



SPRINGDALE
INTERNATIONAL SCHOOL



STUDENT - PARENT HANDBOOK



The purpose of this handbook is to introduce everyone to Springdale International School. It explains who we are and how we express as well as organize ourselves.

Please read this book to learn about the school's history, philosophy, curriculum and structure.

Springdale International School: Student-Parent Handbook

Purpose

This Student-Parent Handbook is intended to introduce everyone to Springdale International School. This guide will explain who we are, how we express and organize ourselves. Please read this book to learn about the school's history, philosophy, curriculum and structure.

Introduction to Springdale International School:

SPRINGDALE INTERNATIONAL SCHOOL is an international school that opened its doors in January 2021 with Pre School and Elementary School (Nursery-Grade 5) catering to both international and local students in Dhaka aged 2-11.

We are an International Baccalaureate (IB) candidate school for the Primary Years Programme (PYP) and will eventually pursue the Middle Years Programme (MYP) and Diploma Programme (DP).

Our Board of Trustees



M A Rahim Feroz



M Iqbal Mahmud



Niaz Rahim



Anis Zaman



Barrister Rashna
Imam



Ashfaq Zaman



Lt. General Sabbir
Ahmed (Retd.)

SPRINGDALE INTERNATIONAL SCHOOL Mission and Values:

OUR Mission

Engage | Enlighten | Empower

- Incorporate our Learner Profile at the center of our learning experience.
- Motivate students to meet challenges with enthusiasm and confidence.
- Encourage students to become passionate, life-long learners.
- Provide all students with a balanced education.
- Nurture inquiry-based learning in the context of an everchanging world.
- Foster the development of principled and caring global citizens.
- Empower students to become thinkers and problem solvers.
- Engage the local and wider community through meaningful partnerships.

OUR Values

We believe that values shape and underpin who we are as individuals, as a school community and how effectively we can achieve our vision. In everything we do, from setting goals to evaluating ourselves, we ask ourselves, "Does this promote what we value most?"

- 1. Gratitude** - We are grateful to our parents, teachers and to each other
- 2. Manners** - We are respectful and socially intelligent
- 3. Excellence** - We strive to achieve our best in everything we do
- 4. Self Sufficiency** - We can take care of ourselves and can even reach out to help others
- 5. Innovation** - We are creative problem-solvers who think of new ideas
- 6. Resilience** - We get up when we fall. Every fall is our steppingstone to success

Curriculum

IB Mission

The IB develops inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through education that builds intercultural understanding and respect.

IB PYP (Primary Years Program)

The International Baccalaureate (IB) is a global leader in international education, developing young people who are inquisitive, knowledgeable, confident and caring.

SPRINGDALE INTERNATIONAL SCHOOL provides the IB curriculum framework for primary school students and will gradually transition to the middle and high school programs. We are currently an IB candidate school.

The PYP provides an inquiry-based, cross-curricular curriculum framework that fosters conceptual understanding. It is a student-centred educational approach. PYP students take responsibility and ownership of their learning by using their initiative. PYP students develop knowledge, conceptual understandings, skills and the attributes of the IB Learner profile through inquiry and reflection on their own learning, allowing them to make a difference in their own lives, communities and beyond.

Developing and demonstrating the learner profile's attributes is an expression of what the IB means by international mindedness. Inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective are the learner profile attributes.

The PYP framework is guided by six transdisciplinary themes of global significance:

1. Who we are
2. Where we are in place and time
3. How we express ourselves
4. How the world works
5. How we organize ourselves
6. Sharing the planet

Knowledge

The six subject areas identified within the IB Primary Years Programme are Language; Social Studies; Mathematics; Arts; Science; and Personal, Social, and Physical Education.

This program is transdisciplinary as a result of the inclusion of all of these topics within the TD themes.

Concepts

Seven fundamental concepts, provide the structure for inquiry:

1. **Form:** What is it like?
2. **Function:** How does it work?
3. **Causation:** Why is it like it is?
4. **Change:** How is it changing?
5. **Connection:** How is it connected to other things?
6. **Perspective:** What are the points of view?
7. **Responsibility:** What is our responsibility?

Approaches to learning skills

The IB approaches to learning skills (ATL) are grounded in the belief that learning how to learn is fundamental to a student's life in and out of a school context. In broad terms, IB programmes support learners in developing:

1. Thinking skills
2. Communication skills
3. Research skills
4. Self-management skills
5. Social skills

Curriculum Standards

The SPRINGDALE INTERNATIONAL SCHOOL content standards were chosen to serve our learning community's multi-national nature. The standards include language competencies such as English, French and Arabic as well as Social Studies, Science, Mathematics, The Arts, and Physical Education, along with other transdisciplinary competencies that cross academic disciplines.

These standards are based on research, standards, and guidelines developed in Australia, China, New Zealand, Singapore, the United Kingdom, and the United States to address dispositions toward life-long learning, college/university preparation, and life and work in a global society.

Learning in context

Students engage in a variety of interactive learning experiences both on and off campus. These activities help each student develop a solid foundation of knowledge, logic, intellectual confidence, life-long learning skills and the opportunity to participate in learning activities outside of the classroom. SPRINGDALE INTERNATIONAL SCHOOL also takes advantage of the many learning opportunities that come with being an international school and being in Bangladesh. Most importantly, the school hopes to instil a lifelong love of learning in its students.



IB Learner Profile:



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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Admissions Policy

Because SPRINGDALE INTERNATIONAL SCHOOL is committed to providing high-quality education in a safe environment, the number of available seats is extremely limited.

Admissions Guidelines

Schedule an appointment for a Campus Tour and a Placement Test: Call our hotline numbers: 01407076608-10. Our Admissions Officer will assist you accordingly.

