

Student Handbook

SESSION 2023-24

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Welcome Message:

Dear Students,

Welcome to Myers College! We are thrilled to have you as a part of our learning community. This student handbook serves as a guide to help you navigate through your academic journey with us. It outlines the policies, expectations, and resources available to you. We encourage you to familiarize yourself with its contents and reach out to school staff if you have any questions or concerns.

School Vision and Mission:

Vision Statement

To be a highly valued provider of quality educational that offers every student in MYERS an opportunity to build skills for success.

Mission Statement

To enable learners to be literate, productive, and successful in the workplace, home, and community by delivering responsive quality education programs and services.

General School Rules:

- a. Respect for others, including fellow students, staff, and visitors.
- b. Maintaining a positive and inclusive learning environment.
- c. Following school policies and guidelines.
- d. Being responsible for personal belongings.
- e. Promoting a clean and organized school environment.

Student Code of Conduct:

- a. Behaving in a respectful and considerate manner towards others.
- b. Demonstrating honesty and integrity in all academic endeavors.
- c. Adhering to ethical standards in the use of technology and resources.
- d. Avoiding disruptive behavior that hampers the learning process.
- e. Upholding the principles of fairness, equality, and inclusivity.

Attendance and Punctuality:

- a. Regular attendance and punctuality are crucial for achieving academic success.
- b. As a courtesy and to ensure the safety of students, any unavoidable absences must be accompanied by a note provided to the class teacher. Caregivers should also contact the school to inform them of the student's absence on the day of their return. Students who arrive late or need to leave school during the day must register at the school office.
- c. If a student falls ill, they should report to the sickbay. If necessary, parents will be contacted and can collect their child from the office.
- d. Applications for special leave, such as holidays or planned absences, must be submitted to the designated school authority.

Academic Expectations:

- a. Meeting academic requirements and actively participating in classroom activities.
- b. Completing assignments and submitting them within specified deadlines.
- c. Seeking help from teachers or academic coordinators when needed.
- d. Honoring academic integrity and avoiding plagiarism.

Classroom Etiquette:

- a. Respecting teachers and peers by actively listening and participating.
- b. Minimizing distractions by refraining from the use of electronic devices unless instructed otherwise.
- c. Following classroom rules and guidelines set by teachers.

Homework and Assignments:

- a. Teachers will assign homework when it is necessary to extend learning beyond the classroom.
- b. Homework tasks may take various forms, such as readings, problem-solving exercises, research projects, or reflective assignments.
- c. Teachers will communicate clear instructions, objectives, and deadlines for each homework assignment.

d. Students are expected to complete all assigned homework tasks to the best of their abilities and submit them by the specified deadlines.

Support and Resources:

a. Teachers will provide necessary support, guidance, and resources to help students complete their homework successfully.

b. Students are encouraged to seek clarification or additional assistance from their teachers when needed.

c. Parents or guardians are encouraged to support and monitor their child's completion of homework assignments.

Assessment Guidelines:

Fairness and Objectivity

a. Assessments will be conducted in a fair and objective manner, considering the learning objectives and the individual abilities of students.

b. Teachers will use a variety of assessment methods, such as tests, projects, presentations, and class participation, to evaluate student progress.

c. Assessment criteria and grading rubrics will be communicated clearly to students in advance.

Timely Feedback

a. Teachers will provide timely and constructive feedback to students on their assessments, highlighting strengths and areas for improvement.

b. Feedback may be provided through written comments, one-on-one discussions, or other appropriate methods.

c. Students are encouraged to review and reflect upon the feedback provided to enhance their learning.

Academic Integrity

a. Students are expected to submit their own original work for assessments and not engage in any form of academic dishonesty, such as plagiarism or cheating.

b. Teachers will educate students about academic integrity and the consequences of dishonest practices.

Grading Policy:

Grading Percentage Chart		
Excellent	Above 90	A
V.Good	80.00-89.99	B+
Good	70.00-79.99	B
Fair	65.00-69.99	C+
Above Ave.	60.00-64.99	C
Ave.	55.00-59.99	D+
Ave.	50.00-54.99	D
Below Ave.	45.00-49.99	E+
Poor	40.00-44.99	E
Fail	Below 40	UG

Grading System Explanation

Grade:

A student's semester grade is determined by their performance throughout the semester, which includes sub-tests, quizzes, homework, projects, and the final exam. The subject teacher has the final authority to assign a grade, and no changes can be made without their consent.

Credit Hours:

Credit hours indicate the weight of a subject and are determined by the number of times the subject is taught per week. For example, a four credit hour subject is taught at least four times a week.

