

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

SUKUN ISLAMIC SCHOOL

An Islamic English Medium School

STUDENT – PARENT HANDBOOK

Playgroup to Grade V

Academic Year 2027

"And say, My Lord, increase me in knowledge."

— Surah Ta-Ha, 20:114

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Sukun Islamic School — Student-Parent Handbook

Academic Year 2027 Edition

Published by the Administration, Sukun Islamic School

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Qur'anic verses and Hadith cited within this handbook are drawn from authentic, widely-accepted sources, including the Noble Qur'an and the collections of Sahih al-Bukhari, Sahih Muslim, Sunan Abi Dawud, and Jami' at-Tirmidhi. Every effort has been made to cite these accurately; readers seeking deeper study are encouraged to consult a qualified Islamic scholar or trusted primary source.

Table of Contents

Principal's Welcome Message.....	7
1 Vision, Mission & Core Values	9
Our Vision	9
Our Mission	9
Our Core Values.....	9
Our School Philosophy	9
2 Why Choose Sukun Islamic School?	11
3 About Sukun Islamic School	12
Our Story.....	12
Our Ideology	12
Sections & Class Levels.....	12
Class Sections & Daily Timing	13
Contact & Location	13
4 Our Curriculum	14
Subjects Taught at SIS	14
Tri-Lingual Education: Our Signature Approach.....	14
Early Years Curriculum (Playgroup to Upper KG)	15
Primary Curriculum (Grade I to Grade III)	15
Character Education: Our Hidden Curriculum.....	15
5 The Hifzul Qur'an Programme.....	16
Programme Structure.....	16
Why Qur'an Memorization Matters	16
Assessment of Hifz Progress	17
6 Assessment System	18
Academic Calendar.....	18
How Marks Are Distributed	18
Report Cards	18
7 Attendance Policy.....	18
How Attendance Is Recorded	19
Late Arrival	19
Attendance and Marks.....	19
Applying for Leave.....	19
Pick-Up After Class	20
8 Uniform Policy	21
Boys' Uniform.....	21

Girls' Uniform	21
General Uniform Guidelines	21
9 Discipline Policy: Positive Discipline at SIS	23
Our Approach: Positive Discipline	23
Uniform and Attendance Discipline	23
Classroom Conduct.....	23
Gate and Pick-Up Discipline	24
Fee-Related Discipline.....	24
Steps of Positive Correction	24
10 Behaviour Expectations.....	25
We Expect Every SIS Student To:	25
Islamic Etiquette in Daily School Life.....	25
11 Anti-Bullying Policy.....	26
What We Consider Bullying	26
Our Response	26
12 Child Protection & Safeguarding Policy	27
Our Safeguarding Commitments	27
Reporting a Concern.....	27
13 Digital Safety & AI Usage Policy	28
Digital Safety Guidelines	28
Artificial Intelligence (AI) Usage Policy.....	28
14 EximusEdu User Guide	29
Getting Started	29
What You Can Do on EximusEdu	29
15 Parent & Guardian Responsibilities.....	30
Daily Responsibilities	30
Financial Responsibilities	30
Spiritual & Home Environment Responsibilities	30
Communication Responsibilities	31
16 Student Responsibilities.....	33
Every SIS Student Is Expected To:	33
17 Teacher Responsibilities.....	34
Every SIS Teacher Commits To:.....	34
18 Communication Policy.....	35
How to Reach the School	35
Our Communication Commitments to You	35
Respecting Teachers' Personal Time	35
19 Homework Policy.....	36

Our Homework Principles	36
The Parent's Role in Homework	36
20 Reading Programme	37
How the Reading Programme Works	37
21 Co-Curricular Activities & Annual Events.....	38
Regular Co-Curricular Activities	38
Green Day	38
Sports Day.....	38
Educational Tours & Field Trips	38
Annual Events.....	39
22 School Health, Food & Medication Policy	40
Food Policy.....	40
General Health & Hygiene	40
Medication Policy	40
23 Emergency Procedures.....	41
Fire Safety Procedure	41
Earthquake Procedure	41
Lost Child Procedure	41
24 Complaint Procedure.....	42
Steps to Raise a Concern	42
25 Fee Policy	42
Academic Fee Structure — Academic Year 2027	42
Understanding Each Fee Category.....	43
Payment Schedule & Key Rules	43
How to Pay.....	44
26 Scholarships & Waivers	45
Merit Scholarship	45
Sibling Waiver.....	45
27 Admission Process	46
Step-by-Step Admission Process.....	46
Documents Required for Admission	46
Date of Birth & Birth Certificate Policy.....	47
28 Withdrawal Procedure	48
29 Transportation.....	49
General Guidance for Parents Arranging Transport	49
30 Parent-Teacher Meetings.....	50
How PTMs Work.....	50
31 Library & Computer Lab Rules	51

Library Rules	51
Computer Lab Rules	51
32 Student Leadership & Recognition	52
Recognition & Awards.....	52
33 Campus Rules & Islamic Etiquette (Adab)	53
General Campus Rules	53
Islamic Etiquette Expected on Campus	53
34 Frequently Asked Questions	53
35 Parent Checklist	59
Daily Checklist	59
Monthly Checklist.....	59
Semester Checklist	59
36 Student Checklist.....	60
Before Leaving Home Each Morning	60
During the School Day	60
37 New Student Orientation	61
What to Expect in the First Week	61
38 Parent Agreement	62
39 Student Pledge	63
40 Acknowledgement of Receipt.....	64
41 Appendix.....	65
A. Contact Information	65
B. Emergency Numbers	65
C. Uniform Quick Guide.....	65
D. Academic Calendar	65
E. School Map	65

Principal's Welcome Message

Assalamu Alaikum Warahmatullahi Wabarakatuh — Peace, mercy, and blessings of Allah be upon you.

Dear Parents and Dear Students,

All praise belongs to Allah Subhanahu Wata'ala, the Rabb of all the worlds, and peace and blessings be upon our beloved Prophet Muhammad (peace be upon him), his family, his companions, and all who follow his guidance until the Last Day.

It is with a heart full of gratitude that I welcome you to the Sukun Islamic School (SIS) family. The word 'Sukun' itself means tranquility and peace — and this is exactly what we hope every child will feel the moment they step onto our campus: a place of warmth, safety, and calm, where they are nurtured in the light of the Qur'an and the authentic Sunnah, while also being prepared with the strong academic foundation they need to thrive in today's world.

As a school, we carry an amanah (a sacred trust) that you have placed in our hands — your children. We never take this trust lightly. Every teacher, every staff member, and every policy in this handbook exists for one purpose: to help your child grow into a confident, capable, God-conscious human being who loves Allah, loves His Messenger (peace be upon him), and contributes meaningfully to society.

QUR'AN

"Indeed, in the Messenger of Allah you have an excellent example for anyone whose hope is in Allah and the Last Day."

— Surah Al-Ahzab, 33:21

This Student-Parent Handbook has been prepared with great care by our academic and administrative team. It brings together our Islamic philosophy, our academic curriculum, and every policy that governs daily life at SIS — from admission to attendance, from uniform to discipline, from the Hifzul Qur'an programme to emergency procedures. I encourage every parent to read this handbook carefully with your child, so that together, home and school can walk hand in hand in raising a generation that will make the Ummah proud.

Education, in the Islamic tradition, is never just about marks or certificates. The Prophet (peace be upon him) said:

HADITH

"Whoever treads a path in search of knowledge, Allah will make easy for him a path to Jannah."

— Sahih Muslim, 2699

This is the spirit in which SIS was founded — not merely to produce good students, but to raise righteous, knowledgeable, and confident individuals who will carry the light of Islam into every field they enter, whether medicine, engineering, business, or da'wah.

I look forward to partnering with you in this beautiful and rewarding journey of tarbiyah (nurturing). May Allah Subhanahu Wata'ala bless our children, bless our efforts, and make this school a means of guidance and goodness for generations to come. Ameen.

Wassalamu Alaikum Warahmatullahi Wabarakatuh,

The Administration

Sukun Islamic School

An Islamic English Medium School

1 Vision, Mission & Core Values

Our Vision

To be a leading Islamic English Medium institution that nurtures every child on the foundation of the Qur'an and authentic Sunnah, producing confident, knowledgeable, and righteous individuals who serve as ambassadors of Islam — at home, in society, and across the world.

