

# **Emerald International School Dhaka**

## **Student–Parent Handbook**

### **Purpose of this Handbook**

This Student–Parent Handbook is designed to help families understand how Emerald International School Dhaka operates, what we believe in, and how we partner with you to support your child’s growth.

Inside, you will find clear guidance on our philosophy, curriculum, policies, and daily routines — all created to ensure a safe, nurturing, and academically enriching environment. We encourage both students and parents to read this handbook carefully and keep it as a point of reference throughout the school year.

### **Introduction to Emerald International School Dhaka (EISD)**

Founded in 2024, Emerald International School Dhaka (EISD) is committed to delivering high-quality, faith-based Islamic education to both local and international communities. We aim to equip students with the academic and moral foundation necessary to navigate the complexities of the 21<sup>st</sup> century.

In a fast-changing world, holistic education is essential. At EISD, we work with both local and international partners to ensure excellence in teaching and learning. We set high standards across all areas of our operations—from academics to character development. Our educational philosophy integrates Islamic values with rigorous academics, community service, Qur’anic studies, and extracurricular activities to help students grow into thoughtful, ethical individuals.

EISD follows the prestigious Cambridge Pathway, offering an internationally recognised curriculum for students from Playgroup through Grade 8. The programme develops foundational knowledge, intellectual curiosity, and intercultural understanding—skills essential for success in a global society. As students progress through the school, they will be prepared for O Level and A Level qualifications, which open doors to higher education around the world.

We expect our faculty to be passionate, dedicated professionals who actively support our mission. Every member of our team contributes to making EISD a vibrant and leading educational institution.

Our philosophy is encapsulated in a simple yet powerful belief:

“Allah is in our hearts, and the world is in our hands.”

## **Our Mission: Building an exemplary Islamic community that benefits humanity.**

**Our mission consists of three key elements:**

### **1. Educational excellence**

- A belief in the inherent potential of every individual to succeed within a high quality and intellectually challenging educational environment
- A commitment to instilling high aspirations, a desire to learn and the ambition to achieve
- An individualized approach to fostering excellence, driven by a fervent belief in the distinctiveness and capability of each person to transcend any perceived limitations

### **2. Character development**

- Cultivating a unified identity to foster a profound sense of belonging among our students, their families, and communities within the Emerald “family”.
- A passionate focus to values-driven education, instilling principles of honesty, integrity, compassion, and mutual respect in every student
- A strong core of tenacity, self-respect and self-belief that inspires each student to become the best person they can be

### **3. Service to communities**

- A steadfast resolve to nurture exceptional Bangladeshi citizens who take pride in and actively contribute to the social and economic advancement of our nation
- Cultivating a strong sense of personal accountability and of responsibility to others
- Dedication to philanthropic initiatives and to making a difference to our world

**Our Vision - Nurture today’s youth, inspire tomorrow’s leaders – so that they can shape the ever-changing world.**

**Our values:**

1. Gratitude- Recognizing and appreciating blessings at every step
2. Excellence- Striving with Ihsan in the most beautiful way
3. Modesty- Showing humility through action and practice according to Islamic ideals.
4. Service- Being of use to the Ummah and leading through charity

## Curriculum

### Curriculum Standards

At Emerald International School Dhaka, our curriculum standards have been carefully selected to reflect the diverse, multicultural nature of our learning community.

Our programme includes core academic subjects such as:

- English
- Bangla
- Arabic
- Social Studies
- Science
- Mathematics
- The Arts
- Physical Education
- Al Quran
- Islamic Studies & Character Development

In addition to these, students develop key transdisciplinary competencies — essential skills that connect knowledge across subjects and prepare them for real-world challenges.

Our curriculum draws on internationally recognised standards and research from countries including Australia, China, New Zealand, Singapore, the United Kingdom, and the United States. These standards are designed to:

- Encourage lifelong learning
- Prepare students for higher education
- Equip learners for life and work in a global society

Through this approach, we aim to provide an education that is both globally relevant and deeply rooted in values, helping each student grow into a confident, capable, and compassionate global citizen.

### Learning in Context

At Emerald International School Dhaka, learning goes beyond the classroom.

Students participate in a wide range of interactive and hands-on learning experiences, both on and off campus. These are designed to:

- Build a strong foundation of knowledge and reasoning
- Develop intellectual confidence and curiosity
- Strengthen lifelong learning skills
- Encourage real-world exploration

As an international school rooted in Bangladesh, we also draw on the richness of local culture and context to deepen learning. Whether through field trips, service projects, or collaborative activities, students connect what they learn to the world around them.

