintain confidentiality of students' personal information unless cases of engaging in behaviors putting themselves or others in danger are identified.
- Deliver information on crucial for academic success effective practices of time-management skills and learning strategies options.
- Help students set academic goals and develop individual plans to achieve them.
- In collaboration with teachers, administrative staff and parents develop strategies to maintain safe and nurturing school environment in order to promote positive character development and maximize students' academic success.
- Teach classes on topics covering various social issues including but not limited to mental health problems, bullying, cyberbullying, safety in the use of technology, smoking, alcohol and drug abuse.
- Deliver comprehensive anti-bullying and anti-violence prevention programs.
- Identify, report and address possible cases of violence, at-risk behaviors or bullying.
- Identify and report and address possible cases of neglect and abuse.

Private Tutoring

School does not recommend private tutoring prior to consultation with student's advisor/counselor. School instructors are not allowed to provide private tutoring to School students in or outside School premises.

Library Resources

School students are eligible to use both School and ADA University libraries. Library opening hours and user rules are announced to students prior to the start of each academic year.

FACULTY COUNCIL

The Faculty Council was established in ADA School in order to actively involve every member of the pedagogical staff in the management of the school, to discuss the current issues in democratic conditions and to make collegial decisions. The members of the Faculty Council are selected from among the management and teaching staff of the school. Every meeting of the Faculty Council is recorded, and reports prepared on the issues discussed are stored separately in digital format. The protocol book of the pedagogical council is numbered as an official school document, returned and approved by an authorized person and kept in the school at all times.

STUDENT COUNCIL

Student Council is a group of elected students working together to contribute to the ADA School spirit and to bring together student leaders to promote ADA values of honesty, respect and responsibility. The Student Council is actively involved in the implementation and reinforcement of School policies and rules.

Student council gives students an opportunity to develop leadership and enhance management and creativity skills by initiating, organizing, and carrying out school activities and community projects in cooperation with School administration, faculty and staff.

In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body that helps share students' ideas, interests and concerns with teachers and School administration.

Student Council E-Mail: ssc@ada.edu.az

PARENT RELATIONS

Parent Role and Involvement in School Life

Parents are encouraged to actively participate in the education of their children by demonstrating interest in school life, monitoring attendance, progress, as well as homework completion, and surveilling the use of free time.

At the beginning of the academic year, Student Services and Parent Relations Office organizes a general parent meeting to get parents and students acquainted with the school curriculum and assessment, teaching methodology, campus life, staff and other rules.

A variety of special parent programs and events will be offered by the Office of Student Services and Parent Relations to meet the needs of parents, students and school. These events will be held several times throughout the year and parents are encouraged to actively participate in these events. Times and locations of special events and meetings will be arranged in advance and parents will be notified by e-mail prior to such events.

The school will organize general parent meetings several times during the academic year. The purpose of the meetings is to meet with all teachers to discuss student's progress and concerns. For an individual meeting with a teacher throughout the year Parents should email adaschooloffice@ada.edu.az

In addition, ADA School holds several information sessions for 11th Grade students and their parents every year to support students in their choice of major at ADA University. These sessions are led by ADA University Student Admissions and Registration Department staff with the participation of deans and faculty members. Dates are determined and parents are sent information in advance.

Parent -Teacher Association

The Parent-Teacher Association (PTA) is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in School. The main role of the PTA is to build strong working relationships among parents, teachers, and School, in support of students activities.

The PTA is run by a committee consisting of two parents and a school representative. Members of the committee are elected at the beginning of each academic year for one year. Parent representatives are elected by parents. The PTA works with the School staff to decide jointly which programs will most benefit the school.

PTA-E-Mail: adaschoolpta@ada.edu.az

Parental concerns

In cases when parents have concerns, they may use the communication lines below.

1. Concerns must be raised in writing via email to the Office of Student Services and Parent Relations.
2. If needed, the Office of Student Services and Parent Relations will arrange a meeting with parent and relevant staff member to discuss concern and reach a resolution.
3. If the concern is not resolved, then it will be discussed with Curriculum and Assessment office. The concern and actions taken will be reviewed and the final decision will be made after meeting with relevant parties. If the decision requires, a new plan of action will be developed and carried out.

Gifts to School Staff

Students, parents/guardians are not allowed to give any gifts, including flowers and sweets to School staff and teachers.

STUDENT CODE OF CONDUCT

This Handbook provides guidance on the main standard of behavior expected of students and other members of School community. The School has established and implements its own disciplinary procedure. The procedure outlines prohibited behaviors and consequences for such behavior.

A student will be subject to disciplinary action when he/she does not follow the teacher, or rules and regulations specified in this Handbook and the School Disciplinary Procedure.