Grade Point Average / G.P.A:

G.P.A. serves as an overall performance indicator and is measured on a scale of zero to four. A G.P.A. of 4.0 represents an A grade, while 0 indicates a failing grade. Cumulative G.P.A. reflects a student's performance over the three years of schooling.

Note: For detailed information on grades, the grading system, and GPA, please contact the Dean's office.

Assessment and Evaluation Method

The assessment method at Myers College employs a combination of formative and summative assessments. It includes two subtests, a midterm exam, quizzes, presentations, projects, and a final exam. The weightage assigned to each component may vary depending on the course or instructor. Here is a general breakdown:

Subtests: These tests are conducted during the semester to evaluate students' understanding of the covered material. The weightage for each subtest may be equal or different, depending on the course structure.

Midterm Exam: This exam takes place around the midpoint of the semester and assesses students' knowledge and comprehension of the course content covered up to that point. The midterm exam usually carries a significant portion of the overall grade.

Quizzes: Periodic quizzes are administered throughout the semester to assess students' understanding of specific topics or chapters. The weightage for quizzes is typically smaller compared to other assessments.

Presentations: In certain subjects, students may be required to deliver presentations on specific topics, evaluating their ability to effectively communicate and present information related to the course material. The weightage for presentations can vary but is generally moderate.

Projects: Depending on the subject, projects may be assigned individually or in groups, allowing students to apply their knowledge and skills to real-world scenarios. The weightage for projects can vary, but it often contributes significantly to the final grade.

Final Exam:

The final exam is a comprehensive assessment conducted at the end of the semester to evaluate students' overall understanding of the material covered. The final exam usually carries a significant weightage and contributes significantly to the final grade.

Criteria for Determining Grades:

The grading criteria for each subject are clearly outlined in the syllabus provided to students at the beginning of the term. The syllabus serves as a comprehensive guide, specifying the expectations and requirements necessary to achieve different grades. By referring to the syllabus, students can gain a thorough understanding of how and when their performance will be evaluated, ensuring transparency and enabling effective planning and work towards their desired grades.

Use of School Facilities and Resources:

Myer's College provides a variety of facilities and resources to support the academic, extracurricular, and personal development needs of our students. These resources are meant to enhance their educational experience and enable them to explore their interests and talents. Here is an overview of the use of school facilities and resources:

Library and Media Centre:

The school library is a hub for research, studying, and accessing a wide range of educational materials.

Students can utilize the library's collection of books, digital resources, periodicals, and reference materials.

The media center offers access to computers, multimedia tools, and equipment for projects and presentations.

Laboratories:

Specialized laboratories such as science and computer are available for practical learning and experimentation.

Students can conduct scientific investigations, engage in computer programming, and practice language skills in these facilities.

Sports Facilities:

Our school boasts well-equipped sports facilities, including gyms, athletic fields, swimming pools, and courts for various sports activities.

Students can participate in physical education classes, team sports, and individual training sessions in these spaces.

Study Areas and Common Spaces:

Various designated study areas and common spaces are available for students to work individually or collaborate in groups.

These spaces offer a conducive environment for studying, discussions, and teamwork.

To ensure the effective use of school facilities and resources, students are expected to adhere to the following guidelines:

Care and Maintenance:

Students should treat school facilities, equipment, and resources with care and respect.

Report any damages or malfunctions to the appropriate staff members promptly.

Compliance with Policies:

Adhere to the school's policies and guidelines regarding the acceptable use of technology, internet access, and resources.

Respect any restrictions or rules set for specific facilities or resources.

By utilizing the available school facilities and resources responsibly, students can maximize their learning opportunities and make the most of their educational journey.

Uniform and Dress Code:

There is separate uniform for summer and winter season.

WINTER

Boys: White full sleeve shirt, grey trouser, black half sleeve pullover, black blazer with golden buttons, maroon tie, black socks and black shoes.

Girls: White full sleeve blouse, grey tunic, grey skirt(up to class K-2), white shalwar, white legging(up to class K-2), black half sleeve pullover, black blazer with golden buttons, maroon tie, white scarf with grey ribbon piping, white socks and black shoes.

SUMMER

Boys: White half sleeve shirt. khaki trouser, black socks and black shoes.

Girls: White half sleeve shirt, white half sleeve blouse (up to class K-2), khaki shalwar, khaki skirt (up to class K-2), khaki duppata or sash, white socks and black shoes.

Student clothing should be clean and appropriate to the prescribed uniform.

Students' personal hygiene and cleanliness is utterly desirable and strictly checked.