Our Mission

Sukun Islamic School exists to blend authentic Islamic education with modern academic excellence, so that every child grows into:

- A Muslim who understands and lives by the Qur'an and authentic Sunnah
- A confident, tri-lingual communicator in English, Arabic, and Bengali
- A Hafiz or Hafizah of the Qur'an, or a student who has built a strong, lifelong connection with it
- An academically capable learner, ready for higher studies at home or abroad
- A person of excellent akhlaq (character) — honest, respectful, disciplined, and compassionate
- A da'ee — someone equipped to represent and share the message of Islam wherever life takes them, In Sha Allah

Our Core Values

Value	What It Means at SIS
Taqwa (God-consciousness)	Every lesson, rule, and relationship is rooted in the awareness that Allah is always watching.
Ilm (Knowledge)	We pursue both Islamic and worldly knowledge as two wings of the same bird — neither complete without the other.
Akhlaq (Character)	Good manners, honesty, and respect are taught as seriously as Mathematics or English.
Rahmah (Compassion)	Every child is treated with kindness, patience, and mercy, following the example of the Prophet (peace be upon him).
Ummah (Community)	Students learn to care for their families, classmates, and the wider community, both Muslim and non-Muslim.
Itqan (Excellence)	We encourage every child to do their best in every task, remembering that Allah loves excellence in all things.

HADITH

"Allah has decreed excellence (ihsan) in all things."

— Sahih Muslim, 1955

Our School Philosophy

Sukun Islamic School believes that a child raised with the Qur'an in his heart and good character in his conduct is 'the comfort of the eyes' (qurratu a'yun) for his parents in this world, and a means of continuous reward (sadaqah jariyah) for them in the Hereafter.

QUR'AN

"And those who say, 'Our Lord, grant us from among our spouses and offspring comfort to our eyes and make us a leader for the righteous.'"

— Surah Al-Furqan, 25:74

This philosophy shapes everything we do. We do not separate 'religious education' from 'general education' — instead, we weave Islamic values through every subject, every interaction, and every rule in this handbook, so that a child does not learn Islam as a subject on a timetable, but lives it as a way of life.

2 Why Choose Sukun Islamic School?

Choosing a school for your child is one of the most important decisions you will ever make as a parent. Here is why thousands of parents across Lalbagh and greater Dhaka trust Sukun Islamic School with their most precious amanah:

1. A Genuine Balance of Deen and Dunya

At SIS, Qur'an memorization, Islamic Studies, and Arabic are not add-ons — they are woven into the heart of the school day, alongside a full English Medium academic curriculum in English, Mathematics, Science, and Bengali.

2. Tri-Lingual Education

Every SIS student is nurtured to become confident in three languages: English (the language of global opportunity), Arabic (the language of the Qur'an), and Bengali (our mother tongue and national identity).

3. Dedicated Hifzul Qur'an Programme

SIS runs a structured, daily Qur'an memorization programme, taught by qualified huffaz, so that children build a living, lasting relationship with the Book of Allah from an early age.

4. Small, Nurturing Environment

We treat every child as an individual, not a number. Our teacher-student ratios allow real attention to each child's academic progress, emotional wellbeing, and character development.

5. Modern, Technology-Enabled Schooling

Through our EximusEdu digital platform, RFID attendance system, computer lab, and multimedia classrooms (used only in halal, wholesome ways), SIS blends tradition with technology responsibly.

6. An Environment That Protects Fitrah

From our uniform policy to our classroom culture, everything at SIS is designed to protect the natural, pure disposition (fitrah) that Allah has placed in every child, shielding them from harmful influences while they are young and impressionable.

DID YOU KNOW?

The name 'Sukun' (سكون) is an Arabic word meaning stillness, calm, and tranquility. It also refers to the diacritical mark in Arabic script that brings a letter to a gentle, silent rest. We chose this name because we want every child, every parent, and every teacher to feel a sense of peace and belonging within our walls.

3 About Sukun Islamic School

Sukun Islamic School (SIS) began its journey, by the grace of Allah Subhanahu Wata'ala, as an Islamic English Medium school under the shade of Islam. Our founders set out with a simple but powerful aim: to blend authentic Islamic education with modern, internationally-informed academics — so that Muslim children need not choose between the two.

SIS is located at Lalbagh Classic Tower, 27/4/Ka, Dhakeshwari Road, Lalbagh, Dhaka-1211 — in the heart of Old Dhaka, a part of the city with a proud and long-standing history of Islamic scholarship and learning.

Our Story

Alhamdulillah, since its founding, SIS has grown steadily, class by class, always keeping its founding vision intact: to raise children who are firmly rooted in the Qur'an and Sunnah, fluent across three languages, and academically prepared for a bright future. We currently serve students from Playgroup through Grade V, with our academic ladder continuing to grow each year, In Sha Allah, as our first cohorts move upward.

Our Ideology

SIS believes that every child is an amanah (trust) from Allah, and that the early years of a child's life are the most critical period for shaping character, habits, and belief.

HADITH

"Every child is born upon fitrah (natural disposition to believe in Allah); it is his parents who make him a Jew, a Christian, or a Magian."

— Sahih al-Bukhari, 1385

This hadith is the foundation of our ideology. We understand that a school cannot replace parents, but it can — and must — work as a devoted partner alongside the home to protect and nurture the fitrah that every child is born with.

Sections & Class Levels

SIS is currently organised as follows:

Section	Classes Covered	Age Range (approx.)
Early Years	Playgroup, Nursery, Lower KG, Upper KG	3 – 6 years
Primary Wing	Grade I, Grade II, Grade III, Grade IV, Grade V	6 – 11 years

As our founding batches progress, SIS plans to expand year by year into higher grades, In Sha Allah, always maintaining the same standard of Islamic tarbiyah and academic quality at every level.

Class Sections & Daily Timing

Each class is identified with a colour-coded section name, and classes run five days a week (Sunday to Thursday, following the standard school-week convention observed in Bangladesh), except on gazetted and school holidays. Current class timings are:

Class	Section	Class Time
Playgroup	Red	11:30 am – 1:15 pm
Nursery	Orange	8:00 am – 11:00 am
Lower KG	Yellow	8:00 am – 12:20 pm
Upper KG	Green	8:00 am – 12:20 pm
Grade I	Blue	8:00 am – 1:00 pm
Grade II	Indigo	8:00 am – 1:40 pm
Grade III	Violet	10:20 am – 4:00 pm

NOTE

Class timings may be revised at the start of any academic year. The Administration will always inform parents in advance, in writing, through EximusEdu and the school notice board, of any change to class timing.

Contact & Location

	Details
Address	Lalbagh Classic Tower, 27/4/Ka, Dhakeshwari Road, Lalbagh, Dhaka-1211
Phone / WhatsApp	01712-184331, 01992-773672
Email	sukunacbd@gmail.com
Website	sukunis.com
Facebook	facebook.com/sukunislamicschool

4 Our Curriculum

The SIS curriculum is built on one guiding principle: knowledge is a single tree with two branches — deeni (religious) and duniyawi (worldly) — and a healthy tree needs both branches to flourish. Our curriculum is therefore holistic, combining Islamic Studies and Qur'an memorization with a robust English Medium academic programme.

QUR'AN

"Say, 'Are those who know equal to those who do not know?' Only they will remember who are people of understanding."

— Surah Az-Zumar, 39:9

Subjects Taught at SIS

Subject	Purpose & Focus
English	Reading, writing, grammar, comprehension, and spoken fluency — the global language of opportunity.
Mathematics	Numeracy, logical reasoning, and problem-solving through an internationally-informed, age-appropriate syllabus.
Science	Introducing the natural world through observation and inquiry, always framed with wonder at Allah's creation.
Bengali	Our mother tongue — reading, writing, and appreciation of Bengali language and heritage.
Arabic	The language of the Qur'an — foundational vocabulary, reading, and basic conversation.
Islamic Studies	Aqeedah (belief), Fiqh (practical rulings), Seerah (Prophetic biography), and Akhlaq (character), taught age-appropriately.
Hifzul Qur'an	Daily, structured Qur'an memorization with tajweed, under qualified huffaz.
ICT / Computer	Responsible, purposeful use of technology, introduced through our computer lab.
Art, Games & Co-curricular	Creative expression, physical development, and character-building activities.