You can also send us a notification to schedule a visit from our website, and we shall follow up soon - <https://springdaledhaka.org/schedule-a-visit/>

Make Payment

Once the Campus Tour and Placement Test are completed, you will be handed over an Invoice as per the grade suitable for the child/ren. A deadline will be mentioned in the Invoice/s for the parents to initiate the admissions process by making the payment to the Accounts. Once the payment is completed, the parents will be handed over the Admissions Form.

Submit Admissions Form along with Supporting Documents:

- One copy of student's passport
- One copy each of parent's passports
- Two passport size photographs of the student
- Two passport size photographs of each parent
- Two passport size photographs of each guardian (anyone other than the parents who is authorized to pick your child/ren up and contact for emergency).
- One copy each of parent's National ID
- For Transfer Enrollments - Copy of student's most recent report card

Create Student ID & Email Account:

The school will generate a Student ID & and Email Account for the newly enrolled student. An OTP will be sent to one of the parent's mobile numbers which will be collected from you by the Admissions Officer.

Next you will receive 2 sets of email to get started:

- "Welcome to SPRINGDALE INTERNATIONAL SCHOOL!" email from the Admissions Officer
- "Welcome" email from the respective Homeroom Teacher

Fill up Admissions Form Online:



You may also fill up the admission form through this link - [SPRINGDALE INTERNATIONAL SCHOOL Online Admissions Form \(URL\)](#) to enrol your child. Parents will be prompted at various steps in the admissions process to upload several scanned documents (.jpeg, .pdf., .png.) that will be attached to the admissions form. Please fill out the data entry questions first if more time is needed to scan the physical papers. You can save your progress on the admissions process and complete it at another time. Please check your email inbox (please do not forget to check your spam folder).

***Notes:**

- Hard copies of some documents may be requested by the school for verification. If you are unable to complete all the necessary documentation, please provide as much information as possible and the school will reach out to you for missing documents/details.
- If you have any questions, need assistance, or run into technical problems filling out the Online Admissions Form, please send an email to admissions@springdaledhaka.org or call us at 01407076608.

Fees Policy

**Springdale International School
Fees Structure & Payment Schedule
Academic Year 2022-23**

	Ages	Admission Fees (BDT)	Admission Fees (USD)	Curriculum Support Fees (BDT)	Curriculum Support Fees (USD)	Tuition Fees (Termly) (BDT)	Tuition Fees (Termly) (USD)	Security Deposit (BDT)	Security Deposit (USD)	Total (BDT) (One Term Fees)	Total (USD) (One Term Fees)
Preschool	2+	200,000	2,326	-	-	62,000	721	41,000	477	303,000	3,523
Nursery	3+	200,000	2,326	60,000	698	68,000	791	45,000	523	373,000	4,337
Pre K	4+	230,000	2,674	60,000	698	75,000	872	51,000	593	416,000	4,837
Kindergarten	5+	230,000	2,674	60,000	698	79,000	919	53,000	616	422,000	4,907
Grade 1	6+	270,000	3,140	70,000	814	82,000	953	55,000	640	477,000	5,547
Grade 2	7+	270,000	3,140	70,000	814	83,000	965	56,000	651	479,000	5,570
Grade 3	8+	300,000	3,488	70,000	814	85,000	988	57,000	663	512,000	5,953
Grade 4	9+	300,000	3,488	70,000	814	87,000	1,012	57,000	663	514,000	5,977
Grade 5	10+	300,000	3,488	70,000	814	89,000	1,035	57,000	663	516,000	6,000
Grade 6	11+	330,000	3,837	80,000	930	91,000	1,058	60,000	698	561,000	6,523

Termly Tuition Fee Payment Schedule	
Term	Deadline
Term 1 (Aug - Oct)	Aug 10
Term 2 (Oct - Dec)	Oct 19
Term 3 (Jan - Mar)	Jan 11
Term 4 (Mar - Jul)	Mar 30

Late Payment & Fine		
5%	10%	Admission Suspended date
If paid between Aug 11 - Aug 24	If paid between Aug 25 - Sep 07	Sep 08
If paid between Oct 20 - Nov 02	If paid between Nov 03 - Nov 16	Nov 17
If paid between Jan 12 - Jan 25	If paid between Jan 26 - Feb 09	Feb 10
If paid between Mar 31 - Apr 13	If paid between Apr 14 - Apr 27	Apr 28

***Notes:**

1. Placement Test Fee is a one-time, non- refundable payment of BDT 5,000.00 or USD 58 (subject to change as per the current rate) for all grades.



2. Admission Fee is a one-time, non-refundable payment, payable within 7 days of the admission acceptance. Parents may pay via bank transfer, bank deposit or at the admissions office via cash or cheque.
3. Curriculum Support fee covers essential expenses for academic support materials, books, stationeries, website maintenance, IT support, lab fee, library fee, Yearbook, Fees Book and major school events of the current year.
4. Tuition Fees are paid on termly basis, there are four terms in an academic year.
5. 5% discount for full year payment at once.
6. Security Deposit is a one-time, refundable payment, payable along with the admission fees and is refundable upon school transfer or graduation, provided all dues are cleared.
7. School uniforms and P.E. uniforms are not a part of the Curriculum Support Fees. Uniforms will be available at the admissions office for measurements & order. School Uniforms from Kindergarten to Grade 6 are to be made from our designated school tailor, collect their card from the Admissions Officer.