Above all, we aim to foster a lifelong love of learning — helping students become inquisitive, engaged, and thoughtful learners wherever life takes them.

## **Cambridge Curriculum**

Emerald International School Dhaka offers a well-rounded and internationally recognised curriculum for our students to benefit from a broad range of Cambridge International qualifications.

Cambridge curriculum is known for its academic rigour, global relevance, and flexibility. It does not only challenge students intellectually but also encourages the development of vital skills such as critical thinking, problem-solving, research, and effective communication. Cambridge qualifications are widely accepted by top universities and employers around the world which can give our students a strong foundation for higher education and a distinct advantage in today's competitive global landscape. With this curriculum EISD ensures that-

- Our teaching practices meet international benchmarks
- We are committed to continuous improvement and educational excellence
- Our students are being prepared to succeed in a fast-changing, globalised world

## **Our Commitment**

At Emerald International School Dhaka, we are dedicated to creating a stimulating and supportive learning environment where every student is encouraged to reach their full potential.

Through our Cambridge-accredited curriculum, we ensure that learning remains dynamic, relevant, and aligned with global best practices. Our team of qualified and experienced educators is committed to nurturing each child's intellectual, social, and emotional growth.

We believe in empowering our students to become confident, compassionate, and responsible global citizens—ready to lead, contribute, and thrive in an ever-changing world.

## **Admissions Policy**

At Emerald International School Dhaka, we are committed to providing high-quality education in a safe, nurturing environment. Due to our small class sizes and personalized approach, the number of available seats is limited.

## **Admissions Guidelines**

### **1. Schedule a Campus Tour and Placement Test**

To begin the admissions process, please schedule an appointment by calling:

+8801969602541 or +8801992913033

Our Admissions Officer will guide you through the next steps.

You may also request a visit through our website: [www.eisdhaka.org](http://www.eisdhaka.org)

## 2. Payment Process

Once a student is selected for admission, parents will receive a detailed briefing about the admission formalities, including the payment process. Payments can be made either at the school or through our authorised bank partners. All financial matters are managed by the Admissions Department.

## 3. Fees Schedule

For detailed information regarding tuition and other fees, please refer to our website:

[www.eisdhaka.org](http://www.eisdhaka.org)

## 4. Make Payment

After the Campus Tour and Placement Test, an invoice will be issued based on the appropriate grade level for your child(ren). This invoice will include a payment deadline by which parents must complete the admission process by submitting the payment to the Accounts Department. Once payment is confirmed, you will receive the official Admission Form.

## 5. Submit Admission Form and Supporting Documents

Please submit the completed Admission Form along with the following documents:

- One copy of the student's passport or birth certificate
- One copy of each parent's passport
- One passport-sized photograph of the student
- One passport-sized photograph of each parent
- One passport-sized photograph of any authorized guardian (other than parents) who may pick up the child or be contacted in case of emergency
- One copy of each parent's National ID
- For transfer students: A copy of the student's latest academic report
- Medical documents if the student has any medical/special need condition worth mentioning

## 6. Fill Out the Admission Form Online

Parents also have the option to complete the admissions process online via the following link:

**The parents' portal (ERP):** <https://emeraldint.biddalay.net/online-admission>

**Google Form:** <https://forms.gle/oHD6PXw1bP5TGck88>

During the online application, you will be prompted to upload scanned documents (accepted formats: .jpeg, .pdf, .png). If you're still in the process of scanning physical copies, you may begin by completing the data entry questions first. Your progress will be saved, and you can return later to complete the form.

Once the form is submitted, please check your email for confirmation. Don't forget to check your **spam** or **junk** folder in case our message lands there.

**Important Notes:**

- The school may request hard copies of some documents for verification.
- If you are unable to upload all necessary files during submission, please provide as much information as possible. Our Admissions Office will follow up to collect any missing items.
- For any questions or technical issues with the Online Admissions Form, feel free to reach out via:  
**Email:** admissions@eisdhaka.org  
**Phone:** +8801992913033 / +8801969602541

**7. Fees Payment Options**

For your convenience, we offer the following payment methods:

1. Cheque payable to EISD in favor of “Emerald Trust”
2. Cash payment at EISD Accounts Office
3. Card payment/POS at Accounts Office
4. Deposit to the bank/Fund Transfer
  - Bank Name: Bank Asia PLC
  - Branch Name: Dhanmondi
  - Account Name: Emerald Trust
  - Account Number: 50313000481
  - Routing Number: 070261187
5. Online payment using EISD Android/iOS application or Web portal (A 1.70% additional gateway charge applies.)
6. bKash payment: Merchant- 01969602530 (Emerald Trust)
7. By using Bank Asia PLC QR code