Tri-Lingual Education: Our Signature Approach

SIS is proud to offer a genuine Tri-Lingual Education, in which English, Arabic, and Bengali are all given real weight in the weekly timetable, rather than treating one as a mere 'extra subject.' This approach is grounded in the belief that:

- English opens the doors of global higher education and career opportunity.
- Arabic opens the door to understanding the Qur'an directly, without depending only on translation.
- Bengali preserves our children's connection with their culture, family, and national identity.

 BEST PRACTICE

Research in child development consistently shows that children exposed to multiple languages before the age of seven develop stronger cognitive flexibility, memory, and problem-solving skills than monolingual peers. SIS's early start on English, Arabic, and Bengali gives every child this lifelong cognitive advantage.

Early Years Curriculum (Playgroup to Upper KG)

Our Early Years programme is play-based, sensory, and gentle, recognising that young children learn best through stories, songs, movement, and hands-on activity. Emphasis is placed on:

- Basic Islamic manners (Adab) — greeting with salam, saying Bismillah before eating, using the right hand, and simple duas
- Letter and number recognition in English, Arabic, and Bengali
- Fine motor skills — holding a pencil, cutting, drawing
- Oral language development and listening skills
- Short Surahs and basic Islamic knowledge appropriate to their age
- Social skills — sharing, taking turns, and respecting friends and teachers

Primary Curriculum (Grade I to Grade V)

As students progress into the Primary Wing, the curriculum becomes more structured, while retaining a nurturing, encouraging classroom culture. Subjects deepen in rigour, Qur'an memorization targets increase, and students begin to take more ownership of homework, classwork, and personal responsibility.

Character Education: Our Hidden Curriculum

Beyond textbooks, SIS is deeply committed to Character Education — what some call the 'hidden curriculum.' Every teacher is trained to model and reinforce Islamic akhlaq throughout the school day, not only in the Islamic Studies period.

 HADITH

"The most complete of the believers in faith are those with the best character."

— Jami' at-Tirmidhi, 1162 (Hasan Sahih)

This is reinforced through daily routines: greeting with salam, saying Bismillah before starting work, thanking Allah (Alhamdulillah) after completing a task, showing respect to teachers and elders, and practising honesty even when no one is watching (muraqabah).

5 The Hifzul Qur'an Programme

If there is one programme that defines the soul of Sukun Islamic School, it is our Hifzul Qur'an Programme. SIS firmly believes that there can be no truly Islamic school without a serious, structured Qur'an memorization programme running alongside general schooling.

HADITH

"The best among you (Muslims) are those who learn the Qur'an and teach it."

— Sahih al-Bukhari, 5027

Programme Structure

- Qur'an memorization is taught for approximately 2 hours daily, integrated into the regular school schedule.
- Instruction is delivered by qualified huffaz (those who have themselves memorized the Qur'an) with proper tajweed training.
- Children begin with short, frequently-recited Surahs before progressing juz by juz according to individual capability.
- Regular revision (murajah) sessions are built into the weekly schedule so that memorized portions are not forgotten.
- An additional Extensive Hifz track is available for families who wish their child to pursue an accelerated, dedicated memorization path; a separate fee applies for this specialised track (see Fee Policy).

Why Qur'an Memorization Matters

HADITH

"Such a person who recites the Qur'an and masters it by heart will be with the noble, righteous scribes (in Heaven). And such a person who exerts himself to learn the Qur'an by heart, and recites it with great difficulty, will have a double reward."

— Sahih al-Bukhari, 4937

Beyond the immense spiritual reward, memorizing the Qur'an at a young age carries remarkable developmental benefits. Children who memorize Qur'an regularly show improved memory retention, discipline, focus, and Arabic phonemic awareness — skills that carry over into their general academic performance as well.

PARENT TIP

Help your child revise their daily Hifz portion at home, even for just ten minutes after Fajr or after Maghrib or before bed. Consistency at home doubles the effectiveness of what is taught at school.

Listening to your child recite — even if you cannot read Arabic yourself — is itself an act of support that they will feel and remember.

Assessment of Hifz Progress

Each child's Hifz progress is tracked individually and shared with parents through EximusEdu and at Parent-Teacher Meetings. Progress is never compared publicly between children — every child's Hifz journey is personal, and SIS avoids creating unhealthy competition or pressure around memorization speed.

6 Assessment System

SIS uses a balanced, developmentally-appropriate assessment system designed to track genuine understanding and growth, not merely to rank children against one another.

Academic Calendar

- The academic year is divided into two semesters: Fall and Spring.
- Continuous classroom assessment (classwork, homework, quizzes, and attendance) contributes throughout the semester.
- Formal assessments are held at scheduled points in each semester, with results shared through EximusEdu and printed report cards.

How Marks Are Distributed

In every subject, class attendance carries real academic weight — 10 marks are added for consistent, punctual attendance in each subject, across the two assessment periods (Fall and Spring). This reflects our belief that presence, punctuality, and consistent effort are themselves a form of excellence (ihsan) worth rewarding.

IMPORTANT

A student who does not maintain at least 75% attendance will not be permitted to sit for that semester's formal assessment. A student who misses more than 35% of classes in a semester risks cancellation of admission. Please see the Attendance Policy chapter for full details.

Report Cards

- Report cards are issued at the end of each semester and shared digitally via EximusEdu, with a printed copy available on request.
- Report cards reflect academic performance, Hifz progress, attendance, and a teacher's narrative comment on the child's character and classroom conduct.
- Parents are strongly encouraged to discuss the report card with their child at home in an encouraging, constructive tone — celebrating effort as much as results.

BEST PRACTICE

When discussing report cards with your child, try to ask 'What did you learn this term that you're proud of?' before asking about marks. Children who feel that effort and character are valued — not just numbers — tend to develop healthier, more resilient attitudes toward learning.

7 Attendance Policy

Regular, punctual attendance is one of the greatest gifts a parent can give a child's education. SIS takes attendance seriously — not as a bureaucratic formality, but because consistent presence in the classroom is directly tied to a child's learning, spiritual growth, and Hifz progress.

HADITH

"The most beloved of deeds to Allah are those that are consistent, even if small."

— Sahih al-Bukhari, 6465 / Sahih Muslim, 782

How Attendance Is Recorded

- SIS uses an RFID-based attendance system. Every student must carry and 'punch' their ID card before the start of their first class.
- Attendance is only recorded if a student punches their card at least 5 minutes before class begins.
- Students who forget their ID card cannot have attendance officially recorded for that day; parents are asked to ensure the ID card is packed every morning as part of the daily routine.
- Attendance can be viewed in real time by parents through the EximusEdu app.

Late Arrival

- Students should arrive at least 5 minutes before their class start time.
- A student arriving late will be allowed into class but will not receive attendance marks for that period.
- A student arriving more than 30 minutes late will be marked absent for that day and may not be permitted to join the day's class, at the discretion of the class teacher.

Attendance and Marks

Attendance carries a weight of 10 marks in every subject across each assessment period. This is because SIS believes presence and punctuality are themselves part of a student's academic discipline.

IMPORTANT

A student who does not maintain at least 75% attendance in a semester will not be allowed to sit for that semester's formal assessment. A student who misses more than 35% of total classes in a semester is at risk of having their admission cancelled. Parents are urged to inform the school in writing (or via EximusEdu) of any planned or unavoidable absence well in advance.

Applying for Leave

- Guardians must apply for leave via the EximusEdu app, clearly stating the reason for absence, and must receive due approval.

- Without an approved leave application, the class teacher will not be able to provide missed study materials for the days absent.
- For extended absence due to illness, please attach a doctor's note where possible, so the school can best support your child's return.

Pick-Up After Class

- Children are handed over only to their registered parent/guardian at the school gate.
- If someone other than the registered guardian is picking up a child, the school must be informed in advance.
- Students should be picked up within 30 minutes of the class ending. SIS reserves the right to retain a student briefly after class hours to complete unfinished classwork or homework, with or without prior notice, for the child's own academic benefit.



PARENT TIP

Try to build a calm, unhurried morning routine at home — laying out the uniform, packing the school bag (including the ID card and Hifz notebook), and having a wholesome breakfast the night before, if possible. A peaceful morning sets the emotional tone for your child's entire school day.