Expectations with regards to students

Students will be expected to:

- arrive on time to School;
- be punctual and not be late for lessons;
- follow School rules and regulations;
- show student ADA student ID card whenever it is requested by the security team;
- conduct themselves in a safe, sensible manner and show respect to others;
- behave in a reasonable and polite manner with staff, teachers, and students;
- follow reasonable instructions given by teachers, staff, and administration;
- show respect for the opinions and beliefs of others;
- maintain proper working environment;
- carry responsibility for personal belongings. School does not carry responsibility for lost items and items left unattended;
- respect RSVP/sign-up policies when it is requested by School for participation in events and activities;
- report any concern to school administration.

Student Discipline

Students may be disciplined for misconduct, including but not limited to the following:

- Minor disruption (talking, using smartphone, making disturbing noise or movement etc.) of a lesson in a classroom.
- Major disruption: the same actions made in more significant extent and disrespectful manner. Engaging in any conduct or using any item which does or could reasonably be expected to lead to major disturbance and/or personal injury.
- Entering School facility without proper authorization (ID card).
- Being absent without reasonable excuse.
- Truancy.
- Theft (of any items).
- Willfully destroying, damaging, or defacing school property.
- Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to other student(s) or the School staff.
- Fighting (starting or participating in).

The full list of discipline-related violations is listed in **Appendix 2**.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to School or School activities, including but not limited to:

- On, or within sight of, School grounds before, during, or after school hours or at any time;
- Off School grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to School;
- Traveling to or from a school activity, function, or event when School transportation or supervision is provided; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

The following disciplinary measures may be applied to students who violated the School's rules and regulations:

- Verbal warning
- Temporary confiscation of smartphones and other items while used during a lesson without permission
- Temporary removal from the classroom
- After-class detention
- After-school detention
- Parent/guardian notification through visiting the School or phone call
- Withholding of privileges
- Community service
- Return of stolen or damaged property or reimbursement of the cost
- Written warning
- Submission of a case to Disciplinary Code Committee
- Expulsion from School
- Notifying juvenile authorities or appropriate law enforcement agency if the conduct involves criminal activity.

The above measures may be applied alone or in combination, depending on the circumstances and the severity of the misconduct.

Bullying Policy

It is the policy of the School to provide a safe and nurturing educational environment for all its students. School is committed to further developing and sustaining a culture of respect that values each unique individual in its learning community. Prevention of bullying is a cornerstone of that culture. It is the responsibility of ALL members of School community to ensure that the School working/learning environment is free from harassment or bullying.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment or School reputation.

Notification

Parents/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The School is responsible for implementing this policy, and may develop further guidelines, not inconsistent with this policy.

Procedure

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Director of Student Services and Parent Relations.

The student may also report concerns to a teacher or counselor who will be responsible for notifying the Office of Student Services and Parent Relations. A student may also submit a report or complaint to any of the above designated individuals through email.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) gives written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses.

However, under certain circumstances, the School may be required by law to disclose the report and/or the student(s) names.

The Director of Student Services and Parent Relations shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within five (5) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position. Individuals may also be referred to law enforcement or other appropriate officials.

Non-Retaliation/False Reports

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking, or impeding student movement, unwelcome physical contact.

Verbal - taunting, malicious teasing, insulting, name calling, making threats.

Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Care of the School Facility

At ADA School, we believe that everyone should help keep the School clean and tidy. Encouraging students to help out promotes a sense of respect and pride for the School.

Students are asked:

- *To avoid* unnecessary damage to the *wall*, do not stick posters on the walls or glass walls/doors. Posters are allowed only on advertisement boards;
- Treat furniture, computers, and smartboards with care;
- Use printers for printing only for educational purposes.

Students who damage school property will be dealt with in the strictest manner and will be fined according to School policy.

Classroom Rules

- Keep the rooms and desks tidy and neat. Clean up spills;
- Chewing gum is not allowed in classroom and in school;
- It is not allowed to wear headphones, air pods and smart watches during lessons;
- It is not allowed to use smartphone or cellular phone during a lesson, unless the supervising teacher grants permission;
- It is not allowed to use smartboards without the teacher's presence and permission during break time;
- No food or other drinks (except pure water) are allowed in the classrooms and halls.

Class Size

The optimum class size is 22. In special circumstances these numbers may be exceeded by one or two students.

Internet Safety Policy

While using internet students are not allowed to do the following:

- posting/watching inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- unauthorized access and other unlawful online activity;
- unauthorized online disclosure, use, or dissemination of personal identification information of students and School staff.
- making an explicit threat on Internet against a school employee, a student, or any school-related personnel and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

Student Privacy Protection

Parents/Guardians will be notified about any activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Parents/guardians will have an opportunity to opt out of these activities.

Dress Code

Students are required to follow the dress code considered appropriate to School community.