****The fees structure for academic year 2022-2023 is subject to revision at the end of the academic year.**

Fees Payment Options:

In terms of payment and for your convenience we offer the following methods:

1. Cheque payable to Springdale International School.
2. Cash payment at SPRINGDALE INTERNATIONAL SCHOOL Admissions Office
3. Debit/Credit card payment at SPRINGDALE INTERNATIONAL SCHOOL Admissions Office (There is a 2.5% additional charge for this mode of payment)
4. Cash deposit to the bank
 - **Bank Name:** United Commercial Bank Limited
 - **Branch:** North Gulshan Branch
 - **Account Name:** SPRINGDALE INTERNATIONAL SCHOOL
 - **Account Number:** 1952112000000192
 - **Routing Number:** 245261312
5. Direct online payment with card (You must put the amount on the invoice for card payment. There is a 2.5% additional charge for this mode of payment)
6. Online payments can be made here: <https://invoice.sslcommerz.com/invoice-form?&refer=6037648107A63>

Termly Tuition Fee Payment Schedule:

- **Term 1 (Aug – Oct)** – August 10, 2022
- **Term 2 (Oct – Dec)** – October 19, 2022
- **Term 3 (Jan – Mar)** – January 11, 2023
- **Term 4 (Mar – Jul)** – March 30, 2023



Late Payment & Fine:

5%

If paid between Aug 11 – Aug 24

If paid between Oct 20 – Nov 02

If paid between Jan 12 – Jan 25

If paid between Mar 31 – Apr 13

10%

If paid between Aug 25 – Sep 07

If paid between Nov 03 – Nov 16

If paid between Jan 26 – Feb 09

If paid between Apr 14 – Apr 27

Admission Suspended dates:

Sep 08

Nov 17

Feb 10

Apr 28

Change of Address & Contact Number:

Collect the form from the Admissions Office. To make the requested changes, parents must complete the form and submit it to the Admissions Officer. **

Uniform Policy & Casual Attire days:

All students must wear proper School Uniforms regularly. Students must wear the P.E. Uniforms on their respective P.E. Days.

On the days of Special Events, all parents will be notified earlier by the Homeroom Teachers regarding the Dress Code as per the event.

School Uniform

Nursery & PreK:

Boy: Polo T shirt (x1) BDT 1,500.00

Girl: Tennis Frock (x1) BDT 1,500.00

*To be worn with black/dark blue/grey shorts for boys and leggings for girls (need to purchase from outside)

KG & Above:

Boy: Shirt (x2), Pant (x2), Tie (x2) BDT 3,000.00



Girl: Shirt (x2), Pant (x2), Tie (x2), Hairband (x1) BDT 3,200.00

PE Uniform

Boys & Girls: T Shirts (x2), Shorts (x2), Jacket (x1), Trouser (x1) BDT 4,000.00

Shoes

Boys & Girls: White Sneakers must be worn with School & P.E. Uniforms

Sweater

Boys & Girls: Sweater (x1) BDT 800.00

For further information contact the Admissions Officer. You can also call our school hotline numbers: 01407076608-10.

Attendance and Punctuality Policy

Attendance and punctuality are critical for success. Poor attendance in the early years of schooling has a direct impact on academic achievement later in life. Absenteeism and tardiness at school have a negative impact on a child's social development.

SPRINGDALE INTERNATIONAL SCHOOL students are expected to meet or exceed our 95 percent (4.75 days weekly) attendance expectation throughout the academic year. This expectation is consistent with national and international standards.

- Parents are responsible for ensuring that their children arrive at school on time each morning.
- If a student is not in class at the scheduled start time of the first class of the day, they will be considered late.
- A student who arrives late to school must go to the Admissions Office to obtain a "Late Pass" before entering the classroom.

SPRINGDALE INTERNATIONAL SCHOOL is considerate towards legitimate reasons for absenteeism and will assist any student who is unable to attend school due to circumstances beyond their control. Sickness, injury, legitimate cultural or religious obligations and/or bereavement are examples of such reasons.

Absences for reasons other than those listed above will necessitate a written and signed request from a parent(s) or guardian. If such absenteeism is authorized and acceptable, the School Principal or delegated authority will make the decision.



Academic Calendar 2022-23:



ACADEMIC CALENDAR 2022-23

July

Su	Mo	Tu	We	Th	Fr	Sa
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8*	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24*	25	26	27
28	29	30	31			

September

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

Su	Mo	Tu	We	Th	Fr	Sa
30	31					1
2	3	4	5*	6	7	8
9*	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

November

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Events, Holiday and Notes:

SCHOOL CLOSED
* may vary upon the sight of the moon

PD / ORIENTATION

START/END OF TERM

SCHOOL EVENTS

Term 1 & 2

July - August, 2022	
Sun - Thu, Jul 31 - Aug 4	Staff & Faculty Orientation Week
Sat, Aug 6	PYP Parent Orientation Day (School Event)
Sun, Aug 7	Start of Term 1
*Mon, Aug 8	*Ashura (School Closed)
Mon, Aug 15	National Mourning Day (School Closed)
*Wed, Aug 24	*Janmashtami (School Closed)
September, 2022	
Thu, Sep 22	Parent-Teacher-Student 3 Way Conference (School Event)
Sat - Sun, Sep 10 - 11	IB Training (School Closed)
October, 2022	
*Wed, Oct 5	*Vijayadashami (School Closed)
Thu, Oct 6	End of Term 1
*Sun, Oct 9	*Eid-e-Milad un Nabi (School Closed)
Sun - Thu, Oct 9 - 13	Term Break (School Closed)
Sat, Oct 15	Staff & Faculty PD Day
Sun, Oct 16	Start of Term 2
Mon, Oct 24	UN Day (School Event)
December, 2022	
Thu, Dec 1	Report Writing Day (School Event)
Wed, Dec 14	Victory Day Celebration (School Event)
Thu, Dec 15	Half Yearly Report Card Day and Staff & Faculty PD Day (School Event)
Fri, Dec 16	Victory Day (School Closed)
Sat, Dec 17	Athletics Day (School Event)
Sun, Dec 25	Christmas (School Closed)
Sun - Thu, Dec 18 - Jan 5	Winter Break (School Closed)