8 Uniform Policy

The SIS uniform is far more than a dress code — it is a visible expression of our Islamic identity and a practical embodiment of the Qur'anic concept of libas at-taqwa, the 'garment of God-consciousness.'

QUR'AN

"O children of Adam, We have bestowed upon you clothing to conceal your private parts and as adornment. But the clothing of righteousness — that is best."

— Surah Al-A'raf, 7:26

Our uniform is designed to be modest, dignified, comfortable, and practical for a full day of learning, prayer, and play, while instilling equality among students regardless of family background.

Boys' Uniform

Item	Description
Thobe	White thobe with navy blue border on sleeves and collar
Payjama	White payjama
Head Covering	White net cap (tupi)
Socks	Black socks
Shoes	Black shoes

Girls' Uniform

Item	Description
Abaya	White abaya with navy blue border on sleeves and hemline
Payjama	White payjama
Hijab	White hijab with navy blue border along the edge
Niqab	Black niqab (introduced from Upper KG onwards)
Socks	Black socks
Shoes	Black shoes, flat heel

NOTE

Uniform fabric and sample colours are shared with parents at the time of admission and again at the start of each academic session. Please purchase uniforms only according to the specifications given by the school office to maintain consistency across the school. To maintain consistency we recommend to make it from our designated tailors.

General Uniform Guidelines

- The uniform must be worn clean, neat, and in good repair every single day.

- Parents are encouraged to keep at least two full sets of uniform so a clean set is always ready.
- Uniforms should not be altered into a fashionable or non-standard style.
- Students should wear their School ID card daily wherever applicable.
- During colder months, plain, modest outerwear may be worn over the uniform with prior approval from the class teacher.
- On designated Sports/Games days, the specified sports uniform should be worn as informed by the class teacher.

 BEST PRACTICE

Label every uniform item, socks, and shoes with your child's name and class, especially for younger children in Playgroup to Upper KG. This avoids mix-ups and helps misplaced items find their way home quickly.

9 Discipline Policy: Positive Discipline at SIS

Sukun Islamic School is dedicated to cultivating a disciplined, respectful, and spiritually nourishing learning environment. Our approach to discipline is rooted in the Prophetic model — firm on principle, but always gentle, patient, and merciful in method.

HADITH

"He who is deprived of gentleness (rifq) is deprived of goodness altogether."

— Sahih Muslim, 2592

This means that while SIS holds clear, firm expectations, our teachers are trained to correct behaviour through encouragement, clear boundaries, natural consequences, and restorative conversation — never through harshness, humiliation, or fear.

Our Approach: Positive Discipline

- We focus on teaching the right behaviour, not just punishing the wrong one.
- Misbehaviour is treated as a teaching opportunity, not simply an offence to be punished.
- Consequences are natural, proportionate, and explained calmly to the child, so they understand why, not just what.
- Consistency matters — the same expectation applies every day, to every child, delivered with kindness.
- Positive behaviour is noticed and encouraged at least as much as negative behaviour is corrected.

Uniform and Attendance Discipline

- All students are required to wear the complete, correct uniform daily, including shoes, socks, and the tupi (boys) or hijab/niqab (girls).
- A student not in complete uniform will not receive attendance marks for that day, and in cases of repeated non-compliance, may be asked to wait until proper uniform is arranged before rejoining class, out of fairness to all students.
- Students must punch their ID card before their first class begins; otherwise attendance cannot be recorded for that day.

Classroom Conduct

- Students are expected to be punctual, attentive, and respectful during lessons.
- Disruptive behaviour that interferes with the learning of others is not permitted and will be addressed calmly by the teacher, with parents informed if the behaviour continues.
- Homework must be submitted by the assigned deadline; missed homework will not be verified after the due date has passed, so that fairness is maintained for all students.

Gate and Pick-Up Discipline

- For the safety of all children and to protect classroom learning time, guardians may not enter classrooms during school hours without prior authorization from the school administration.
- Guardians are requested not to bring food to feed children during break time; students should bring their own home-made tiffin and water bottle.
- School staff should not be asked to run personal errands (bringing forgotten items, food, etc.) during school hours, so that they can focus fully on their duties to all students.

Fee-Related Discipline

- Monthly Tuition Fees should be cleared by the 10th of each month to receive the applicable waiver, and must be cleared by the 15th at the latest.
- If fees remain unpaid past the 15th, EximusEdu access (class notes, materials) may be temporarily disabled until payment is made.
- Non-payment for two consecutive months may result in cancellation of admission, in line with our Fee Policy (see Chapter 16).

Steps of Positive Correction

When a child's behaviour needs correction, SIS follows a graduated, compassionate approach:

1. **Gentle Reminder:** A quiet, private word from the teacher, reminding the child of the expected behaviour.
2. **Clear Conversation:** A short one-on-one conversation helping the child understand why the behaviour is not acceptable and what is expected instead.
3. **Natural Consequence & Parent Notice:** A fair, related consequence (for example, redoing incomplete work) with a note home to keep parents informed.
4. **Parent Meeting:** For repeated concerns, a meeting is arranged with parents and the class teacher (and counsellor, if needed) to build a joint plan.
5. **Administrative Review:** For serious or repeated misconduct, the matter is reviewed by the Administration, who will decide on appropriate next steps in the best interest of the child and the wider school community.

TEACHER TIP

Correct the behaviour, not the child. Say 'That was an unkind thing to do' rather than 'You are a naughty child.' This protects the child's self-esteem while still holding the standard high — a balance the Prophet (peace be upon him) modelled beautifully throughout his life.

10 Behaviour Expectations

SIS expects every student to reflect the beautiful character (akhlaq) taught by Islam, in and out of the classroom.

We Expect Every SIS Student To:

- Greet others with salam and respond to salam warmly
- Speak respectfully to teachers, staff, classmates, and elders
- Use polite language at all times and avoid mockery, name-calling, or harsh words
- Take care of school property, books, and the belongings of others
- Be honest, even when it is difficult
- Help and be kind to classmates, especially anyone who is new, shy, or struggling
- Come prepared for class with completed homework and required materials
- Follow instructions from teachers and staff with respect
- Take part actively and positively in class and co-curricular activities

STUDENT REMINDER

Remember: your good manners are a form of da'wah. Every time you are kind, honest, or patient at school, you are showing the beauty of Islam to everyone watching — including your non-Muslim neighbours and friends.

Islamic Etiquette in Daily School Life

Situation	Expected Adab (Etiquette)
Entering class	Say Assalamu Alaikum; enter with the right foot
Before eating tiffin	Say Bismillah; eat with the right hand
After eating	Say Alhamdulillah
Sneezing	Say Alhamdulillah; classmates respond Yarhamukallah
Making a mistake	Say Astaghfirullah; correct it calmly
Starting any task	Say Bismillah
Leaving school	Say salam to teachers and friends and Say Astawdiullah

11 Anti-Bullying Policy

SIS holds a zero-tolerance stance toward bullying of any kind — physical, verbal, social, or online. Bullying stands in direct opposition to the Islamic values of rahmah (mercy), justice, and brotherhood that define our school culture.

HADITH

"A Muslim is the brother of a Muslim; he does not wrong him, nor does he abandon him."

— Sahih Muslim, 2564

What We Consider Bullying

- Repeated physical aggression — hitting, pushing, or intimidating another child
- Name-calling, mocking, or repeated unkind teasing
- Deliberately excluding a classmate from friendship groups or activities
- Spreading rumours or encouraging others to turn against a classmate
- Any of the above conducted through phones, apps, or online platforms outside school (cyberbullying)

Our Response

- Any report of bullying — from a student, parent, or staff member — is taken seriously and investigated promptly and privately.
- Both the child affected and the child responsible are spoken with individually, with compassion and fairness, never in public or in front of peers.
- Parents of both children are informed appropriately, respecting each family's privacy.
- A plan for correction, support, and monitoring is put in place, which may include counselling support for both children.
- Repeated or severe bullying is escalated to the Administration for further disciplinary action.

PARENT TIP

If your child mentions being teased or excluded, listen fully before reacting. Ask, 'What happened, and how did that make you feel?' Then inform the class teacher promptly through EximusEdu or in writing so the school can act quickly and gently.

12 Child Protection & Safeguarding Policy

The safety and wellbeing of every child at SIS is our first and most sacred responsibility. This commitment flows directly from our understanding of amanah — the trust that Allah and parents have placed in our hands.