Boys are required to follow these guidelines:

Allowed	Not Allowed
Top	
White plain t-shirt Polo shirt During winter months: dark jackets with a white shirt underneath	Tops with big prints, slogans, or logos
Bottom	
Black, dark blue or dark grey classic trousers Dark jeans not above the ankle	Ripped jeans, sport trousers/joggers/shorts
Footwear	
Sport and classic shoes	Football boots or slippers

Girls are required to follow these guidelines:

Allowed	Not Allowed
Top	
White plain t-shirt Polo shirt During winter months, dark jackets with a white shirt underneath	Tops with big prints, slogans, or logos Tops in transparent fabrics Crop tops, tops with open shoulders
Bottom	
Black, dark blue or dark grey trousers Jeans not above the ankle Knee length skirt Dark jeans	Ripped jeans Sport trousers/joggers/shorts Tight bottom wear Skirts above the knees
Footwear	
Sport and classic shoes	High heels or slippers

Additional note: Nails should not be long. Piercings on any body part are strictly prohibited.

FINANCIAL POLICY

ADA School charges a Flat Fee to underwrite the cost of education. The annual tuition fee for 2024/2025 academic year (10 months, September-June) is **8 000 AZN for ADA program and 11 000 AZN for IB program.** The tuition fee covers only the cost of education for one academic year for Fall and Spring term.

ADA School may charge additional fees for other services listed under Miscellaneous fees.

Tuition Payment Policy

Upon signing the contract non-refundable deposit must be paid in the amount of **1 600 AZN for ADA program and 2 200 AZN for IB Diploma program.** This deposit applies to the first and last months (September and June) of the academic year. Deposit payment must be made no later than the deadline indicated in the admission offer. The remaining fee balance is required to be paid by:

- Annual or Semester-based schedules -no later than the first day of the classes start.
- Monthly based payment schedule (**800 AZN ADA program and 1100 AZN for IB Diploma program**) - no later than the first day of the month.
- The half-month tuition fee will be charged (400 AZN for **ADA program** and 550 AZN for IB DP), in case the request for school withdrawal is submitted to ADA School by the 15th day of the current month, otherwise the full-month tuition fee should be made.
- If the tuition fee is not paid on time, the student will not be allowed to take the final exams and access to the MyADA portal will be frozen.

Grace Period: ADA School allows a Grace Period of 10 calendar days, past due dates, to accommodate unforeseen circumstances beyond student's control. During this Grace Period, any missing proof of the payment must be submitted to School administration. Once the Grace Period is over, School starts enforcing financial penalties.

Financial Penalties: Overdue accounts, including due to loan disbursements received past the Grace Period, are subject to a late payment interest fee.

- Late payment interest fee of 10 percent of the debt amount will be charged monthly, immediately after the Grace Period ends.
- At the end of the semester, students with overdue balance will be dismissed no later than the end of the semester.

All other charged fees must be paid in full by the respective deadlines for each month.

Refund

The Refund rule applies only to students withdrawing from ADA School. The amount paid for the following months of withdrawal period is considered as a refundable.

Students may request a refund of their overpaid tuition amount except deposit amount within 15 calendar days following their withdrawing date. Requests made later than this date will be dismissed, while the amount will be considered as a donation to ADA School. The deposit amount paid during the admission process is non-refundable.

Current Payment Method

ADA School offers three options for making payments. Payment can be made through the [bank transfer](#), by [online gateway or through payment devices](#). Payments can be made through domestic banks into AZN account listed below. Signed and stamped invoices may be provided upon request to Bursar office. Requests for issuing invoice are processed within 5 working days.

ADA School under ADA University AZN bank account details for domestic transfers

BENEFICIARY: "ADA" School under "ADA" University

TIN: 1301261241

Sett. Acc: AZ03PAHA38090AZNHC0590036279

Bank: Pasha Bank OJSC

Bank TIN: 1700767721

Corr. Acc: AZ82NABZ01350100000000071944

SWIFT: PAHAAZ22

Bank code: 505141

Miscellaneous Fees

Below is the list and rates of miscellaneous fees. Other fees may be charged by ADA School:

- Admission Application Fee - 50 AZN
- Transcript Fee - 10 AZN per transcript
- Printing Fee - as determined by vendor.

ADA School charges some fines and penalties due to lateness, misdemeanor and/or reckless behavior of students. Below is the list and rates of such fines and penalties:

- Late Payment Fee - 10 percent of the debt amount
- Late Return of Books - 50 AZN per book
- Loss or Damage of Book - 25 AZN flat administrative charge, plus cost of recovery
- Loss or Damage of Student ID card - 30 AZN
- Parking or Traffic Violation - 50 AZN per occurrence
- Damage to Property/Facility - 250 AZN flat fee, plus cost of recovery
- Penalty for Smoking, bringing to school or carrying cigarettes or electronic smoking devices/Drinking or bringing to school any type of alcohol drinks - 250 AZN flat fee is charged for each occurrence.

All fines and penalties must be paid within 10 calendar days. Beyond this grace period, late payment fee and interest will be charged.