ACADEMIC CALENDAR 2022-23

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8*	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

Su	Mo	Tu	We	Th	Fr	Sa
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18*	19	20	21*	22*
23	24	25	26	27	28	29

May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5*	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Events, Holiday and Notes:

Term 3 & 4

SCHOOL CLOSED <small>* may vary upon the sight of the moon</small>	PD / ORIENTATION
START/END OF TERM	SCHOOL EVENTS

January, 2023	
Wed - Thu, Jan 4 - 5 Sun, Jan 8 Sat, Jan 28 Tue, Jan 31	Staff & Faculty PD Days Start of Term 3 International Food Fair (School Event) PYP Student Led Conference (School Event)
February, 2023	
Sun - Thu, Feb 12 - 16 Tue, Feb 14 Mon, Feb 20 Tue, Feb 21 Wed, Feb 23	Book Week (School Event) Pohela Falgun / 1st Day of Spring (School Event) International Mother Language Day Celebration (School Event) International Mother Language Day (School Closed) Anti-Bullying Day (School Event)
March, 2023	
*Wed, Mar 8 Thu, Mar 16 Fri, Mar 17 Sun - Thu, Mar 19 - 23 Sun, Mar 26 Mon, Mar 27	*Shab e-Barat (School Closed) End of Term 3 Sheikh Mujibur Rahman's Birthday (School Closed) Spring Break (School Closed) Independence Day (School Closed) Start of Term 4
April - May, 2023	
Fri, Apr 14 *Tue, Apr 18 *Wed - Sun, Apr 19 - 30 Mon, May 1 Tue, May 2 *Fri, May 5 Wed, May 10	Pohela Boishakh / Bengali New Year (School Closed) *Laylat al-Qadr (School Closed) *Eid al-Fitr, Eid Holiday (School Closed) May Day (School Closed) Classes start after Eid Holiday *Buddha Purnima (School Closed) Parent-Teacher-Student 3 Way Conference (School Event)
June - August, 2023	
Wed - Thu, May 31 - Jun 1 Sun, Jun 4 Mon - Tue, Jun 5 - 6 Wed, Jun 21 Thu, Jun 22 Sun, Jun 25 - Aug 3	Performing Arts Night & School Play (School Event) Report Writing Day (School Event) Yearbook Photoshoot Days (School Event) Class Party (School Event) Final Report Card Day & End of Term 4 (School Event) Summer Break (School Closed)

NOTE - *Sun - July 2, 2023 - Start of Summer School * Sun - Aug 6, 2023 - Start of Academic Year 2023 - 24 for students

Class Timetables at a Glance:

	PRE- SCHOOL		NURSERY		PRE-KINDER GARTEN	KINDER-GARTEN	GRADE 1-6
	MORNING	DAY	MORNING	DAY			
CLASS DURATION	8:30 - 10:40	11:30 - 1:40	8:00 - 11:00	11:40 - 2:40	8:00 - 12:10	8:00 - 1:40	8:00 - 2:20
DROP OFF	8:00 - 8:20	11:20 - 11:30	7:50 - 8:00	11:30 - 11:40	7:45 - 7:55	7:45 - 7:55	7:45 - 7:55
SNACK BREAK	9:00 - 9:40	N/A	9:00 - 9:40	N/A	9:40 - 10:10	9:40 - 10:10	9:40 - 10:10
LUNCH BREAK	N/A	12:00 - 12:40	N/A	12:40 - 1:20	N/A	12:10 - 1:00	12:10 - 1:00
DISMISSAL TIME	10:40 - 10:50	1:40 - 1:50	11:00 - 11:10	2:40 - 2:50	12:10 - 12:20	1:40 - 1:50	2:20 - 2:30

Student Code of Conduct/ General & Disciplinary Rules & Regulations

Drop Offs and Pick Ups:



Drop Offs, late arrivals and early dismissals

It is critical that students arrive on time for class to begin. Please see the Class Timing at a Glance segment for your child/ren's Drop Off and Pick Up/Dismissal Times.

If you are dropping off your child after classes have begun, please accompany them to the admissions office so they can be registered as present but late and escorted to their classroom by our CCAs (Child Care Assistants).

Students who arrive after 8:20 (except for Preschool) will be officially registered as tardy. If a student wishes to be excused from school early, the parent should send an explanation via email or Seesaw to the homeroom teacher.

Pick-ups

Parents need to inform the Homeroom Teacher in case of late pick-up. For last minute changes of plans or if you are unable to inform earlier, please make a call to our school's hotline numbers: 01407076608-10.

Late pick-ups

If a parent is running late for pick-up, inform the Homeroom Teacher. If the Homeroom Teacher is unreachable, please call the Admissions Office at 01407076608-10.

Early Dismissals

Students will be sent home early if there is an emergency, such as a prolonged power outage that cannot be backed up by generators. In such cases, parents will be contacted by phone and asked to bring their children home.

Absences

If your child is to be absent for a day or more, please inform the Homeroom Teacher via email, call or Seesaw beforehand.

In case of long-term absence, please email the Homeroom Teacher leaving your child's name, their class, the reason for absence and the anticipated length of absence. If your child's absence is to be prolonged, the school should be informed via email at admissions@springdaledhaka.org.

We require a medical certificate for absence of more than two days to be presented at the school admissions office. We request that a family's travel plans respect the school academic calendar 2022-23. Parents are urged to schedule doctor, dentist and other appointments after school hours or during vacations where possible.