HADITH

"Each of you is a shepherd, and each of you is responsible for his flock."

— Sahih al-Bukhari, 893

Our Safeguarding Commitments

- All staff members are briefed on child safety expectations before working with students.
- Children are only released to their registered parent/guardian, or a person specifically pre-authorized in writing by the family.
- Guardians may not enter classrooms unsupervised during school hours, protecting both privacy and safety.
- Any concern regarding a child's physical or emotional wellbeing is treated with urgency, confidentiality, and care.
- Staff are expected to model, and gently reinforce, correct Islamic boundaries of modesty and interaction among students at all times.

Reporting a Concern

If a parent, student, or staff member has any concern about a child's safety or wellbeing — at school, at home, or online — they are strongly encouraged to speak to the class teacher or the school Administration directly and promptly. All concerns are handled with sensitivity, discretion, and in the best interest of the child.

IMPORTANT

Safeguarding concerns are never dismissed, delayed, or set aside — regardless of who is involved. Every child at SIS has the right to feel safe, respected, and protected.

13 Digital Safety & AI Usage Policy

Technology, used correctly, is a powerful tool for learning. Used carelessly, it can expose young minds to harm. SIS takes a balanced, protective approach — embracing beneficial technology (like EximusEdu and our computer lab) while guarding children from harmful content.

Digital Safety Guidelines

- The school's multimedia classrooms and computer lab are used strictly for educational purposes; no non-Islamic or inappropriate content (including music with instruments, in line with school policy) is used in any classroom activity.
- Personal mobile phones and smart devices are not permitted for student use during school hours unless explicitly authorized by a teacher for a learning activity.
- Parents are encouraged to supervise their child's device and internet use at home, using parental controls where possible, and to have open conversations about online safety.
- Students are taught never to share personal information, photos, or their location with strangers online.

PARENT TIP

Keep shared family devices in common areas of the home rather than in children's bedrooms. This simple habit, more than any app or filter, is one of the most effective ways to protect children online.

Artificial Intelligence (AI) Usage Policy

As AI tools (such as chatbots and homework-solving apps) become widely available, SIS asks parents and students to use them thoughtfully:

- AI tools may be used to support learning — for example, to explain a concept in a different way — but should never be used to complete homework, assignments, or Hifz revision on a child's behalf.
- Learning happens through struggle, practice, and repetition; allowing AI to bypass this process robs a child of genuine understanding and skill.
- Younger children should not be given unsupervised, independent access to AI chatbots or open internet search, given the risk of encountering age-inappropriate content.
- Teachers will guide older students, as our academic ladder grows, on the responsible and honest use of AI as they progress to higher grades.

BEST PRACTICE

If your child needs help with homework, encourage them to first attempt it independently, then ask a parent or sibling for a hint, before turning to any digital tool. This builds resilience, confidence, and real learning — qualities no shortcut can replace.

14 EximusEdu User Guide

To make communication and record-keeping smoother for busy parents, SIS uses EximusEdu, a dedicated Student Management Software platform. Every family is strongly encouraged to install and actively use this app.

Getting Started

- **Download the App:** Search for 'EximusEdu' on the Google Play Store (Android) or Apple App Store (iOS). If you do not have a smartphone, you may access the same features from any web browser at www.eximusedu.com
- **Log In:** Your child's login credentials are sent via SMS at the time of admission. Please save this SMS carefully — the school does not keep a separate record of your password.
- **Lost Credentials:** If login details are lost, they can be reissued by the school office upon payment of a Tk. 50 reissue fee.

What You Can Do on EximusEdu

Feature	What It's For
Fee Payment	Pay monthly tuition and other fees securely online, from anywhere
Attendance	View your child's daily attendance record in real time
Syllabus & Class Notes	Access the term syllabus and daily class notes shared by teachers
Routine	View the class timetable/routine
Results	View assessment results and report cards
Calendar	See upcoming school events, holidays, and important dates
Notices	Receive official school announcements instantly
Leave Application	Submit a leave application for your child's absence

TIP

Turn on push notifications for EximusEdu so you never miss an urgent notice, fee reminder, or holiday announcement. Check the app at least once a day, ideally in the evening, to stay fully connected with your child's school life.

NOTE

SIS uses an RFID card system linked to EximusEdu for attendance. This is why it's essential your child carries their ID card to school every single day — without it, attendance cannot be recorded even if the child is physically present.

15 Parent & Guardian Responsibilities

Education at SIS is a partnership. No school, however dedicated, can raise a righteous child alone — the home is the first and most powerful school a child ever attends.

HADITH

"Each of you is a shepherd, and each of you is responsible for his flock. A man is a shepherd of his household and is responsible for them."

— Sahih al-Bukhari, 893

Daily Responsibilities

- Ensure your child arrives in complete, clean, and proper uniform every day, with nails trimmed and hair neatly kept.
- Ensure your child carries their ID card, Hifz notebook, homework, and required books every day.
- Provide a home-made, healthy tiffin and a water bottle daily.
- Check EximusEdu daily for class notes, notices, and updates.
- Support and check your child's homework every evening, offering help without doing the work for them.
- Ensure your child sleeps and wakes on a healthy schedule so they arrive rested and ready to learn.

Financial Responsibilities

- Clear monthly Tuition Fees by the 10th of each month to receive the applicable fee waiver, and by the 15th at the latest to avoid service interruption.
- Keep payment receipts safely for any future reference or dispute resolution. (You will get all the receipts in EximusEdu app)
- Inform the Accounts Office in advance of any anticipated delay in payment, so alternative arrangements can be discussed where possible.

Spiritual & Home Environment Responsibilities

SIS believes that the home environment shapes a child as much as, if not more than, the classroom. We warmly encourage parents to:

- Maintain an Islamic environment at home — regular prayer, Qur'an recitation, and good Islamic manners modelled by parents themselves.
- Reinforce the Hifz portions your child is memorizing by listening to their recitation regularly.
- Speak about the school, teachers, and Islam in a positive, respectful tone at home, as children absorb their parents' attitudes deeply.

- Maintain modest dress and Islamic etiquette when visiting the school campus, including appropriate head covering for female guardians, in keeping with the Islamic environment we strive to maintain together.
- Refrain from playing music, musical instruments, or other forms of entertainment in the home that conflict with the school's Islamic values.
- Do not organize or participate in birthday celebrations, Mawlid gatherings, gaye holud programs, music parties, new year celebrations or similar celebrations that are not part of the school's adopted Islamic practice.
- Refrain from attending or organizing social programs, parties, or events involving unnecessary free mixing (non-mahram interaction) between men and women.
- Supervise children's use of television, mobile phones, the internet, social media, and digital entertainment. Encourage beneficial and Islamically appropriate content.
- Encourage children to keep the company of righteous friends who positively influence their Islamic character and behavior.
- Avoid displaying statues, idols, or decorations that conflict with the school's Islamic principles, and strive to maintain a home environment that supports Islamic values.
- Allocate time daily for learning the Qur'an, Hadith, Seerah, and authentic Islamic teachings.
- Teach children honesty, respect, kindness, patience, humility, and responsibility through both instruction and personal example.
- Cooperate with the school's Islamic guidelines and reinforce them at home to provide children with a consistent educational and moral environment.
- Refrain from smoking or consuming alcohols or tobacco or drugs, engaging in riba (interest), adultery, using slangs.
- Refrain from haram earning.
- Recognize that children learn primarily by observing their parents. Demonstrate Islamic manners, speech, worship, and conduct in daily life. So be a role model for them.

QUR'AN

"O you who have believed, protect yourselves and your families from a Fire whose fuel is people and stones."

— Surah At-Tahrim, 66:6

Communication Responsibilities

- Respond to school communication (EximusEdu notices, letters, phone calls) in a timely manner.
- Attend scheduled Parent-Teacher Meetings and collect report cards personally, as required by school policy.
- Inform the school promptly, in writing, of any change in contact number, address, or emergency contact person.

- Raise concerns directly and respectfully with the class teacher first, following the Communication Policy outlined in this handbook.



PARENT TIP

Try to speak about your child's teachers with warmth and respect at home — even when you disagree with a decision. Children who hear their parents undermine teachers often struggle to respect authority in the classroom, which can affect their own learning experience.