Dress Code for Farewell Event

During the school farewell event, there is a designated dress code for both girls and boys. Girls are expected to wear modest dresses, while boys are required to dress in suits with ties. In the case that boys choose to wear shalwarqameez, it must be paired with a waistcoat and dress shoes.

Bullying and Harassment Policy:

Myer's College is committed to providing a safe and inclusive learning environment for all students. We have zero tolerance for bullying, harassment, or any form of intimidation that undermines the well-being and educational experience of our students. The following policy outlines our approach to preventing and addressing incidents of bullying and harassment:

Definition of Bullying and Harassment:

Bullying: Bullying refers to any repeated, intentional, and harmful behavior aimed at causing physical, emotional, or psychological distress to an individual or group. This behavior may include physical aggression, verbal abuse, social exclusion, cyberbullying, or any other form of unwanted conduct.

Harassment: Harassment encompasses unwelcome actions, comments, or gestures directed towards an individual or group based on their race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic. It creates an intimidating, hostile, or offensive environment that interferes with a person's ability to learn and thrive.

Supportive Environment: We cultivate a supportive environment that encourages open communication, empathy, and mutual respect. We foster positive relationships and emphasize the importance of standing up against bullying and harassment.

Reporting and Response:

Reporting Incidents: Students, staff, parents, or any member of the school community are encouraged to report any incidents of bullying or harassment promptly. Reports can be made to trusted teachers, counselors, administrators, or through anonymous reporting channels provided by the school.

Confidentiality and Protection: We treat all reports with confidentiality to the extent possible while conducting a thorough investigation. The privacy and safety of all parties involved will be respected throughout the process.

Investigation and Intervention: Once an incident is reported, the school will promptly investigate the matter and take appropriate disciplinary action based on the severity and nature of the offense. This may include counseling, mediation, corrective measures, parental involvement, or disciplinary consequences as deemed necessary.

Disciplinary Consequences:

The school will apply disciplinary consequences in line with our established code of conduct. These consequences may range from counseling and educational interventions to suspension, expulsion, or involvement of law enforcement if necessary, depending on the severity and recurrence of the bullying or harassment incidents.

By enforcing this policy and working collaboratively with our school community, we aim to prevent and address bullying and harassment effectively, promoting a positive and nurturing atmosphere for all students to learn, grow, and thrive.

Health and Safety Guidelines:

- a. Promoting a safe and healthy environment for all students.
- b. Emergency procedures, including evacuation plans.

To bolster the safety and efficacy of emergency evacuations at Myers College, we have implemented a cutting-edge solution: the introduction of two emergency back gates. These gates serve as indispensable escape routes during crisis scenarios and form an integral part of our comprehensive emergency and evacuation strategy.

To familiarize individuals with evacuation protocols, including the proper utilization of emergency exits and back gates, we conduct regular emergency preparedness training sessions in collaboration with 1122. Assigned personnel, meticulously trained for this

purpose, are entrusted with the responsibility of operating and managing the emergency back gates, guaranteeing their smooth functionality during evacuations.

- c. Guidelines for medication administration, allergies, and illnesses.
- d. Healthy eating and physical activity promotion.

Student life:

a. The House System

All students at Myer's College are divided randomly into five houses except students of pre-school that have their own net up of activities. These houses. infect, provide a platform to every student from which they can represent them in a variety of extracurricular opportunities and sports.

b. Student Council

To maintain discipline among students and to arouse leadership qualities in them student representatives are selected by the school in charges and house in charges.

Student Appointed Positions:

- Prefects: Two students from each house (junior and senior house)
- Head Boy: A student from senior school
- Head Girl: A student from senior school

These representatives are to check the students' general behavior, cleanliness, uniform and report to concern duty teacher or to their house in charge. Head Boy and Head Girl have to report to their School in charge for any necessary action. This sort of leadership nurtures disciplined social life.

Require Criteria and/or Selection Process

- GPA not less than 3.0 for head boy/girl and 2.0 for prefects.
- Well-mannered and well disciplined
- Punctual
- Obedient and dutiful
- Participate in activities and sports
- Well dressed

c. After school Clubs

Student life is greatly enriched by active participation in after-school clubs. These extracurricular activities serve as a valuable platform for personal development and meaningful social interactions. By engaging in a variety of clubs, students have the opportunity to explore diverse interests spanning sports, arts, and academic pursuits.

One of the key benefits of club involvement is the cultivation of essential skills such as teamwork, leadership, and effective time management. Students learn to collaborate with their peers, take on leadership roles, and effectively balance their academic responsibilities with their club commitments. These skills not only contribute to their personal growth but also prepare them for future endeavors.