HEALTH AND SAFETY

The school is committed to providing a safe and healthy workplace and learning environment for all staff, students, and visitors. Good health and safety management is an integral part of the way that the school operates and will be considered across in-school and out-of-school activities.

All staff have a health and safety responsibility to ensure that they are safe in what they are doing, and their actions do not cause harm/injury to others.

School implements a fully comprehensive system of fire detection and audible warning. Smoke and heat detectors are installed throughout the premises.

Emergency Evacuation Drills

Emergency evacuation drills will occur at times established by the school. Students are required to comply with the directives of School officials and School Floor wardens during emergency drills. Students, teachers and staff will be trained for fire drills.

If the School fire alarm system is activated, all students, teachers and staff will be evacuated through emergency exits to the designated muster point. Evacuation is mandatory for all occupants during all fire alarm activations.

Further details can be found in ADA School Emergency Procedure (**Appendix 1**).

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of School. A student enrolling for the first time shall submit one of the following:

- A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the standard health regulations in Azerbaijan;
- A statement signed by a parent/guardian to the effect that the student has not been immunized.

School may require certain immunizations or medical procedures.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the School dispense the medication to the child by notifying the School.

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication. The School has a full-time qualified doctor (nurse) who will be involved in the management of students with medical issues and provide care, support, and advice where appropriate. Only School doctor (nurse) may administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication with the written notification of student's parent/guardian. This does not include first-aid by School doctor (nurse).

Students with Severe Allergy or Chronic Illness

If a student has a life-threatening allergy or life-threatening chronic illness, parents must notify the school. A precise medical history is required for proper first-aid operations in case of a need.

Communicable Diseases

A student's parent/guardian is required to notify the Office of Student Services and Parent Relations if they suspect their child has a communicable disease. Parents/guardians are advised not to send students to School if their kids have clear symptoms of disease or high temperature.

In certain cases, students with a communicable disease or high temperature may be excluded from School or sent home from School following notification of the parent/guardian. A student excluded because of a communicable disease will be permitted to return to School only, if the parent/guardian provides in advance a medical report stating that the student is no longer contagious or at risk of spreading the communicable disease via e-mail to the Office of Student Services and Parent Relations.

Head Lice

The School will observe the following protocols regarding head lice. Any student with live lice or nits is sent home after School doctor's examination. Immediate treatment at home is advised. The student will be readmitted to School after treatment and examination. If, upon examination, the school-designated personnel find no live lice or nits on the child, the child may re-enter the school.

First Aid

The School has a medical doctor (nurse). First aid and medical treatment is available in the School medical center E101 from 08:00 till 17:00.

Emergency Medical Authorization

If advanced care is deemed necessary, the School will call ambulance and the child will be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by School doctor (nurse). Costs associated with hospital choices will be covered by a parent or guardian.

Security

The School fully recognizes its responsibilities for students' security. High level electronic access control system is installed to make sure no intruder is able to walk into School buildings and breach any security. CCTV surveillance cameras in use within and outside school buildings are monitored 24/7 by properly trained security guards.

If a discipline problem is captured by CCTV camera, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

Search and Seizure

To maintain order safety and security in the School, authorities may conduct reasonable searches of School property and equipment, as well as of students and their personal effects. “Authorities” includes School and University security officers.

School Property and Equipment as well as Personal Effects left there by Students

Authorities may inspect and search School property and equipment owned or controlled by the School (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The School staff may request the assistance of law enforcement officials to conduct inspections and searches.

Students’ investigation

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the School’s rules and policies.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the School’s disciplinary rules or School policy. In the course of the investigation, the student may be required to share the content that is reported in order for the School to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the School’s policies or rules, evidence may be seized and impounded by authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

APPENDIX 1

Emergency Procedure

1. Purpose

The purpose of this Document is to establish a procedure to maintain an effective emergency response at ADA School through providing necessary instruction, information and guidelines on any kind of emergencies.

2. Scope

- 2.1 Emergency procedure is in effect at ADA School buildings and adjoining outside area.
- 2.2 School has its security service to provide effective security in the School. On duty security personnel assigned to School's premises is directly responsible for providing security in the School.
- 2.3 School administration and staff may have directives and instructions concerning security and emergency that must be followed.
- 2.4 Security personnel is responsible for evacuation in case of emergency.
- 2.5 School Floor Wardens are responsible for assisting during evacuation process.

3. Security guarding objectives

The objectives of the Security Guarding in the School are to:

- 3.1 Prevent loss caused by fire, criminal acts, or unsafe actions.
- 3.2 Project a smart, helpful, courteous and efficient image to the students, staff, parents and others visiting the School.
- 3.3 Implement Access Control in the School.
- 3.4 Implement CCTV surveillance.
- 3.5 Maintain a deterrent role and function against all possible thieves, vandals and criminals.