16 Student Responsibilities

Every student at SIS, regardless of age, is capable of taking ownership of their own conduct and effort. We believe that even young children can begin building the habits of responsibility that will serve them for life.

Every SIS Student Is Expected To:

- Come to school in complete uniform, with all required books, homework, and the ID card
- Arrive on time and settle into class calmly and respectfully
- Listen attentively to teachers and follow classroom instructions
- Complete homework and classwork honestly and to the best of their ability
- Treat classmates, teachers, and staff with kindness and respect
- Take care of their own belongings, books, and the shared property of the school
- Recite and revise their daily Hifz portion sincerely
- Speak the truth, even when it is uncomfortable to do so
- Ask a teacher for help whenever something is not understood

HADITH

"Truthfulness leads to righteousness, and righteousness leads to Paradise."

— *Sahih al-Bukhari, 6094 / Sahih Muslim, 2607*

STUDENT REMINDER

You are capable of amazing things! Every small act of honesty, kindness, and effort is written down and rewarded by Allah — even when no teacher or parent is watching.

17 Teacher Responsibilities

SIS teachers are not merely instructors — they are murabbis, nurturers of both mind and soul, entrusted with one of the most honourable responsibilities in Islam: passing on knowledge.

HADITH

"The scholars are the heirs of the Prophets."

— Sunan Abi Dawud, 3641 (Hasan)

Every SIS Teacher Commits To:

- Plan and deliver lessons that are engaging, age-appropriate, and rooted in both academic rigour and Islamic values
- Treat every child with patience, fairness, and compassion, regardless of academic ability or behaviour
- Communicate a child's progress and concerns to parents honestly and promptly
- Model excellent Islamic character and conduct at all times, both inside and outside the classroom
- Maintain a safe, structured, and encouraging classroom environment
- Apply positive discipline consistently and never resort to harshness, humiliation, or physical punishment
- Continue their own professional and Islamic learning to remain effective, informed educators

BEST PRACTICE

SIS teachers regularly participate in training on child psychology, positive classroom management, and Islamic pedagogy, ensuring our teaching methods remain both spiritually grounded and educationally current.

18 Communication Policy

Clear, respectful, two-way communication between home and school is the backbone of every child's success. SIS maintains an open-door culture, while also protecting reasonable boundaries so teachers can rest, prepare lessons, and spend time with their own families.

How to Reach the School

Purpose	Best Channel
Daily notices, attendance, results	EximusEdu App
Academic concerns about your child	Class Teacher (via EximusEdu message or scheduled meeting)
Fee-related queries	Accounts Office (08:00 am to 04:00 pm)
Admission & enrollment queries	Admission Office (08:00 am to 04:00 pm)
General queries or feedback	01712-184331 / 01992-773672 / sukunacbd@gmail.com
Urgent/emergency matters	Phone call to school office directly (08:00 am to 05:00 pm)

Our Communication Commitments to You

- The school will respond to parent queries within a reasonable timeframe, generally within 1–2 working days.
- Important notices (holidays, events, fee changes) will always be communicated in advance through EximusEdu and the notice board.
- Teachers will share constructive, honest feedback about your child, framed with care and respect.

Respecting Teachers' Personal Time

Our teachers dedicate themselves fully to your children during school hours. To help them rest, prepare, and spend time with their own families — a right Islam grants to every person — we kindly ask parents not to contact teachers after early evening, on weekends, or during holidays for non-urgent matters. Please route all such communication through EximusEdu or the school office during working hours.

NOTE

If you are ever unhappy with how a concern was handled, please see the Complaint Procedure in this handbook. We take every concern seriously and want every family to feel heard.

19 Homework Policy

Homework at SIS is designed to reinforce classroom learning, build independence, and involve parents gently in their child's daily academic journey — never to overwhelm young children or take over family time.

Our Homework Principles

- Homework is age-appropriate in both quantity and difficulty, increasing gradually as children progress through the grades.
- Homework should typically be completed within a reasonable time each evening, leaving space for play, rest, Hifz revision, and family time.
- Homework is checked and given feedback promptly by teachers, so children see the value of their effort.
- Missed homework will not be verified after the assigned due date, to maintain fairness for all students.



PARENT TIP

Set up a consistent, quiet homework time and space at home — ideally the same time and place each day. Predictability helps children transition into 'homework mode' without a daily battle.

The Parent's Role in Homework

- Provide a quiet, well-lit space and the necessary materials.
- Check that homework is being attempted and completed, without doing it for your child.
- Praise effort and improvement, not only correct answers.
- Contact the class teacher through EximusEdu if homework consistently feels too difficult or too easy for your child.

20 Reading Programme

A love of reading is one of the greatest gifts a school can help instill in a child. The very first word revealed to Prophet Muhammad (peace be upon him) was 'Iqra' — Read!

QUR'AN

"Read in the name of your Lord who created — Created man from a clinging substance. Read, and your Lord is the most Generous."

— Surah Al-Alaq, 96:1-3

This divine command to read is the foundation of our Reading Programme at SIS. We aim to nurture readers who read not merely to pass exams, but because they love knowledge and understand its central place in Islam.

How the Reading Programme Works

- Students are introduced to age-appropriate storybooks in English and Bengali, alongside simplified Islamic stories of the Prophets and Companions.
- Regular, dedicated reading time is built into the weekly schedule as children progress through Primary classes.
- Reading comprehension and vocabulary are reinforced across subjects, not only in English lessons.
- Parents are encouraged to read aloud with their child at home for at least 10-15 minutes daily.

BEST PRACTICE

Reading a bedtime story every night — even a short one — is one of the single most effective habits for a child's long-term academic success, language development, and emotional bonding with parents.

21 Co-Curricular Activities & Annual Events

A well-rounded Islamic education extends beyond the classroom. SIS organises a calendar of enriching activities and events throughout the year that build character, teamwork, creativity, and school spirit.

Regular Co-Curricular Activities

- Art & craft sessions to nurture creativity
- Games and structured physical activity for healthy development
- Islamic nasheed (vocal, instrument-free) and recitation practice
- Storytelling and public speaking opportunities appropriate to age

Green Day

Green Day is a special day dedicated to environmental awareness and appreciation of Allah's creation. Students take part in tree planting, cleanliness drives, and lessons on the Islamic responsibility of khilafah — humanity's role as caretakers of the Earth.

QUR'AN

"It is He who has made you successors upon the earth."

— Surah Fatir, 35:39

Sports Day

Sports Day celebrates physical fitness, teamwork, and healthy competition. All students take part in age-appropriate races and games, in modest Islamic sportswear, with boys' and girls' events organised separately in accordance with our Islamic environment.

HADITH

"A strong believer is better and more beloved to Allah than a weak believer, while there is good in both."

— Sahih Muslim, 2664

Educational Tours & Field Trips

- Age-appropriate educational trips are organised periodically to museums, farms, and places of learning value.
- All tours require prior written parental consent and are subject to a separate participation fee.
- Full safety briefings, adequate staff-to-student supervision ratios, and emergency protocols are arranged for every trip.

Annual Events

- Annual Prize-Giving Ceremony, celebrating academic and Hifz achievement
- Parent-Teacher social gatherings to strengthen the school community
- Class parties, celebrated in a wholesome, Islamically-appropriate manner
- One dish iftar parties, celebrated with the students by bringing one iftar item
- Fruit festival, celebrated with the students by bringing one fruit
- Annual study tour



NOTE

Additional fees apply for Extensive Hifz, study tours, field trips, and class parties as these are additional programmes beyond the core curriculum. Details are shared in advance via EximusEdu.

22 School Health, Food & Medication Policy

A healthy body supports a focused mind and a grateful heart. SIS takes the physical wellbeing of every student seriously, in line with the Islamic emphasis on health as an amanah.

HADITH

"There are two blessings which many people lose: health and free time."

— Sahih al-Bukhari, 6412

Food Policy

- Students are expected to bring a home-made, healthy, halal tiffin and a water bottle daily.
- SIS also offers an optional monthly meal plan, providing three meals a day for a nominal daily fee — parents interested may apply through the school office.
- Sharing of food between students is gently discouraged, to manage allergies and hygiene, unless approved by the class teacher.
- Junk food, fizzy drinks, and excessively sugary snacks are discouraged in tiffin boxes, in the interest of every child's health and focus.