Extracurricular Activities:

Myers College offers a diverse range of extracurricular programs, clubs, and sports to enrich the educational experience and cater to the varied interests and talents of our students. These activities provide opportunities for personal growth, skill development, and building lasting friendships. Here is an overview of the available options:

Extracurricular Programs:

- a. Academic Enrichment: Engage in advanced courses, academic competitions, and research projects.
- b. Community Service: Contribute to the community through volunteer work and organized service projects.
- c. Leadership Development: Participate in leadership workshops, mentoring programs, and student government.

Clubs and Organizations:

- a. Arts and Culture: Explore creative outlets such as music, dance, drama, fine arts, and photography.
- b. STEM (Science, Technology, Engineering, and Mathematics): Join clubs dedicated to robotics, coding, science experiments, and technology innovation.
- c. Social and Cultural: Connect with peers who share similar interests in literature, debate, foreign languages, or cultural appreciation.
- d. Special Interest: Pursue unique hobbies like chess, gardening, journalism, or environmental conservation.

Wellness and Sports:

Engage in fitness activities, team sports, yoga, martial arts, or outdoor adventures.

Procedures for Participation and Expectations:

To participate in any extracurricular program, club, or sport, students are required to follow these procedures:

- a. **Registration:** Students must sign up during the designated registration period, indicating their preferred activities.
- b. **Attendance and Commitment:** Regular attendance and active participation are expected. Students should prioritize their extracurricular involvement and maintain consistent involvement throughout the designated program or club season.
- c. **Code of Conduct:** Students are expected to adhere to the school's code of conduct and display respectful behavior towards fellow participants, coaches, advisors, and school property.
- d. **Academic Eligibility:** Maintaining satisfactory academic performance is crucial. Students must meet the academic requirements set by the school to be eligible for participation in extracurricular activities.
- e. **Short Leave Policy for Bereavement:** This policy grants students the opportunity to take a short leave from their academic responsibilities in the event of a family member's death. It is crucial to note that this privilege is exclusively designated for situations of family bereavement and cannot be utilized for any other reasons. By reserving this leave specifically for bereavement, we aim to demonstrate our unwavering commitment to supporting our students in their time of need.

Safety Guidelines:

Students must adhere to safety guidelines established for specific activities, including proper use of equipment, following rules, and reporting any concerns or incidents promptly.

Parental Consent:

Parental or guardian consent is required for participation in certain activities, particularly those involving physical exertion or off-campus events.

We encourage students to explore their interests and take advantage of the opportunities provided by our extracurricular programs, clubs, and sports. Engaging in

these activities fosters personal growth, teamwork, leadership skills, and a well-rounded education.

Extracurricular Activities Offering Pre School

- a. English Poem Recitation
- b. Urdu Poem Recitation
- c. Art and Drawing Competition
- d. Qirat Competition
- e. Writing Competition

Extracurricular Activities Offering Junior School

- a. English Reading
- b. Urdu Reading
- c. Qirat Competition
- d. Urdu Play
- e. English Essay Writing and Handwriting
- f. Urdu Essay Writing and Handwriting
- g. English Poem Recitation
- h. Urdu Poem Recitation
- i. English Play

Extracurricular Activities Offering Preparatory School

- a. English Declamation
- b. Urdu Declamation
- c. Qirat Competition
- d. Urdu Play
- e. English Essay Writing
- f. Urdu Essay Writing
- g. English Poem Recitation
- h. Urdu Poem Recitation
- i. English Play

Extracurricular Activities Offering Senior School

- a. English Declamation
- b. Urdu Declamation
- c. Urdu Play
- d. English Play
- e. English Essay Writing Competition
- f. Urdu Essay Writing Competition
- g. Model United Nations

Field Trips and Excursions:

Furthermore, as part of our academic program, we organize an annual off-campus excursion for each school division - junior, preparatory, and senior. This excursion presents a unique opportunity for students to establish connections with adults beyond the classroom setting, fostering valuable relationships.

Additionally, our senior school orchestrates study trips on a yearly basis, designed to provide students with a condensed yet immersive learning experience. These study trips are meticulously planned to promote a deeper understanding and observation within various disciplines of learning.

Guidelines for Behavior and Safety during Off-Campus Activities:

- a. Respectful Behavior: Students must exhibit respectful and responsible behavior throughout the duration of the off-campus activity. This includes showing respect to fellow participants, teachers, guides, and any individuals encountered during the trip.
- b. Follow Instructions: Students are expected to follow instructions provided by the designated trip leaders, teachers, and accompanying staff members at all times. This includes adhering to schedules, safety guidelines, and any specific rules set for the activity.
- c. Stay with the Group: Students should remain with the designated group throughout the off-campus activity unless instructed otherwise by the trip leaders. Straying from the group without proper authorization is not permitted.
- d. Personal Safety: Students must prioritize their personal safety and the safety of others. This includes being mindful of their surroundings, avoiding risky behaviors, and immediately reporting any concerns or incidents to the trip leaders.
- e. Respect the Environment: Students should demonstrate respect for the environment and any cultural or historical sites visited during the off-campus activity. Littering, vandalism, or any damage to the natural or built environment is strictly prohibited.