4. Emergency situations

An emergency is any unexpected or potentially life-threatening occurrence that requires immediate reaction.

Below are the types of emergencies including but not limited to:

- 4.1 Fire
- 4.2 Natural disasters
- 4.3 Bomb threat
- 4.4 Criminal intrusion
- 4.5 Terrorist attack

5. Fire alarm

5.1 In case of any emergency situation, the Fire Alarm must be activated. Fire alarm signal must be supported by voice announcement through Announcement Speaker System in English and Azerbaijani languages.

5.2 The message announced through the Speaker System is as follows:

“Attention! This is School Security. The alarm system is activated. Please leave the building through the nearest emergency exit, proceed to the Assembly Point and wait for further instructions.”

“Diqqət! Danışan məktəbin təhlükəsizlik xidmətidir. Bu, həyəcan signalıdır. Xahiş olunur binanı ən yaxın ehtiyat çıxışından tərk edib, toplanma yerinə yığılaşsınız və əlavə göstəriş olana kimi orada gözləyəsınız.”

6. Floor wardens

6.1 Floor wardens are the School staff representatives assigned by School administration. The primary role of Floor Wardens is to assist people during evacuation, show directions, and provide instructions if necessary.

6.2 Floor wardens must wear reflective vest (to be easily seen and identified) all the time during an evacuation.

7. Evacuation

7.1 On hearing a Fire Alarm, everyone (without exceptions) must leave the building immediately through the nearest emergency exit by predetermined evacuation routes according to the School Evacuation Plan.

7.2 Security personnel and floor wardens must direct evacuation and act as communication link passing necessary instructions to evacuees.

7.3 Evacuees should be instructed NOT to panic and run.

7.4 Evacuees should be instructed NOT to spend time on taking/collecting their personal belongings.

7.5 Additional door leaf of emergency exits must be unlocked by fire wardens during the evacuation.

7.6 In the event that an explosion is possible, appropriate utilities personnel should be instructed to switch off electricity supply.

7.7 All evacuees must leave the building as quickly as possible and move directly to the designated assembly point. Security personnel should check the assembly point in advance.

7.8 Security personnel and floor wardens must make sure that no one is left in the building.

7.9 Security personnel must prevent re-entering to the building during evacuation. No one is allowed back into premises until instructed to do so by a security representative or School authority.

8. Fire

In case fire is detected:

- a. Raise the alarm by pressing the FIRE ALARM button.
- b. Assess the possibilities of using a fire extinguisher or hose reel without putting oneself or anyone else in danger.

- c. Report the incident immediately to the School administration or security personnel.
- d. If trained and safe to do so, School staff will attempt to extinguish the fire, using fire extinguisher or hose reel.
- e. School staff will call the Fire Department **(112)** if needed.

9. Bomb threat

If someone from School administration or staff receives a bomb threat telephone call, he/she must:

- a. Remain calm.
- b. Keep the caller on the line and try to get as much information as possible.
- c. The following questions should be asked:
 - Where is the bomb exactly?
 - When is it going to explode?
 - What does it look like?
 - How can it be de-activated?
 - Any other questions to keep the caller talking for more details.
- d. Immediately inform the security service and follow their instructions.
- e. Fill in a 'Bomb Threat Call Checklist' (see the Form below).

Bomb Threat Call Checklist (*Appendix 1*)

Place this form under your telephone.

Questions to Ask:

- When is bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What is your name?
- Did you place the bomb?
- Why?

Caller's personal features:

- Sex of caller
- Race of caller
- Approximate age of caller

Bomb Threat Management:

- Number at which call is received
- Start time of call
- End time of call
- Date of call

Caller's Voice:

- | | | |
|-----------------------------------|-----------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Cleaning throat |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Slurred | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Nasal | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Stutter | <input type="checkbox"/> Familiar (who did it sound like?) |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Ragged | |

Background Sounds:

- | | | |
|----------------------------------------|-----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Recorded voice | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Music | <input type="checkbox"/> Other |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Motor | |

Threat Language:

- Well spoken
- Incoherent
- Irrational
- Foul
- Swearing

Remarks:

Name of caller (if known): _____

Phone number: _____

Date: _____

Name: of call receiver _____

Position: _____

Phone Number: _____

APPENDIX 2

Disciplinary Procedure

1. Introduction

- 1.1 All individuals registered as students at ADA school become members of the School community and commit themselves to abiding by its rules and regulations, which are brought to their attention at the point of registration.
- 1.2 School Handbook provides guidance on the standard of behavior expected of students and other members, whereas this procedure categorizes disciplinary issues and provides guidance on disciplinary actions to be taken.