General Health & Hygiene

- Students should maintain personal cleanliness and good grooming daily, in line with the Islamic emphasis on cleanliness as 'half of faith' (Sahih Muslim, 223).
- A child showing signs of a contagious illness (fever, vomiting, rash, or similar) should be kept home and brought back once fully recovered, to protect the wellbeing of the whole class.
- The school will contact parents immediately if a child appears unwell during school hours, and arrange for prompt pick-up.

Medication Policy

- SIS does not administer non-emergency medication to students without prior written parental authorization and clear instructions.
- Any medication brought to school must be handed to the class teacher or school office directly, never kept in a student's bag.
- Parents of children with known allergies, asthma, or chronic conditions must inform the school in writing at the time of admission, so appropriate care arrangements can be made.

IMPORTANT

In case of a medical emergency, the school will contact parents immediately and, where necessary, arrange urgent transport to the nearest appropriate medical facility while continuing to attempt contact with the family.

23 Emergency Procedures

SIS maintains clear, rehearsed procedures to keep every child safe in the rare event of an emergency.

Fire Safety Procedure

- On hearing the fire alarm/signal, teachers immediately stop all activity and calmly line up students.
- Students are led out of the building via the nearest safe exit, in an orderly, calm manner — no running.
- Teachers take attendance registers with them and account for every student at the designated assembly point.
- No one re-enters the building until the Administration confirms it is safe to do so.
- Fire safety drills are conducted periodically so students and staff remain familiar with the procedure.

Earthquake Procedure

- Students are taught to 'Drop, Cover, and Hold On' — dropping to the ground, taking cover under a sturdy desk or table, and holding on until the shaking stops.
- Once shaking stops, teachers lead students calmly to the designated open assembly area, avoiding staircases and glass windows.
- Attendance is taken at the assembly point to account for every child.
- Parents are notified promptly, and children are released only once it is confirmed safe to do so.

Lost Child Procedure

- If a child cannot be located, the class teacher immediately alerts the school office and Administration.
- All available staff conduct an immediate, organised search of the campus, starting with washrooms, the library, and play areas.
- Gates and exits are secured immediately to prevent the child from leaving unsupervised.
- Parents are informed without delay, and are kept updated throughout the search.
- In the rare event a child is not located quickly on campus, local authorities are contacted immediately.

DID YOU KNOW?

Consistent RFID attendance tracking through EximusEdu means the school always has an accurate, real-time record of which students are on campus at any given time — an important safety safeguard that supports our Lost Child Procedure.

24 Complaint Procedure

SIS welcomes feedback and takes every concern seriously, viewing it as an opportunity to improve and to serve your family better. We follow a simple, respectful, step-by-step process:

Steps to Raise a Concern

- ✓ **Step 1 — Class Teacher:** Most concerns can be resolved quickly through a respectful conversation or message (via EximusEdu) with your child's class teacher.
- ✓ **Step 2 — Section Coordinator:** If the concern is not resolved, or involves a matter beyond the classroom, it is escalated to the relevant Section Coordinator.
- ✓ **Step 3 — School Administration:** If still unresolved, the concern is formally submitted, in writing, to the School Administration for review and decision.
- ✓ **Step 4 — Follow-Up:** The Administration will respond with a decision or resolution plan within a reasonable timeframe, and will follow up to confirm the concern has been addressed.

TIP

When raising a concern, it helps to note down what happened, when, and who was involved, before contacting the school. Clear, calm, factual communication helps us resolve matters faster and more fairly for everyone involved.

BEST PRACTICE

SIS treats every complaint as confidential and handles it without prejudice toward the student or family raising it. We want every parent to feel safe raising honest concerns.

25 Fee Policy

SIS strives to keep its fee structure transparent, fair, and clearly communicated, so that families can plan with confidence. All fees contribute directly toward maintaining small class sizes, qualified huffaz and teachers, safe facilities, and a nurturing Islamic environment for every child.

Academic Fee Structure — Academic Year 2027

Class	Admission Fee (One-Time)	Tuition Fee (Monthly)	School Supplies (Annual)	Exam/Lab Fee (Annual)	Book Price (Annual)
Playgroup	₹30,000	₹5,200	₹3,000	₹10,000	₹3,500
Nursery	₹30,000	₹5,700	₹4,500	₹13,000	₹3,800
Lower KG	₹35,000	₹6,200	₹5,000	₹14,000	₹6,000
Upper KG	₹35,000	₹6,200	₹5,500	₹14,000	₹6,900
Grade I	₹35,000	₹6,700	₹5,600	₹15,000	₹7,400

Class	Admission Fee (One-Time)	Tuition Fee (Monthly)	School Supplies (Annual)	Exam/Lab Fee (Annual)	Book Price (Annual)
Grade II	₹35,000	₹6,700	₹5,600	₹15,000	₹8,300
Grade III	₹35,000	₹7,200	₹5,600	₹15,000	₹9,300
Grade IV	₹35,000	₹7,200	₹5,600	₹15,000	₹9,300
Grade V	₹35,000	₹7,200	₹5,600	₹15,000	₹9,300

Understanding Each Fee Category

Fee Category	What It Covers
Admission Fee	A one-time fee charged only at the time of new admission; not applicable to existing/re-enrolling students.
Admission Form Fee	Tk. 1,500 — charged for collecting the Pre-Admission Form and Prospectus.
Tuition Fee	The core monthly fee covering teaching (excluding Hifz) and day-to-day academic delivery, payable every month. (We don't take fees for regular Hifz class)
School Supplies	Annual charge covering classroom learning materials and consumables, applicable to all students, new and existing.
Exam & Lab Fee	Annual charge covering assessment administration, stationery, and lab/practical resources.
Book Price	Annual cost of textbooks and workbooks issued to the student for the academic year.

Payment Schedule & Key Rules

- The Admission Form Fee is Tk. 1,500, payable when collecting the Pre-Admission Form and Prospectus.
- Admission Fees are one-time only and are not repeated in subsequent years.
- Monthly Tuition Fees are payable within the 15th of every month, unless otherwise informed by the school.
- A **Tk. 200 waiver** is applied automatically if the Tuition Fee is paid within the 10th of the month — so paying early saves you money!
- School Supplies fees apply annually to all students, both new admissions and existing students.
- Any additional Government VAT or taxes introduced in the future will be added on top of the fees listed above, if and when applicable.
- Students with siblings currently studying at SIS receive a **20% sibling waiver** across all fee categories for every sibling enrolled. (Excluding: Book Price, Exam & Lab Fee, School supplies)
- Additional charges apply for Extensive Hifz, study tours, field trips, and class parties, as and when a family opts in. (Participating in all events are mandatory)

- A student re-enrolling after one year or more of absence must go through a fresh application process, including payment of all fees due.
- **All fees are non-refundable** once paid, under any circumstance.

IMPORTANT

Please clear Tuition Fees by the 15th of each month. Fees unpaid for two consecutive months may lead to cancellation of admission, in line with school policy. If you anticipate a genuine difficulty in payment, please speak to the Accounts Office in advance — we are always willing to discuss a fair path forward.

How to Pay

- All monthly payments are made online through the EximusEdu platform — secure, free of charge, and accessible from anywhere.
- A digital receipt is generated immediately upon successful payment and is also available for viewing/download within the app.
- Please keep your receipts for your own records and for use in resolving any payment discrepancy.

PARENT TIP

Set a recurring reminder on your phone for the 8th or 9th of each month to pay tuition fees in good time and secure the Tk. 200 early-payment waiver — a small habit that adds up to real savings over the school year.

26 Scholarships & Waivers

SIS is proud to reward sincere effort and academic excellence, while also easing the financial journey for families with more than one child at the school.

Merit Scholarship

Class Position	Scholarship Percentage
1st Position	50% waiver
2nd Position	40% waiver
3rd Position	30% waiver

- The Merit Scholarship applies to Admission Fees, Exam/Lab Fee, and Tuition Fees.
- Merit Scholarship is **not applicable** from Playgroup to Lower KG, as formal exam is not conducted at that early stage.
- The scholarship remains valid for one semester at a time, and is reassessed each semester based on fresh results.
- To continue receiving the scholarship, students must maintain the following minimum academic performance in each assessment:
 - ❖ UKG: Minimum 90% overall marks.
 - ❖ Grade I & Grade II: Minimum 85% overall marks.
 - ❖ Grade III and above: Minimum 80% overall marks.