Who can pick up your child/ren

Student/s can be only picked up by their parents and guardians (anyone other than the parents who are authorized to pick up your child/ren).

ID Cards (for Students, Parents and Guardians)

- The ID cards will be used for identification and pick up purposes.
- All parents are requested to submit 2 hardcopies of recent passport size photographs of the students, parents, and guardians (anyone other than the parents who are authorized to pick up your child/ren).
- You may order the ID Cards at BDT 300 each from the Admissions Office.
- Please collect your ID Cards and Fees Book/s from the Admissions Office

Snack/Lunch break & drinks

Students may bring their own lunch as well as water from home. We encourage our students to eat nutritious snacks and meals that include fruits and/or vegetables. It is recommended that children bring Finger Food to school to avoid spilling and to make eating easier for themselves.

Students should always carry a refillable water bottle with them. Safe drinking water is available at school. Lunch boxes should be kept as small as possible and clearly labelled with the student's name and class. All other students should keep their meals warm in a thermos.

Recreation

Preschool – Grade 6

All students will use the SPRINGDALE INTERNATIONAL SCHOOL playground during break times. A duty team supervises the children for this time. We believe that students learn better when they have had regular opportunities to move freely outdoors. Students will have outdoor breaks except in severe weather. Please ensure that your child is suitably dressed for the weather, such as carry their raincoats during rainy days and so on.

Materials and Supplies

Students should only bring to school in a small backpack their snack/lunch box, water bottle, a handkerchief, an extra set of clothes, ½ diapers for students who are not potty-trained, a raincoat in case of rainy days, medicines if prescribed by the doctor.

Since all parents are charged for Curriculum Support Fee, all students' books, copies and stationeries will be provided, kept, labeled and taken care of by the Homeroom Teachers and stored in their individual classrooms.

Please ensure all your child's belongings that are sent from home are clearly labeled with their name and class.

Student Diary – Seesaw, our digital communication platform

Instead of a diary, teachers and parents communicate using Seesaw, a digital platform.

All students' regular class updates will be posted in Seesaw throughout the day, with pictures and a detailed explanation of their lesson. Even parents can like and comment on the posts!

The homeroom teachers will post all class-related and important school notices here, and the SPRINGDALE INTERNATIONAL SCHOOL Administration will email them to parents.

In addition, parents will be notified of upcoming school activities and events. All parents must check Seesaw at least twice a day (morning and night) for any changes to the class schedule or urgent notices.

Valuables

Students are asked not to bring valuables into school. Occasionally, students may wish to bring valuable items into school as part of a project or other piece of school-related work. Under these circumstances, any valuables should be given to the homeroom teacher for safekeeping. The school is not responsible for the loss or theft of valuables.

Information technology (IT) and digital learning resources at SPRINGDALE INTERNATIONAL SCHOOL

The school aims to foster appropriate use of digital technologies and to establish attitudes and behaviour that will protect the students, the SDID community and the school's IT resources.

Our Policy is in Two Parts:

Acceptable use of IT at SPRINGDALE INTERNATIONAL SCHOOL: Specific agreements relating to use of the school's IT systems and resources

Guidelines for the use of digital technologies: General advice relating to the use of all digital technology, including social media, both within and outside the school environment. The technologies and resources covered include but are not restricted to:

- Shared classroom technology
- Local and wireless network resources
- Cloud based systems and resources provided by ISP

- Use of other digital resources
- Data protection and security
- Privacy and e-safety

All students and parents should read the Acceptable Use Policy for Information Technology at SPRINGDALE INTERNATIONAL SCHOOL, below. Parents, please discuss the policy agreements with your child to ensure they understand them thoroughly.

Acceptable Use of ICT

We are committed to supporting students' learning and use of ICT across all grade levels and disciplines in the school's languages of instruction.

Acceptable use of computers and related devices, networks, and internet access in any use, which is consistent with the educational objectives of the Springdale International School, Dhaka

All communications and use of computers, networks, network equipment and Internet access is a privilege for students and not a right. We expect students to use these tools in a responsible manner for educational purposes and to be considerate of all other users.

1. Student personal information (including, but not limited to; names, phone numbers, addresses, etc.) will not be entered, transmitted, or posted over the Internet for public use without prior authorization by school administration.
2. Students will be taught safe use of ICT and digital Etiquette -Netiquette arranging appropriate supervision and ensure its practice.
3. Students will not use the network or the Internet in such a way as to disrupt access by others (such as downloading huge files, sending mass e-mail messages, or annoying/harassing other users). Respect the privacy of other users – all communications and information are the property of SPRINGDALE INTERNATIONAL SCHOOL.
4. It is unacceptable to maliciously attempt to harm or destroy the hardware or data of another user, whether in school or any site connected to the Internet. This includes, but is not limited to, the creation and spreading of computer viruses, Trojan or other threats.

5. With technology, we aim to provide opportunities to enable students to develop skills identified in the PYP ICT strands: Investigating, creating, communicating, collaborating, organizing whilst becoming responsible digital citizens.

Shared classroom technology

The school provides a wide range of classroom technology resources including, laptops, workstations, interactive smartboards, and specialist hardware to support all subjects in our IB curriculum. Students are expected to treat these resources with care and respect. Damage to any equipment will be reported, as soon as it is detected, to the homeroom teacher and to the parents.

Procedures for the loan and return of shared resources should be strictly followed. Students must not change physical connections or alter in any way the configuration of the classroom technology, without the express permission of the ICT teacher and then only on the clear understanding that it will be returned to the original settings after use.

Under no circumstances should any student install, or attempt to install, any software or change or adjust any of the security permissions for any device.