2. Main Principles

- 2.1 All students should be accountable for their actions (commensurate with their age and other factors). For those students who have difficulty in behavior, the Disciplinary Measures have been identified as appropriate.
- 2.2 A student may be subjected to disciplinary action when he/she does not follow teacher, or rules and regulations specified in the School Handbook and this Procedure.
- 2.3 Students are also subject to the rules and regulations while attending any school-sponsored activity when that activity is not taking place during normal school hours or on school premises (e.g., sport competitions, field trips, extra-curricular activities, student events, etc.).

3. Disciplinary Measures

The following disciplinary measures may be applied to students who violated the school's rules and regulations.

- 3.1 Verbal Warning (VW)
- 3.2 Temporary confiscation of smartphones and other items while used on a lesson without permission. (TC)
- 3.3 After-class detention. May be applied by a teacher immediately after the lesson on which the violation took place (detention time is maximum 5 minutes) or on a lunch break (detention time is maximum 30 minutes). (ACD)
- 3.4 Temporary removal from the classroom and visit to the Office of Student Services and Parent Relations. (TR)
- 3.5 After-school detention¹ (16:00-17:00). (ASD)

- 3.6 Parent/guardian notification through visiting the school or phone call. (PN)
- 3.7 Withholding of privileges (social and entertainment activities, events, clubs, sport or other competitions) (WOP)
- 3.8 Community service (tidying classrooms, cleaning outside areas, etc.) (CS)
- 3.9 Return of stolen or damaged property or reimbursement of the cost ¹
- 3.10 Written warning ² (WW)
- 3.11 Submission of a case to Disciplinary Code Committee (SUB)
- 3.12 Expulsion from School permanently ³ (EXP)
- 3.13 Notifying juvenile authorities or appropriate law enforcement agency if the conduct involves criminal activity ³ (LAW)

¹ – notice to parent required

² – written warning remains active for the period of 6 months from the day it was reprimanded. Student with active written warning may be restricted from participation in sport and other competitions, social or other activities.

³ – the decision is made by the Disciplinary Code Committee or Vice Rector

The above measures may be applied alone or in combination, depending on the circumstances and the severity of the misconduct.

Disciplinary measures 3.1 – 3.4 may be assigned by teacher or coach without prior notifying School administration; others may only be assigned by appropriate administration or Disciplinary Code Committee.

After-school detention (3.5) may be served from the end of classes (16:00) until (17:00) in the room assigned for detentions. After-school detentions will be monitored by the school staff. Students are expected to work on teacher’s assignments without food, beverage or socializing. Students who fail to serve an after-school detention will receive progressively stronger disciplinary measures.

4. Discipline-related Violations

The following cases are characterized as misconduct, discipline-related issues or violation of School’s rules and regulations:

- 4.1 Minor disruption (talking, using smartphone, making disturbing noise or movement etc.) of a lesson in a classroom or any school-sponsored activity whether in-school or out of school.
- 4.2 Major disruption: the same actions (4.1) made in more significant extent and disrespectful manner. Engaging in any conduct or using any item which does or could reasonably be expected to lead to major disturbance and/or personal injury.

- 4.3 Entering School facility without proper authorization (ID Cards) more than three times per month. Access to the School facilities is granted with ID Cards ONLY.
- 4.4 Being absent without reasonable excuse.
- 4.5 Insubordination or failure to obey the reasonable request or directives of teacher, staff, administration.
- 4.6 Truancy. Getting permission from a teacher to go out of classroom for a minute but being truant for the whole lesson.
- 4.7 Acts of bias or inappropriate comments including and not limited to race, religion, gender and disability.
- 4.8 Use of abusive or vulgar language, gestures or depictions.
- 4.9 Smoking, bringing to school or carrying cigarettes or electronic smoking devices.
- 4.10 Leaving campus (or attempting to leave) during the school day without the permission of the school's administration.
- 4.11 Theft (of any items).
- 4.12 Willfully destroying, damaging, or defacing school property.
- 4.13 Bullying, harassment, hazing or any kind of aggressive behavior or obscene language (either in school, out of school or online) that does physical or psychological harm to other student(s) or the school staff.
- 4.14 Bringing to the School or using knife or any object which may cause harm to or threaten others, including "look like" weapon.
- 4.15 Misuse of internet and social media, which leads (or can lead) to damaging School's reputation. Posting and sharing photo and video materials in social media (Facebook, Instagram, WhatsApp, TikTok etc.) on behalf of ADA School, using logo and other brand requisites of the school.
- 4.16 Breaches in cyber-security, such as unauthorized use of personal or corporate computer or another source of digital data that belongs to other individuals or school property; any action aimed to stole personal data or crack password of Blackboard platform, breaking in school's digital grading system; using or passing stolen information to others, etc.
- 4.17 Fighting (starting or participating in).

- 4.18 Any severe offences which occur on campus, school grounds, school bus, or off-campus school-sponsored events, when such offence involves administrative or criminal prosecution.

Violations mentioned but not limited to above are subject for disciplinary measures.