- f. **Equipment and Property:** Students are responsible for taking care of any equipment or property provided to them during the off-campus activity. Any loss, damage, or misuse of equipment or property may result in appropriate consequences.
- g. **Medication and Health Conditions:** If a student requires medication or has a specific health condition, it is essential to inform the trip leaders in advance. Students should carry necessary medications with them and follow any prescribed guidelines.

Permission Forms and Parent/Guardian Consent:

For participation in off-campus activities, students are required to submit permission forms signed by their parent or guardian. These forms provide important consent and acknowledge the understanding of the following:

- a. **Liability Waiver:** Acknowledgment is made that the school and its staff will take reasonable precautions for the safety and well-being of the students, but they cannot be held liable for any unforeseen accidents or incidents during the off-campus activity.
- b. **Emergency Contact:** Parents or guardians are required to provide emergency contact information in case of any unforeseen circumstances or emergencies.
- c. It is mandatory for the school to receive the signed permission forms and parent/guardian consent before allowing students to participate in any off-campus activities.

Parent-Teacher Communication:

Open communication between parents/guardians and teachers is crucial for the holistic development and academic success of students. It creates a strong partnership that fosters a supportive and collaborative learning environment.

Student Progress: Effective communication allows parents/guardians to stay informed about their child's progress, strengths, and areas that may need improvement. Regular

updates from teachers enable parents/guardians to actively support their child's educational journey and address any challenges proactively.

Individualized Support: Open communication allows teachers to gain valuable insights from parents/guardians about their child's interests, learning styles, and unique needs. This information enables teachers to tailor their instruction and provide individualized support, helping students thrive academically and emotionally.

Early Intervention: Timely communication between parents/guardians and teachers plays a vital role in identifying and addressing potential issues early on. By sharing concerns or observations, parents/guardians can collaborate with teachers to develop appropriate strategies and interventions, ensuring that students receive the necessary support when needed.

Consistency and Reinforcement: When parents/guardians and teachers maintain open lines of communication, it fosters consistency in expectations and reinforces the learning process. This consistency between home and school environments creates a cohesive support system for students, enhancing their academic performance and overall development.

Channels of Communication:

Parent-Teacher Meetings

Emails

Phone Calls

Whatsapp

Disciplinary Procedures:

In the event that a violation is confirmed, appropriate disciplinary actions will be taken, proportional to the severity of the offense and following college policies. The range of potential disciplinary actions includes but is not limited to:

Warnings: A verbal or written notice will be issued to the individual, serving as a formal indication that their behavior has violated the Code of Conduct. Warnings serve as a reminder of expected conduct and aim to prevent further infractions.

Probation: The individual may be placed on probation for a specified period, during which their continued enrollment or participation in college activities is contingent upon meeting specific conditions. These conditions will be clearly communicated to the individual.

Suspension: In certain cases, a temporary suspension from college activities or enrollment may be imposed. This period of suspension will be determined based on the severity of the violation and the need to maintain a safe and respectful environment.

Expulsion: The most severe disciplinary action, expulsion, may be implemented when the violation is deemed particularly egregious or when repeated misconduct occurs despite previous disciplinary measures. Expulsion results in the termination of the individual's enrollment or association with the college.

Student Responsibilities:

- a. Deliberate or careless damage to school property or resources will result in the responsible student(s) being held accountable for the cost of repair or replacement.
- b. Certain areas of the school may be designated as out of bounds for safety or management reasons.
- c. Students should take appropriate care to safeguard their personal belongings. The school cannot be held responsible for damage, loss, or theft of valuables.
- d. Items that are not permitted at school or are being used in a disruptive or inappropriate manner may be confiscated.
- e. Students must not bring substances or articles that are likely to be harmful (e.g., fireworks, firearms, knives, cigarette lighters, matches) to school.
- f. Bringing smart watches, electric vapes, headphones, mobile phones, or any other electronic devices to school is strictly prohibited. If electronic devices are

used in the classrooms, students will be charged with a serious offense, and their electronics will be confiscated until the parents retrieve them in person.

Acknowledgment of Receipt:

All students and their parents/guardians are required to sign an acknowledgment form indicating that they have received and reviewed the student handbook.