Cloud-based systems and resources provided by SPRINGDALE INTERNATIONAL SCHOOL

SPRINGDALE INTERNATIONAL SCHOOL provides a wide and constantly evolving collection of online systems and resources many of which require users to login with personal account names and passwords.

Such account details should be carefully protected and should not be divulged to, or shared with, any other person except teachers and parents.

It is extremely important to ensure that you are properly logged out from any secure system that you access through a shared ISP device.

If you do discover another user has left a personal account open, please close the account immediately or, inform a teacher or the IT support team.

Sending an inappropriate message from another user's email account is considered a serious breach of the IT Policy.

Students should:

1. Respect the minimum age limits for accessing social network sites, (usually 13 years old).
2. Not intentionally access, transmit, copy, or create material that would be considered inappropriate. This includes but is not limited to, messages or



materials that are pornographic, threatening, rude, discriminatory, or meant to harass.

3. Respect and protect the intellectual property of others. Not infringe upon copyright or intellectual property rights. This includes but is not limited to making and/or distributing illegal copies of music, games, or movies.
4. Not use the resources to further any acts that are criminal.
5. Not to use the resources to send spam, chain letters, or other unsolicited mass mailings.
6. Not buy, sell, advertise, or otherwise conduct business through ISP resources or systems, unless approved as a school project.
7. Not plagiarize. Always give full acknowledgement of the sources for any materials or ideas submitted as course work or assignments.

Data protection and security

Students should:

1. Use only assigned accounts to access SPRINGDALE INTERNATIONAL SCHOOL systems or resources.
2. Not attempt to view, use, or copy passwords, data, or networks to which they are not authorized.
3. Never attempt to install unauthorized software.
4. Not delete, edit, or move data or other resources that do not belong to them.
5. Respect and protect the privacy of others. Do not post online or otherwise distribute private information about others or themselves.
6. Report immediately to a teacher any incident which gives them any cause to feel threatened or uncomfortable.

Supervision and monitoring of IT resources

School and network administrators monitor the use of IT resources to help ensure that use is secure and conforms to the school's mission. The school reserves the right to examine, use and disclose any data found on the school's networks or information systems in order to further the health, safety, discipline or security of any student or other person, or to protect property.

The school can monitor user accounts and Internet access and keep logs of inappropriate activities. Please use the school's IT resources thoughtfully and responsibly.

Consequences

Consequences will be put in place if these agreements have not been followed. Guidelines for use of digital technologies.



Classroom use of social media

Students are expected to refrain from accessing social network sites during school hours unless expressly asked to do so as part of a class activity. Teachers are required to limit class activities to approved online tools.

Classroom use of other public online applications

Where online tools are used to share information with students or about the class or school, appropriate care must be taken regarding content and security. Specifically, no photos should include names of the children in the photos and no student/parent names or contact details should be displayed.

Contributions to wikis, blogs and online forums

When posting messages to SPRINGDALE INTERNATIONAL SCHOOL forums or blogs, the poster should use appropriate etiquette and avoid posts or responses that could be misinterpreted.

Social media relationships with students, alumni and parents

Staff members are instructed not to initiate or accept social media “friend requests” from current students (of any age) or former students under the age of 18. Staff members are discouraged from “friending” parents of current or prospective students due to the inherent conflicts of interest that may arise.

Social networking sites

Social networking sites usually have a minimum age for membership. Staff members who see children under this age using these sites are asked to report the incident to the school leadership.

Privacy settings

On most sites, privacy settings can be changed at any time to limit searchability and access to profiles. Students should be prudent in allowing access to their online content, consistent with other requirements of this policy.

Use of SPRINGDALE INTERNATIONAL SCHOOL email accounts

Messages sent from *springdaledhaka.org* email addresses should not include content that would reflect poorly on the sender or the school.

Data protection

Make sure that your network account is protected with a strong password. Do not share this password with anyone. Change your password immediately if you have any reasons to believe your account has been or may be compromised (or shared).

E-safety

All students (and parents) should be sure that they understand all the risks that digital technologies create and have clear strategies in place to minimize the impact of these risks.

Child Protection Policy

SPRINGDALE INTERNATIONAL SCHOOL is committed to maintaining the highest standards in the area of child protection and has a very clear Child Protection Policy addressing the school's and individuals' responsibilities to protecting the children in our care. If any member of the community has any questions or concerns about child protection or our policy regarding it, they can contact and get in touch with the Head of Primary or even Head of School.

Dress code

At Springdale International School, uniform is required.

No headwear is allowed to be worn in the school buildings unless for religious or other justified reasons. All students will be asked to remove headgear/jewelries should it be necessary for safety or hygiene reasons.

All students from Nursery upwards should be encouraged to move, eat and drink independently. From Prekindergarten upwards, students should be able to dress themselves completely independently in preparation for swimming classes.

PE clothing

SPRINGDALE INTERNATIONAL SCHOOL requires students from Nursery onwards to wear the standard school PE uniform to be purchased from the Admissions Office.

Dangerous items

Students should not come to school in possession of anything that may pose a danger to themselves or others. Specifically, electronic devices (phones, MP3 players, game consoles), knives or imitation weapons are forbidden.

In school, students should not use mobile phones, portable music devices and electronic games unless for educational purposes. If such things are brought to school, students should keep these in their school bags. The school cannot be held responsible for the loss of or damage to valuable electronic equipment.

Road safety: bicycles and scooters

All members of the SPRINGDALE INTERNATIONAL SCHOOL community are encouraged to wear helmets when coming to school by bicycle, scooter, etc. Please use the designated area to store your bike or scooter.

Emergency procedures & Fire drills

Fire drills, evacuation and lockdown exercises are carried out regularly throughout the year. Parents visiting the school should be familiar with the emergency procedures that are clearly posted around the school.