5. Implementation

The school is responsible for implementation of this procedure, and reserves the right to revise, update, or supplement this procedure further. Every member of the school community (students, teachers, and staff members) must report any issues related to discipline or improper behavior to the Manager of Student Services, Parent Relations and Ethics. All reports must be sent by email and in hard copy form, signed by the reporter. All the reports must be registered and tracked by a designated person appropriately.

Students may report their concerns to the Manager of Student Services, Parent Relations and Ethics, teacher, or academic advisor who will be responsible for notifying the appropriate administrator.

Disciplinary measures may be varied or combined depending on severity, recurrence and circumstances inherent to each individual case.

6. Written Warnings

Written Warning is one of the strongest disciplinary measures in the School. A student who receives two written warnings is considered to be one step away from submission to Disciplinary Code Committee.

There are three types of written warnings:

First Warning – after one or more verbal warnings or in case of a more serious offence.

Second Warning – after the first written warning or in case of a more serious offence. If a more serious offence occurs or another minor offence occurs after the issue of the first written warning the student will be given a second written warning.

Final Warning – after a second written warning, or in case of a very serious offence. If the student with valid Final Warning violates any of disciplinary rules, the case will be submitted to Disciplinary Code Committee (DCC).

Extremely serious disciplinary cases can be directly submitted to DCC.

All types of warning are active for the period of 6 months. Special “ADA School Disciplinary Report Form” must be filled in and submitted to designated person from the school administration (Manager of Student Services, Parent Relations, and Ethics). Appropriate records must be made by the designated person.

7. Disciplinary Code Committee

Disciplinary Code Committee is made up of 3 people. The Committee consists of the following members of administration:

- School Principal
- Director of Student Services and Parent Relations
- Manager of Student Services, Parent Relations and Ethics

The Disciplinary Code Committee may invite any member of staff, teachers, students, parents or other School community members during an investigation depending on particular case.

Disciplinary Code Committee will make the recommendations and pass the case to Faculty Council (to be subject to final decision of the Vice Rector).

8. Appeals

The student, his/her parent or guardian have the right to appeal against a disciplinary action taken. The wish to appeal should be notified through email to the Manager of Student Services, Parent Relations, and Ethics, within five working days of receipt of this disciplinary measure. The case will be properly investigated, and the decision will be made.

If appellant is not satisfied with the Disciplinary Code Committee's decision, the appeal will be submitted to the Rector. The decision of the Rector will be final.

9. Appendix

ADA School Disciplinary Report Form is below.



ADA School Disciplinary Report Form

Student's name	Grade	Incident date
Incident time	Incident place	Reported by

Type of Offence (please tick the appropriate)

- Minor disruption (talking, using smartphone, making disturbing noise or movement etc.) of a lesson in a classroom or any school-sponsored activity whether in-school or out of school.
- Major disruption: the same actions made in more significant extent and disrespectful manner. Engaging in any conduct or using any item which does or could reasonably be expected to lead to major disturbance and/or personal injury.
- Entering School facility without proper authorization (ID Cards) more than three times per month. Access to the School facilities is granted with electronic ID Cards ONLY.
- Being absent without reasonable excuse.
- Insubordination or failure to obey the reasonable request or directives of teacher, staff, administration.
- Truancy. Getting permission from a teacher to go out of classroom for a minute but being truant for the whole lesson.
- Acts of bias or inappropriate comments including and are not limited to race, religion, gender, and disability.
- Use of abusive or vulgar language, gestures, or depictions.
- Smoking, bringing to school or carrying cigarettes or electronic smoking devices.
- Leaving campus (or attempting to leave) during the school day without permission of the school's administration.
- Theft (of any items).
- Willfully destroying, damaging, or defacing school property.
- Bullying, harassment, hazing or any kind of aggressive behavior or obscene language (either in school, out of school or online) that does physical or psychological harm to other student(s) or the school staff.
- Bringing to the School or using a knife or any object which may cause harm to or threaten others.
- Misuse of internet and social media, which leads (or can lead) to damaging School's reputation. Posting and sharing photo and video materials in social media (Facebook, Instagram, WhatsApp, TikTok, etc.) on behalf of ADA School, using logo and other brand requisites of the school.
- Breaches in cyber-security, such us unauthorized use of personal or corporate computer or another source of digital data that belongs to other individuals or school property; any action aimed to stole personal data

or crack password of Blackboard platform, breaking in school's digital grading system; using or passing stolen information to others, etc.

- Fighting (starting or participating in).
- Other offences

Specific information regarding the offence

Types of disciplinary action taken (please tick the appropriate)

- Verbal Warning
- Temporary confiscation
- After-class detention
- Temporary removal
- Other (please specify)

Specific information regarding the action taken

Signatures

Reporter: _____

Student: _____

Date: _____

Date: _____

APPENDIX 3

Honor Code

The ADA School's philosophy is centered on the idea that academic integrity and honesty should be promoted not by the use of sanctions and threats, but rather, by instilling an academic culture that embraces these values in their own right. Integrity and honesty are promoted to the level of honor of each member of our community, and requirements and expectations are collectively referred to as Honor Code at ADA School.