**Late Fee**

- a) Parents are required to pay the tuition fees within the 10<sup>th</sup> day of each month to avoid any late fee.
- b) For every 10 days of delay in paying the tuition fees after the 10<sup>th</sup> of every month, a late fee of BDT 1,000 will be added to the outstanding amount.
- c) If tuition fees remain unpaid for two consecutive months, the student may not be permitted to attend classes from the beginning of the third month until the dues are cleared.

**Refund of Fees**

All fees are non-refundable

**Change of Address and Contact Number**

To update your address or contact details, please collect the appropriate form from the Admissions Office. Complete and submit the form to the Admissions Officer to process your request.

### **Attendance and Punctuality Policy**

Attendance and punctuality are vital for a student's success. Regular attendance in the early years lays a strong foundation for academic achievement and social development throughout a child's life. Absenteeism and tardiness can negatively affect both academic progress and social skills.

At EISD, students are expected to meet or exceed our attendance expectation of 95 percent (equivalent to attending at least 4.75 days per week) throughout the academic year. This standard aligns with both national and international guidelines. Students who are not in their classroom at the scheduled start time of the first lesson, will be marked late. Late arrivals will be reported to and dealt by the admission office.

EISD understands and supports legitimate reasons for absenteeism, including illness, injury, cultural or religious observances, and bereavement. In such cases, the school will work with the student and family to provide necessary support.

For absences outside these reasons, a written and signed request from a parent or guardian is required. The Vice Principal or authorized delegate will review and decide on the approval of such requests.

### **Student Code of Conduct**

The school is committed to maintaining a disciplined learning environment and will address instances of non-compliance through positive, constructive, and consistent approaches to student discipline. EISD encourages students to express their feelings and concerns openly with their teachers. While open communication is valued, it is equally important to maintain respect and proper conduct at all times. Students who fail to adhere to appropriate behaviour and etiquette will first receive warnings. Continued non-compliance with the school's rules and regulations will result in parental notification, and the school reserves the right to take any necessary actions deemed appropriate for the student's growth and well-being.

### **Segregation**

EISD promotes modesty in interactions between genders and fosters an environment of mutual respect and dignity for all students.

From Grade 3 onwards, boys and girls will be seated and engaged in activities separately, in alignment with the school's Islamic ethos promoting modesty and appropriate interaction between students. This arrangement is implemented with care, without hindering learning progression or assessment in any way, and without compromising the quality of teaching and learning.

### **General & Disciplinary Rules & Regulations**

#### **Drop-Offs and Pick-Ups**

It is important that students arrive on time so classes can begin smoothly. Please refer to the "Guidelines for parents" section in the diary for your child(ren)'s designated drop-off and dismissal times.

### **Late Arrivals**

If you are dropping off your child after classes have started, please accompany them to the Admissions Office. They will be marked present (but late) and escorted to class by a Child Care Assistant (CCA). Students who arrive after 8:05 AM (excluding early years) will be officially recorded as tardy. On the third day of being late will result in sending the child back home.

### **Early Leave**

If a student needs to leave school early, parents should send a note via email or the parents' portal (ERP) to the homeroom teacher in advance. In case of emergencies, it can be managed by calling the helpdesk number, based on the discretion of the authority.

### **Late Pick-ups**

In case of any parent running late for pick-up, he/she must inform the admin office (helpdesk number) directly.

### **Early Dismissals**

Students may be sent home early in the event of emergencies such as extended power outages that cannot be resolved with generator backup. In such cases, parents will be contacted over the phone by school admin and asked to collect their child.

### **Absences**

If your child is absent for a day or more, please notify the homeroom teacher through email, phone call or the parents' portal (ERP) beforehand. For extended absences, email the homeroom teacher with your child's name, class, reason for absence, and expected duration. If the absence extends beyond two days, a medical certificate must be submitted to the or sent to the homeroom teacher via email.

In the event of a prolonged student absence, parents who wish to collect the student's books and notebooks must clearly state this request in the written application or email and obtain formal approval from the school administration.

Families are kindly requested to plan travel according to the school's academic calendar. Appointments with doctors or dentists should ideally be scheduled after school hours or during breaks.

