

SCHOOL POLICIES & REGULATIONS

A Comprehensive Guide to Conduct, Attendance, Safety, and Communication

At AILT Global Academy, discipline is regarded as an essential component of education. Our rules and expectations are designed not merely to maintain order, but to help students develop responsibility, integrity, self-control, and respect for others.

1. Student Code of Conduct & Academic Integrity

General Expectations & Behaviour

Every AILT student should strive to demonstrate strong Islamic values, commitment to learning, personal responsibility, respect for others, and self-discipline.

Students Must:

- Use respectful language and demonstrate good manners.
- Cooperate with teachers and staff.
- Follow school instructions promptly.
- Maintain cleanliness and respect school property.

Students Must Not:

- Use abusive language, engage in bullying, or harass others.
- Damage school property or misuse facilities.

Academic Responsibility & Integrity

Students must maintain honesty in all academic work. The following are strictly prohibited:

- Cheating during examinations.
- Copying assignments or plagiarism.
- Providing unfair assistance during assessments.

As part of the AILT development framework, students are also encouraged to communicate in English during academic activities to develop confidence and future readiness.

2. Attendance, Leave & Absence Policy

Regular attendance is essential for academic success, character development, and holistic growth. Parents are requested to support the school by ensuring regular and punctual attendance.

Attendance Expectations

- **Minimum Requirement:** 90% and above.
- Arrive before assembly and be prepared for classes.
- Attend examinations and assessments as scheduled.

Leave Procedures

- **Planned Leave:** Submit request in advance with reason and duration.
- **Medical Leave:** Inform school, submit medical documents, and ensure fitness before returning.
- **Exams:** Avoid leave during exams and revision periods except in emergencies.

3. Child Safety & Safeguarding

The safety, wellbeing, dignity, and protection of every student are of the highest importance. We provide a secure environment where students feel respected and supported.

Anti-Bullying Policy (Zero Tolerance)

AILT Global Academy maintains a strict zero-tolerance approach towards bullying, which includes physical, verbal, social exclusion, harassment, intimidation, and online/digital bullying. Students are encouraged to report any behavior that causes harm or discomfort. All concerns will be reviewed seriously.

Student Support & Wellbeing

Students may seek guidance and support regarding academic challenges, personal concerns, emotional wellbeing, peer relationships, or hostel life. The school supports student health through preventive care, general wellbeing observation, and medical support.

4. Technology & Digital Safety

Device Policy

To maintain focus and discipline, the use of electronic devices is regulated.

Students Must Not:

- Possess or use unauthorized mobile phones.
- Use devices without permission.
- Record or photograph others without authorization.

Digital Citizenship

Students are encouraged to use technology responsibly.

Students Should:

- Use technology respectfully.
- Report inappropriate online behaviour.
- Not access harmful content or engage in cyberbullying.

5. Parent Communication Framework

Effective communication between parents and the school is essential for student success.

Official Channels

Parents should rely only on official communication channels:

- **EDUCODEX Parent Portal:** For viewing academic progress, attendance, and fee statements.
- **Official WhatsApp Broadcasts & Email:** For important announcements, event reminders, and academic updates.
- **Parent-Teacher Meetings (PTM):** For discussing academic progress, behavior, and goal setting.

Parents are requested to check communication channels regularly, respond promptly, and update contact details when necessary.

"Education is a partnership. Together, we can ensure that every student receives the encouragement and direction needed to thrive."

Where Discipline Meets Excellence.