The Honor Code contains a list of academic rules and procedures essential to guiding the conduct of students, staff, faculty, and leadership alike. Every member enters the community with a pledge of Honor Code at the beginning of the new academic year.

I. Principles of Honor Code

Do Not Lie!

Meaning: Purposefully providing false information and gaining an advantage or avoiding consequences by lying falsification, deception, or fraud is not acceptable behavior at ADA School.

Do Not Cheat!

Meaning: Violating the rules of the exams, tests, and other assignments as well as accepting unauthorized help is not acceptable behavior at ADA School.

Do Not Plagiarize!

Meaning: Using someone else's intellectual work without giving proper credit to the author and submitting the same paper for two or more classes is not acceptable behavior at ADA School.

Do Not Discriminate!

Meaning: Discrimination based on race, gender, ethnicity, religious affiliation, sexual orientation, or disabilities is not acceptable behavior at ADA School.

Do Not Help Those Who Violate These Principles!

Meaning: This is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

II. Reporting and investigating

- a. The utmost confidentiality must be kept concerning Honor Code violation reports and the anonymity of his/her source must be guaranteed at all times. All cases will be handled according to the procedure noted in this Honor Code.
- b. Reporting of Honor Code violations shall avoid any disruptions for learning and assessment processes. If taking reporting actions, any student, staff or faculty member should take appropriate account of the circumstances at the time. Any unnecessary disruption of classes or examinations underway should be avoided.
- c. Honor Code violations shall be handled by Manager of Curriculum and Assessment by following the below steps:

- Receive report, check validity and reliability of the report. If the violation is an unintentional mistake or due to unedited or poorly edited submission, Manager of Curriculum and Assessment refers the student to faculty and staff for support and resubmission.
- If the violation is deemed to be a serious breach of Honor Code principles, Manager of Curriculum and Assessment collects further evidence of the reported Honor Code violation.
- Manager of Curriculum and Assessment forms a committee composed of himself/herself, ADA School Manager, Student Services, Parent Relations and Ethics to hold a meeting with the offender.
- If Honor Code violation is confirmed and sanctions are applied, the file shall be submitted to ADA School Faculty Council for final decision.

III. Procedure

The consequences of academic misconduct may vary depending on a student's background, character, academic history, level of awareness, age, severity of the incident, intent, or other factors (IBO, 2014).

Honor Code cases are handled by the Manager of Curriculum and Assessment in accordance with the procedure below and based on the number of occurrences during the study period of a student.

- a. 1st occurrence: student receives verbal warning from the Manager of Curriculum and Assessment, resubmits plagiarized work, and submits Reflection Essay. Student cannot receive more than D for the resubmitted work and misconduct is noted in the school record;
- b. 2nd occurrence: student receives written warning from the Manager of Curriculum and Assessment, resubmits plagiarized work, and implements the community service assigned by School. Student cannot receive more than D for the resubmitted work, misconduct is noted in the school record and parent informed;
- c. 3rd occurrence: student receives written warning from the Manager of Curriculum and Assessment and receives suspension from School for up to 10 days. Student receives grade of F for the plagiarized work misconduct is noted in the school record and parent informed;
- d. 4th occurrence: student is expelled from School for a definitive period of time. Student receives final term grade of F for the course misconduct is noted in the school record and parent informed;
- e. 5th occurrence: student is permanently dismissed from School.

IV. Right of appeal

Both students and teachers have the right to appeal the case to the Chair of ADA School Faculty Council. Appeals must be made in writing within five (5) working days of the decision of the School. If the Chair of Faculty Council considers the appeal to be grounded, a hearing is organized. Committee is comprised of 3 teachers, including the Chair.

V. Pledge

- a. All students, staff and faculty of ADA School community will be asked to sign a copy of the Honor Code.
- b. All students, staff and faculty must be prepared to take the following pledge: “As a member of the ADA School community, I will not engage in any behavior that will violate the Honor Code, nor will I tolerate others doing so. I will do everything in my power to uphold an atmosphere of honesty and integrity at ADA School and will encourage others to behave likewise.”

APPENDIX 4

Student Parent Handbook Agreement Form

My child and I have received a copy of the 2024-2025 School Handbook in electronic version and/or printed document. We, my child and I, acknowledge and agree to the policies contained therein, and will require my child to comply with the policies which apply to all children in ADA School.

We also realize that during my child's enrollment at the school, we will be informed from time to time, formally or informally, of various changes in school policies. We understand that the school reserves the right to change policies at any time with or without advance notice.

Name, Surname (Student)

Student Signature

Name, Surname (Parent)

Parent Signature

Name, Surname (Parent)

Parent Signature

Date