### **Authorized Pick-Up**

Students may only be picked up by parents, guardians, or others specifically authorized by the family.

### **ID Cards for Students, Parents, and Guardians**

- ID cards are required for identification and pick-up purposes.
- All parents must submit two hard copies of recent passport-size photographs for the student, each parent, and any authorized guardians.
- ID cards can be ordered from the Admissions Office for BDT 500 each.
- Please collect your ID cards from the Admissions Office.



### **Snack / Lunch Break & Drinks**

Students may bring their own lunch and drinking water from home. We strongly encourage nutritious meals that include fruits and/or vegetables to support healthy growth and learning.

To make eating easier and reduce mess, we recommend that children bring finger foods when possible. All students should carry a refillable water bottle; safe, filtered drinking water is available on campus.

Lunch boxes should be compact and clearly labeled with the student's name and class. For students bringing hot meals, we recommend using a thermos to keep food warm.

### **Dress Code**

#### **Uniform: Preschool – Grade 8**

At EISD, wearing the school uniform is required for all students. We believe that a consistent dress code fosters a sense of belonging, pride, and equality among students. Please ensure your child is dressed appropriately for the season. For example, they should carry raincoats during the monsoon and dress warmly (following the color code approved by school authority) during colder months.

- Students are required to wear clean, neatly ironed uniforms with white socks and white sneakers and demonstrate decency, dignity, and modesty in both their appearance and behavior at school.
- From Nursery onward, all students at EISD are required to wear the official PE uniform on designated class days. No shirt/t-shirt of other colors will be allowed, as uniform. To maintain consistency and ensure quality, the uniform must be purchased from the school's designated vendor. Please refer to the diary's 'Uniform' page for a clear understanding.
- Girls' hair should be tied back neatly and kept away from the face and boys should comb their hair to present themselves as neat and tidy. Hair clips, rubber-bands and other accessories for the hair must be of white or black color only.
- For female students of Grade 2 onwards, wearing a hijab and covering the hair is included as part of the school curriculum. The Hijab must be worn in accordance with Islamic guidelines for modesty — it should be properly draped, not styled or fashioned, shortened, or clipped to the side in any manner.
- Students are required to wear proper hijab, uniform, and shoes at all times. Fancy shoes, decorative watches, or variations of the prescribed hijab are not permitted. Failure to comply with these guidelines for three consecutive days will result in the student being sent home.
- Make-up is not permitted at any time. The use of any kind of makeup or nail polish is strictly prohibited.

## **Cleanliness and Personal Hygiene**

Good personal hygiene and cleanliness are part of the school's values. EISD nurtures students to become confident, self-aware individuals who take pride in their appearance and overall presentation.

- Students are expected to maintain fresh, clean skin and ensure they are free from any unpleasant body and mouth odor at all times. Before coming to school every day, they must wash their faces, brush their teeth, use deodorants, wear clean socks and sun-dried clean shoes (regularly washed and dried in the open air specially under the sun, to avoid spreading bad odors) to keep them safe from any unhygienic conditions.
- All parents must ensure that students' nails are kept trimmed regularly and that boys' hair is neatly trimmed and well groomed.
- If you discover that your child has head lice, please inform the school promptly. This allows us to remind all families to regularly check and treat effectively. If this practice is followed school-wide, heavy or recurrent lice infestations can be prevented. Parents or caregivers will be notified immediately if head lice are detected on their child at school. While children with head lice are generally not sent home, persistent or recurrent cases will be addressed individually. In such cases, the school authority may decide to send a child home until treatment has been effectively completed.

At Emerald International School Dhaka, we promote healthy lifestyles that value the physical and emotional well-being of everyone in our school community. When addressing issues related to this, we recognize the importance of collaboration among all families.

## **Independent self-management skills**

We encourage independence in all aspects of student life. Teachers will guide and train students to carry out these routines independently at school; however, parents are expected to reinforce the same practices at home to ensure consistency and to help students develop full independence.

- From Nursery onward, students are expected to be able to move, eat and drink independently.
- From Kindergarten onward, students should be able to dress and clean themselves after using restroom without assistance.

## **Materials and Supplies**

Students should bring only the essentials to school in a small backpack. These include:

- A snack/lunch box
- A refillable water bottle
- A handkerchief
- An extra set of clothes for students of Early Years (PG-KG 2) inside a packet with the student's name written on it
- 1–2 diapers (for PG and Nursery students who are not yet potty-trained)
- A raincoat during the rainy season

- Any prescribed medication (to be clearly labelled and handed to the homeroom teacher)

As part of the Curriculum Support Fee, all students will receive their books, notebooks, and stationery from the school. These materials will be issued, stored, and cared for by the Homeroom Teachers in the classroom.