Communication

Good communication between home and school is essential. The following information will assist you in identifying where information may be found and with whom you may wish to speak. The school strives to model sustainable development, and this means taking active steps to reduce our carbon footprint.

Therefore, we have paperless communication whenever possible, and this can be summarized as the following:

- **Visit us:** Primary Campus, Road 55, House 11/A, Gulshan 2, Dhaka 1212, Bangladesh.
- Visiting Hours: 9 am to 2 pm.
- **Call us:** +8801407076608, +8801407076609, +8801407076610 or +880248812022.
- Calling Hours: 9 am to 4pm
- **Emails from admissions@springdaledhaka.org** - The school will email parents with news about specific events, special announcements, field trips, or changes to our normal routine. In addition, all notices about electronic communication, including login details for the SPRINGDALE INTERNATIONAL SCHOOL Students are sent by email, so it is very important that your email address is valid and that you check your email account regularly for school notices. **Please note that for mass emails, it will appear as SPRINGDALE INTERNATIONAL SCHOOL | NOTICE**
- **SMS** – In case of important school notices, a short SMS will be sent to all parents with a short message and request to emails for details.
- **Seesaw** – Teachers and parents will be in regular communication through our digital platform called Seesaw. Class and school related notices will also be sent here along with a wide email and SMS.
- **SPRINGDALE INTERNATIONAL SCHOOL website** - The school website – www.springdaledhaka.org provides details of the school’s mission, vision, values, events, recent news, and up-to-date curricular information.

Contact Person:

The following information will assist you in identifying with whom you may wish to speak.

1. **Academic:** In most cases, the Homeroom or Specialist Teachers would be the first point of contact for parents with enquiries about their child’s academic

progress. Should you need to speak with one of your child's teachers, please call the school to schedule an appointment.

- 2. Administrative:** In case of all other queries and enquiries excluding academic related issues, call +8801407076608, +8801407076609, +8801407076610 or +880248812022. You can also email us at admissions@springdaledhaka.org.

****NOTE:** Need to schedule an appointment from the Admissions Office in case of wanting to communicate with the Head of School and Head of Primary.

Personal information

It is very important for the school to have complete and up-to-date information about all of the students and people we may need to contact in case of emergency.

Please make sure that the school is informed in the case of changes or additions to any of the following details by sending an email to admissions@springdaledhaka.org.

For reasons of health and safety, parents should inform if there are any changes in the following points:

- Home address or telephone number
- Parents' and other contact details, especially mobile phone numbers and email addresses
- Medical information including vaccinations, operations, allergies and anything else of relevance. Parents should inform the school of any medication that their child is taking.

Medical information

If students become unwell while at school, they must go or be taken to the sickroom on the 1st Floor. The school nurse, or a nominated member of staff in the case of her unavailability, will evaluate the student's medical condition and make a decision about whether the student should go home.

The school will notify the student's parents to come pick up the child. Please note that if a student has a minor complaint, the school nurse—and only the school nurse—may administer medication. The school will notify the student's parents if a decision is made to send a child home.

In the case of a more serious concern, the school will contact the parents. In the case of an emergency, the school will contact the parents and will take medical decisions based on the doctor's recommendations, including surgical intervention.

Parents will be systematically informed if the school contacts the parents about their child's health, but it may not always be possible to do this instantly. Please note that a Student Incident Report is filled up every time a student is injured.

Parental absence

Please notify the Homeroom Teacher and the Admissions Office if you are planning to take a trip out of town for more than a day. The school office will require details of appointed guardians and emergency telephone numbers for Pick Ups.

Permission forms

During the year, the school will have the need to send out parental permission forms for a variety of activities. These forms must be signed by a parent or legal guardian before any student will be allowed to participate in any designated activity.

School cancellation

Should it be necessary to close school at short notice (for example, due to severe weather, the school will notify every parent via email and/or SMS. Should you have any concerns please check your email before calling the school office.

Language Studies

IB encourages all children to learn and study many languages as possible. For now, we are offering 4 language classes – English, Bangla, Arabic and French. At school the mode of communication at all times is English. Bangla classes start from Nursery whereas French and Arabic classes start from Pre-Kindergarten.

Except Bangla and Arabic, it is mandatory to attend English and French classes by non-Bengali and non-Muslim students. They will be exempted but the homeroom/specialist teacher will keep the child busy with another subject that he/she might need brushing up in.

Library

Our library has a wide range and age appropriate books and provides the students with books to read for pleasure as well as books to use for classroom inquiry in various subjects. Every classroom also has a reading corner for the students.

Campus Security

24 hours CCTV Surveillance - the entire school is under 24hrs surveillance inside-out. There are day and night guards on the watch at all times.

All visitors to the campus are required to report to the main gate security guard at the school gate, where their identity will be checked with the Admissions Office and his/her name, time of arrival and temperature will be noted before entering the school premises. They will then be handed over a Visitor's Badge/ID Card and then directed to the reception area where they will need to inform his purpose of visit. The badge/ID needs to be displayed at all times. Visitors may need to wait in case of a busy day unless they have a prior appointment.

Extended Curriculum Activities (ECA)

After School Program (ASP)



ASP AFTER SCHOOL PROGRAMME

spa | SCHOOL OF PERFORMING ARTS

OVER 15 DYNAMIC ACTIVITY BASED PROGRAMS

 **01407076609**

 Road 55, House 11/A, Gulshan-2
Dhaka 1212, Bangladesh

 www.springdaledhaka.org


SPRINGDALE
INTERNATIONAL
SCHOOL



ASP AFTER SCHOOL PROGRAMME

- Swimming
- Classical Dance
- Quranic Arabic
- Eastern Singing
- Western Singing
- Archery
- Table Tennis
- Yoga for Moms & Kids
- Gymnastics
- Piano
- Arts & Crafts
- Ballet
- Karate
- Drums
- Tennis

**ADMISSIONS
GOING ON!**

+8801407076610



Grade level team coordinators & homeroom/specialist teachers

In the Primary School, each student has a homeroom teacher who monitors the students' wellbeing, provides a range of general support strategies for everyday concerns (academic or personal/social) and mediates issues.