Please ensure that all items sent from home are clearly labelled with your child's name and class.

### **Valuables**

Students are strongly discouraged from bringing cash or valuables to school. If a student must bring a valuable item for a specific school-related activity or project, it should be handed over to the Homeroom Teacher for safekeeping upon arrival.

Please note that the school cannot be held responsible for any loss, damage, or theft of personal valuables brought onto campus.

### **Prohibited and Dangerous Items**

Students must not bring to school any item that could pose a danger to themselves or others. This includes, but is not limited to, knives, imitation weapons, or any other potentially harmful objects. Electronic devices such as mobile phones, music players, or handheld gaming consoles are also not permitted for recreational use during school hours. If brought for legitimate purposes, such items must be kept securely in school bags and used only when authorized by a teacher for educational activities. Please note: The school will not be held responsible for the loss of or damage to any valuable electronic equipment brought to campus.

### **The parents' portal (ERP): Our Digital Student Diary and Parent Communication Tool**

The parents' portal (ERP) is a secure digital platform used at EISD to enhance communication between home and school. It allows students to share their learning and progress, while parents stay informed and involved in their child's day-to-day experiences.

Each student has a profile where photos, drawings, and notes of their work are uploaded. Parents can view these updates in real-time and receive important notices from teachers or school staff directly through the app.

We encourage all parents to download the parents' portal (ERP) app and activate their account using the link or code provided by the admission office. It's one of the best ways to remain engaged with your child's school life and celebrate their growth.

If you have any trouble accessing the parents' portal (ERP) or need assistance, please feel free to contact the Admissions Office or your child's Homeroom Teacher.

### **Information Technology (IT) and Digital Learning at Emerald International School Dhaka**

At Emerald International School Dhaka, we strive to promote the responsible and appropriate use of digital technologies while fostering attitudes and behaviors that protect our students, the broader school community, and our IT resources. Our IT Policy is divided into two key parts:

#### **Acceptable Use of IT at Emerald International School Dhaka**

This section outlines the specific agreements regarding the use of the school's IT systems and digital resources.

## **Guidelines for the Use of Digital Technologies**

This provides general advice on using all digital technologies—including social media—both within and beyond the school environment.

Technologies and resources covered under this policy include, but are not limited to:

- Shared classroom technology
- Local and wireless network resources
- Cloud-based systems and tools provided by the school
- Use of external digital platforms
- Data protection and security
- Privacy and e-safety

All students and parents are required to review the Acceptable Use Policy for Information Technology at Emerald International School Dhaka. We encourage parents to discuss the policy with their children to ensure clear understanding and shared responsibility.

## **Acceptable Use of ICT**

Emerald International School Dhaka is 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, related devices, networks, and internet access must always align with the educational objectives of Emerald International School Dhaka.

All communications and use of computers, networks, network equipment, and Internet access are privileges granted to students, not rights. We expect students to use these tools responsibly for educational purposes and to show consideration for all other users.

1. Student personal information (including but not limited to names, phone numbers, addresses, etc.) must not be entered, transmitted, or posted over the Internet for public use without prior authorization from school administration.
2. Students will be taught the safe use of ICT and digital etiquette (Netiquette), with appropriate supervision to ensure these practices are followed.
3. Students must not use the network or the Internet in ways that disrupt access for others, such as downloading large files, sending mass emails, or harassing other users. The privacy of all users must be respected, as all communications and information are the property of Emerald International School Dhaka.
4. It is unacceptable to intentionally damage or destroy hardware or data belonging to others, whether within the school or on any site connected to the Internet. This includes creating or spreading computer viruses, Trojans, or other malicious threats.

5. Through technology, we aim to provide opportunities for students to develop skills required in this 21<sup>st</sup> Century investigating, creating, communicating, collaborating, and organizing — all while becoming responsible digital citizens.
6. On the occasions where students need to use the school computers and laptops, the internet will be provided by the school.
7. Any kind of cellular device will not be allowed for students in the school campus.
8. While working, students are not allowed to print any file directly using printer, they will send the file to teacher or IT team to print the file for them.

### **Shared Classroom Technology**

Emerald International School Dhaka provides a wide range of classroom technology resources, including laptops, workstations and specialist hardware to support all subjects in our Cambridge curriculum. Students are expected to treat these resources with care and respect. Any damage to equipment will be reported promptly to the homeroom teacher and the parents.

Students must not change physical connections or alter the configuration of classroom technology without the express permission of the ICT teacher. When such changes are made, it must be understood clearly that settings will be restored to their original state after use.

Under no circumstances should any student install or attempt to install software, or change any security permissions on any device.

### **Cloud-Based Systems and Resources**

Emerald International School Dhaka provides a broad and continually evolving collection of online systems and resources, many of which require users to log in with personal account names and passwords.

Such account details must be carefully protected and should never be shared with anyone except teachers and parents. It is crucial to ensure you are properly logged out from any secure system accessed through a shared device.

If you discover that 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 considered inappropriate. This includes but is not limited to pornographic, threatening, rude, discriminatory, or harassing messages or materials.

3. Respect and protect the intellectual property of others and not infringe upon copyright or intellectual property rights. This includes refraining from making or distributing illegal copies of music, games, or movies.
4. Not use the school's resources to further any criminal acts.
5. Not use the resources to send spam, chain letters, or other unsolicited mass mailings.
6. Not buy, sell, advertise, or conduct business through school IT resources unless approved as a school project.
7. Avoid plagiarism by giving full acknowledgment of sources for any materials or ideas submitted as coursework or assignments.

### **Data Protection and Security**

Students should:

1. Use only assigned accounts to access Emerald International School Dhaka's systems and 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 by not posting or distributing private information about others or themselves online or elsewhere.
6. Report immediately to a teacher any incident that causes them to feel threatened or uncomfortable.

### **Supervision and Monitoring of IT Resources**

School and network administrators monitor IT resource usage to ensure security and compliance with the school's mission. The school reserves the right to examine, use, and disclose any data found on its networks or information systems to maintain the health, safety, discipline, or security of any student or other person, or to protect property.

User accounts and internet access may be monitored, and logs of inappropriate activities maintained. Students are encouraged to use the school's IT resources thoughtfully and responsibly.

### **Consequences**

Consequences will be implemented if the agreements outlined in this policy are not followed.

### **Guidelines for Use of Digital Technologies:**

#### **Classroom Use of Social Media**

Students are expected to refrain from accessing social networking sites during school hours unless explicitly directed to do so as part of a class activity. Teachers must limit class activities to approved online tools.

### **Contributions to Wikis, Blogs, and Online Forums**

When posting messages to Emerald International School Dhaka's forums or blogs, students should observe appropriate etiquette and avoid posts or responses that could be misinterpreted or cause offense.

### **Social Networking Sites**

Many social networking sites have minimum age requirements for membership. Students who have not reached the permitted age are strictly prohibited from creating or using accounts on any social networking site while on school premises or using the school's network.

### **Privacy Settings**

Most social networking sites offer privacy settings that can be adjusted to limit searchability and access to profiles. Students should use these settings prudently, consistent with the requirements of this policy, to protect their online privacy.

### **Use of EISD Email Accounts**

Messages sent from EISD email addresses (such as [it@eisdhaka.org](mailto:it@eisdhaka.org)) should always reflect professionalism and uphold the values and reputation of Emerald International School Dhaka. Content must be courteous, respectful, and appropriate for a school setting.

### **Data Protection**

To help ensure digital security, all users should protect their network accounts with a strong, private password. Never share your password with others. If there is any suspicion that your account may have been accessed by someone else, or if your password has been shared, please change it immediately and notify the appropriate school personnel if needed.

### **E-safety**

All students—and their parents—are encouraged to be aware of the potential risks associated with using digital technologies. As part of our commitment to digital well-being, Emerald International School Dhaka emphasizes the importance of understanding these risks and adopting safe, responsible habits when using online tools.

We encourage families to maintain open communication about online activity and to work together to establish clear guidelines and strategies that help protect children in the digital world.

### **Child Protection Policy**

Emerald International School Dhaka is fully committed to upholding the highest standards of child protection. The safety and well-being of every child in our care is our foremost priority.

We have a clear and comprehensive Child Protection Policy in place, outlining the responsibilities of the school, faculty, staff, and broader school community in ensuring a safe and supportive environment for all students.

If any parent, guardian, or community member has concerns or questions related to child protection, we encourage you to reach out directly to the Vice Principal or the Chief Advisor through the helpdesk. We are always available to listen and respond with care and confidentiality.