The homeroom teacher should be a parent's first point of contact at the school should they have any concerns or questions. The homeroom teachers work collaboratively with all the other specialist teachers to support all students.

Medical Attention

Parents should inform both the classroom teacher and the nurse of special health information. It is essential for us to know of any allergies, short/long term health problems or medical conditions. If your child needs specific medication during the day, it is important to communicate the administration of medication needs, accompanied by a valid prescription, to the school nurse, class teacher and administrative assistants, who are also First Aiders, in the nurse's absence.

The school will contact you in the case of illness or injury that may require further observation at home. For this reason, it is vital that the school has up-to-date records of telephone numbers and addresses of the parents. Please inform the Admissions Office immediately of any change in your contact details.

If your child has any contagious illness, please notify the Homeroom Teacher as soon as possible. This includes measles, mumps, scarlet fever and chicken pox. Lice and ringworm are also to be reported.

Head lice

At SPRINGDALE INTERNATIONAL SCHOOL, we promote healthy lifestyles, which mean that we value the physical and emotional health of everyone in our school community. When dealing with issues such as head lice we recognize the importance for everyone in our school community to work together. To this end, if you detect your child has a case of headlice please inform the school so that we, in turn, can then remind families to check regularly and treat effectively.

If this is followed school wide, heavy or recurrent lice conditions should not occur. Parents/careers will be notified immediately if a case of head lice affecting their child is detected in school. Whilst children with head lice are not generally sent home from school, cases of recurrent/persistent head lice will be addressed on a case-by-case basis and may include a decision from the Head of School to send a child home until treatment is effective.

Responsibilities and rights

All students and members of the community have rights and responsibilities, as follows:

Students have a right to Students have a responsibility to-

- Learn and play in a safe and clean environment
- Learn and play in a supportive environment
- Be respected
- Access adequate and appropriate facilities
- Express their opinion
- Express themselves in an appropriate manner
- Privacy
- Learning experiences which cater to individual requirements
- Actively promote safe and clean practices whilst at school
- Participate in school activities to the best of their ability
- Respect the rights of others
- Care for school facilities in a respectful manner
- Tolerate opinions of others
- Express themselves in a socially acceptable way
- Allow others their privacy
- Respect the learning styles of peers
- Report perceived bullying
- Be respected by staff, students and the wider community
- Be welcomed at our school
- Have their child's full potential realized within the limitations of available resources
- Meet with staff and discuss issues relating to Primary School policy and procedure, their child's progress and reports
- Have their opinions valued
- Show respect towards staff, students and the wider community
- Model appropriate behavior, including language
- Be available to discuss their child's progress
- Ensure their child is sent to school prepared to be involved in the formulation and support of Primary School policy
- Support programs developed by the Primary School
- Express themselves in a socially acceptable way
- Allow others their privacy
- Respect the learning styles of peers
- Report welfare concerns

General Primary School agreements

Health and safety

If a student's wellbeing is at immediate risk, the Primary School will notify parents. Should the Wellbeing Team consider a student to be unfit to attend school or a Primary School event (such as a field trip) then parents may be asked to take a student home. Please note that the Primary School has a right to search students and their belongings at any time during the school day to safeguard the wellbeing of the community.

Parental agreement, consent and signature

The school requires families to acknowledge that they have read, understood, and agreed to abide by the information in the SPRINGDALE INTERNATIONAL SCHOOL Student-Parent Handbook. We also require prior parental consent for some activities during the school day (such as short, local field trips), or to safeguard student wellbeing, such as administering medical attention.

This section of the handbook summarizes the details of necessary parental agreements with the school and prior parental consent for certain activities. You should read the following information carefully.

The school will ask that you send an Electronic Acknowledgement that you have read, understood, and agreed to abide by all the regulations and procedures in the Student-Parent Handbook.

In particular, and with reference to information supplied in the Student-Parent Handbook, this acknowledgement means that you, the parent:

- Agree that, under the supervision of their class teacher and/or other school-nominated chaperones, your child/ren may be taken off campus for field trips during normal school time. The school will provide prior notification of field trips that are longer than a class period (one hour). The school will seek prior, written consent for any trips that do not occur during school time, such as overnight trips.
- Have read, understood and agreed to the medical procedures (outlined above); have provided the school with a full and accurate disclosure of your child(ren)'s medical history; and give permission for:
 - I. The school nurse to administer medication as appropriate to support your child's wellbeing.
 - II. The school to make any medical decision (including surgical intervention recommended by a doctor) in matters of emergency. The school will contact you immediately should your child require urgent medical attention.



- You agree to reimburse the school for any medical expenses incurred by your child.
- Have read the Acceptable Use Policy for Information Technology at SPRINGDALE INTERNATIONAL SCHOOL and agree to abide by its provisions. You are welcome to simplify the IT policy and guides for our younger students, and sign for them, if necessary.





SPRINGDALE

INTERNATIONAL SCHOOL

Junior Campus | Head Office
Road 55, House 11/A, Gulshan 2
Dhaka-1212, Bangladesh

Senior Campus
Road 76, House 22, Gulshan 2
Dhaka-1212, Bangladesh

+8801407076608

+8801407076609

+8801407076610

www.springdaledhaka.org