### **Road Safety: Bicycles and Scooters**

All members of the EISD community are encouraged to wear helmets when commuting to school by bicycle, scooter, or similar modes of transport. Bicycles and scooters should be stored only in the designated parking area.

### **Emergency Procedures and Safety Drills**

Fire drills, evacuation, and lockdown exercises are conducted regularly throughout the year to familiarize the students with all kinds of emergency procedures.

### **Communication**

Effective communication between home and school is essential. To support this, the following information will help you know where to find updates and whom to contact. In line with our commitment to sustainable development, we prioritize paperless communication whenever possible. Key contact details include:

- Visit us: Road 6, House 19/1, Dhanmondi, Dhaka 1205 (Google map link: <https://maps.app.goo.gl/VfLsXNCizGDdaLRn8>)

- Visiting Hours: 9:00 am to 2:00 pm
- Call us: +8801969602541 or +8801992913033
- Calling Hours: 9:00 am to 5:00 pm
- Emails us [helpdesk@eisdhaka.org](mailto:helpdesk@eisdhaka.org):

The school will send parents updates on events, announcements, field trips and any changes to routines from this email address. Important electronic communications, including login details for EISD student portals, will be sent by email, so it is crucial that your email address is valid and regularly checked.

### **Notice**

- SMS: For important school notices, a brief SMS will be sent to all parents with a short message and a request to check emails for further details.
- EISD website: Visit [www.eisdhaka.org](http://www.eisdhaka.org) for information about the school's mission, vision, values, events, recent news, and updated curriculum details.

### **Contact Persons**

The following points will help you identify whom to contact for different concerns:

1. Academic: Typically, the Homeroom or Specialist Teachers are the first point of contact for questions about your child's academic progress. To speak with a teacher, please call the school to schedule an appointment (on Sundays/ Tuesdays/ Thursdays).
2. Administrative: For all other queries unrelated to academics, please call +8801969602541 or +8801992913033. You may also email [helpdesk@eisdhaka.org](mailto:helpdesk@eisdhaka.org)

Note: To communicate with the Vice Principal please schedule an appointment through the helpdesk at the Admissions Office.



## **Personal Information**

It is essential for the school to have complete and up-to-date information about all students and their emergency contacts. Please ensure the school is informed of any changes or additions to the following details by sending an email to [helpdesk@eisdhaka.org](mailto:helpdesk@eisdhaka.org)

For health and safety reasons, parents should notify the school of any changes related to:

- Home address or telephone number
- Parents' and other contact details, especially mobile phone numbers and email addresses
- Medical information, allergies, operations, vaccinations and any other relevant health matters.

## **Medical Information and Attention**

Parents should inform the homeroom teacher through the school admin of any special health information like:

- allergies, short- or long-term health problems, medical history or any medical conditions
- any contagious illness such as measles, mumps, scarlet fever, and chickenpox.
- conditions like lice and ringworm
- requirement of specific medication during the school day accompanied by a valid prescription

If a student becomes unwell while at school, they must go or be taken to the Admissions Office. A nominated staff member, either the homeroom/subject teacher or an administrative assistant (who are trained First Aiders) will assess the student's condition and decide whether the student should be sent home. The school will notify the student's parents to arrange for pick-up.

For minor complaints, only the homeroom teacher is authorized to administer medication based on parents' acknowledgement. In cases of more serious concerns, the school will contact the parents directly. In emergencies, the school will contact parents and follow the doctor's recommendations for medical care, including surgical intervention if necessary. Therefore, it is vital that the school has up-to-date contact details, including telephone numbers and addresses. Please notify the Admissions Office immediately of any changes to your contact information.

Parents will be systematically informed whenever the school contacts them regarding their child's health; however, immediate communication may not always be possible. A Student Incident Report is completed whenever a student is injured and communicated to the parent on that day.

## **Consent Forms**

Throughout the year, the school will send out parental consent forms for various activities. These forms must be signed by a parent or legal guardian before a student is permitted to participate in the designated activity.

## **Parental Absence**

Please notify the Homeroom Teacher and the Admissions Office if you plan to be out of town for more than one day. The school requires details of appointed guardians and emergency contact numbers for pick-ups during your absence.

### **School Closure**

If it becomes necessary to close the school at short notice, such as due to severe weather, the school will notify all parents via email and/or SMS. If you have any concerns, please check your email first before contacting the school office.

### **Library**

Every classroom at EISD features a reading corner to encourage a love of reading among students. Our class room library offers a wide range of age-appropriate books, providing students with materials both for pleasure reading and for classroom research across various subjects.

### **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.

### **Visitors of EISD**

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 reception desk and his/her name, time of arrival 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 admission office 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 unless they have a prior appointment.

### **Extended Curriculum Activities (ECA)**

**Hifzul Quran** – Dive deep into the spiritual practice of memorizing the Quran.

**Beginners' Hifz** – Embark on a blessed journey!

**Coding and Robotics** – Learn to code, build a robot with Emaan.

**Calligraphy** – Master the timeless skill of beautiful writing.

**Taekwondo** – Cultivate confidence, agility, and perseverance in every kick and punch.

We have separate coaches for boys and girls.

**Judo for girls** – Strengthen your body and mind while learning the art of self-defense.

The Judo coach for girls is female.

**Debate** – Hone your communication skills and boost your confidence.

**Art & Craft** – Discover endless creativity through various craft techniques.

**Yoga** – Find Barakah In Every Breath.

### **After School Program (ASP)-**

After school programs are scheduled based on the need for any upcoming event or achieving certain academic and communicated with the parents through proper notice.

## **Grade Level Coordinators and Homeroom Teachers**

At EISD, 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 other specialist teachers and the Vice Principal to support all students.

### **Responsibilities and Rights**

All students and members of the school community have both rights and responsibilities. These are outlined below:

#### **Students have the right to:**

- Learn and play in a safe, clean, and supportive environment
- Be respected by staff, peers, and the wider community
- Access adequate and appropriate facilities
- Express their opinions and themselves in an appropriate and socially acceptable manner
- Maintain privacy
- Experience learning that caters to their individual needs
- Be welcomed and included in all school activities

#### **Students have the responsibility to:**

- Actively promote safe and clean practices while at school
- Participate in school activities to the best of their ability
- Respect the rights and opinions of others, including tolerating different viewpoints
- Care for school facilities respectfully
- Allow others their privacy
- Respect the diverse learning styles of their peers
- Report any perceived bullying or welfare concerns

#### **Parents and Guardians have the right to:**

- Have their child's full potential realized within the limitations of available resources
- Meet with staff to discuss school policies, their child's progress, and reports
- Have their opinions valued by the school community
- Be welcomed and respected within the school environment

#### **Parents and Guardians have the responsibility to:**

- Show respect towards staff, students, and the wider community
- Model appropriate behavior and language for their children
- Be available and engaged in discussions about their child's progress

- Ensure their child is prepared and supported to follow school policies and participate fully
- Support school programs and initiatives
- Express themselves in a socially acceptable manner
- Respect the privacy and learning styles of others

### **Health and Safety**

If a student's wellbeing is deemed to be at immediate risk, the school will promptly notify the parents. Should the Wellbeing Team determine that a student is unfit to attend school or any school event (such as a field trip), parents may be asked to take the student home.

Please note that the school reserves the right to search students and their belongings at any time during the school day to ensure the safety and wellbeing of the entire school community.

### **Parental Agreement, Consent, and Acknowledgement**

Emerald International School Dhaka requires families to acknowledge that they have read, understood, and agreed to abide by the information contained in the Emerald International School Dhaka Student-Parent Handbook. Prior parental consent is also required for certain activities during the school day (such as short, local field trips) and to safeguard student wellbeing, including administering medical attention.

This section summarizes the necessary parental agreements with the school and outlines consent requirements. Please read the following carefully.

The school will request an electronic acknowledgement confirming that you have read, understood, and agreed to abide by all the regulations and procedures set forth in the Student-Parent Handbook.

In particular, this acknowledgement means that you, the parent or guardian:

- Agree that, under the supervision of their class teacher and/or other school-appointed chaperones, your child(ren) may be taken off campus for field trips during normal school hours. The school will provide prior notification for trips lasting longer than a class period (one hour). For any trips occurring outside school hours, such as overnight trips, the school will seek prior written consent.
- Have read, understood, and agreed to the medical procedures outlined in this handbook; have provided the school with a full and accurate disclosure of your child(ren)'s medical history; and give permission for:
  1. The homeroom teacher to administer medication as appropriate to support your child's wellbeing.
  2. The school to make medical decisions, including surgical intervention recommended by a doctor, in emergency situations. The school will contact you immediately should your child require urgent medical attention.
- Agree to reimburse the school for any medical expenses incurred on behalf of your child.
- Have read and agreed to abide by the Acceptable Use Policy for Information Technology at Emerald International School Dhaka. You may simplify the IT policy and guidelines for younger students and provide consent on their behalf if necessary.