If a student's overall marks fall below the applicable minimum requirement during any assessment, the scholarship will be discontinued. This policy is intended to encourage students to maintain consistent academic excellence throughout their studies, rather than achieving high performance only once.

Sibling Waiver

Families with more than one child enrolled at SIS receive a 20% waiver on Admission Fees, Exam/Lab Fee, and Tuition Fees for each sibling — our way of supporting families who entrust multiple children to our care.

BEST PRACTICE

Merit scholarships are announced with humility and privacy in mind. SIS avoids public ranking displays that could create unhealthy competition; instead, achievement is celebrated constructively through private communication with families and encouraging classroom recognition.

27 Admission Process

We are delighted that you are considering SIS for your child's Islamic and academic journey. Our admission process is designed to be simple, respectful, and thorough — helping us understand your family, and helping you understand us.

Step-by-Step Admission Process

- ✓ **Collect the Prospectus:** Visit the school office and collect the Pre-Admission Form and Prospectus by paying the Admission Form Fee of Tk. 1,500.
- ✓ **Submit the Application:** Complete and submit the Pre-Admission Form along with the required documents (see checklist below).
- ✓ **Admission Test (Nursery and above):** Students seeking admission above Playgroup will sit for an age-appropriate admission test covering basic literacy and numeracy.
- ✓ **Guardian Interview:** A warm, respectful conversation is held with parents/guardians to understand the family's Islamic practice at home and expectations from the school, ensuring alignment with our mission.
- ✓ **Evaluation & Confirmation:** Based on the test (if applicable) and interview, the Admission Committee confirms the child's eligibility for the requested class.
- ✓ **Fee Payment:** Upon confirmation, the Admission Fees and Exam/Lab Fee are paid to secure the seat.
- ✓ **Welcome to SIS:** The student receives their admission form, EximusEdu login credentials via SMS, uniform guidance, and orientation details.

NOTE

The Guardian Interview is not meant to judge or exclude any family — it exists so that SIS and parents can openly discuss shared expectations, ensuring your child's home and school environments work in harmony rather than at cross-purposes.

Documents Required for Admission

- ☐ Duly filled Pre-Admission Form
- ☐ Photocopy of the student's Birth Certificate
- ☐ Photocopy of both parents'/guardians' National ID Cards
- ☐ Photocopy of both parents'/guardians' work ID Cards
- ☐ Transfer Certificate and last report card (for students transferring from another school)
- ☐ Immunization/vaccination record (for Early Years applicants)
- ☐ Transfer Certificate from the previous school (for students of Nursery and above)

Date of Birth & Birth Certificate Policy

- The date of birth recorded on the Birth Certificate/ Passport at the time of admission is considered final and cannot be altered afterward.
- Parents must ensure the Birth Certificate submitted at admission is accurate, complete, and matches other official documents.
- Admission age criteria:
 - ✓ Playgroup: 2+ years
 - ✓ Nursery: 3+ years
 - ✓ Lower Kindergarten (LKG): 4+ years
 - ✓ Upper Kindergarten (UKG): 5+ years
 - ✓ Grade I (Class I): 6+ years
 - ✓ Grade II (Class II): 7+ years
 - ✓ Grade III (Class III): 8+ years
 - ✓ Grade IV (Class IV): 9+ years
 - ✓ Grade V (Class V): 10+ years

28 Withdrawal Procedure

We hope every family's journey with SIS is long and rewarding, In Sha Allah. However, we understand that circumstances sometimes require a family to withdraw a child from the school. We ask for a smooth, respectful, and properly documented process:

- Submit a written withdrawal application to the school office, ideally with at least one month's notice.
- Clear all outstanding dues with the Accounts Office before a Transfer Certificate can be issued.
- Return any school-issued items (library books, borrowed materials) in good condition.
- Collect the Transfer Certificate, Testimonial, or No Objection Certificate (N.O.C.), as required, once clearance is confirmed.

NOTE

Academic records are maintained for two years from the date a student leaves SIS. Duplicate Report Cards, Transfer Certificates, or similar documents cannot be issued beyond this period, so please collect and safely retain all documents at the time of withdrawal.

Estimated processing time for withdrawal documentation is typically 7 to 10 working days from the date of a written, complete application with all dues cleared.

29 Transportation

At present, SIS does not operate a centralized school transport/bus service; parents and guardians are responsible for arranging safe daily transportation for their children to and from school.

General Guidance for Parents Arranging Transport

- Ensure any driver, rickshaw-puller, or transport arrangement is known, trusted, and reliable.
- Provide the school with the name and contact number of anyone other than the parent who will regularly pick up or drop off your child.
- Instruct your child never to leave with anyone not pre-authorized in writing, even if that person claims to be sent by the parents.
- Arrive or arrange pick-up within a reasonable time after class ends, ideally within 30 minutes, out of consideration for staff supervising the gate.

NOTE

Should the school introduce a shared transport facility in the future, full details — including routes, fees, and safety protocols — will be communicated well in advance through EximusEdu and official notices.

30 Parent-Teacher Meetings

Parent-Teacher Meetings (PTMs) are a vital bridge between home and school, giving parents a dedicated, focused opportunity to understand their child's academic, spiritual, and social progress directly from the class teacher.

How PTMs Work

- PTMs are scheduled at the end of each semester, alongside report card distribution, with exact dates shared well in advance via EximusEdu.
- Only parents/guardians may attend PTMs and discuss a child's progress; if a parent cannot attend personally, a pre-authorized representative carrying a written authorization letter may attend instead.
- Parents are requested to arrive within the allocated time slot, as scheduling is designed to give every family a fair, unhurried conversation with the teacher.
- We encourage both parents, where possible, to attend together — children often feel doubly supported when both parents show interest in their school life.

BEST PRACTICE

Come to the PTM with a few genuine questions prepared — 'How is my child doing socially?' or 'What is one thing I can do at home to help?' Teachers deeply appreciate parents who engage as partners rather than simply listening passively.

31 Library & Computer Lab Rules

Library Rules

- Handle all books with care; report any damage or loss to the librarian immediately.
- Books must be returned by the due date; a nominal fine may apply for significantly overdue books.
- Maintain a quiet, respectful atmosphere in the library at all times.
- Lost books must be replaced or their cost reimbursed, as guided by the school office.

Computer Lab Rules

- The computer lab is used strictly for educational, teacher-supervised purposes.
- No student may access non-educational websites, games, or content unrelated to the lesson.
- Students must handle computers, keyboards, and lab furniture with care and report any technical issue to the supervising teacher.
- Food and drink are not permitted inside the computer lab.

DID YOU KNOW?

SIS's multimedia classrooms are used only in ways consistent with our Islamic values — for example, no music involving musical instruments is played during any classroom activity, in line with the school's Islamic environment.

32 Student Leadership & Recognition

SIS believes every child carries the seed of leadership within them. As our academic ladder grows, we plan to introduce structured opportunities for older students to take on responsibility and serve their peers — following the Prophetic example of leadership as service, not status.

HADITH

"The leader of a people is their servant."

— Reported by Al-Bayhaqi and cited by scholars as a well-known principle of Islamic leadership

Recognition & Awards

- Academic Excellence Awards, recognising consistent effort and achievement each semester
- Hifz Achievement Recognition, celebrating memorization milestones
- Akhlaq (Character) Award, recognising students who consistently demonstrate honesty, kindness, and good manners
- Perfect Attendance Recognition, celebrating punctuality and consistency

NOTE

As SIS grows into higher grades, a House System and formal student leadership roles (such as Class Monitors and a Student Council) are planned to be gradually introduced, giving older students structured opportunities to lead, serve, and grow.

33 Campus Rules & Islamic Etiquette (Adab)

A calm, orderly, and respectful campus reflects the very meaning of our school's name — Sukun, tranquility. The following campus rules and etiquette guidelines apply to every student, parent, and visitor.

General Campus Rules

- Maintain silence and calm movement in corridors, especially near classrooms in session.
- No running, shouting, or rough play inside the building.
- Keep the campus clean; use dustbins for any litter.
- Respect and care for all school property, plants, and furniture.
- Visitors, including parents, must report to the office and receive permission before moving beyond the reception area.

Islamic Etiquette Expected on Campus

- Greet with salam warmly whenever meeting teachers, staff, or fellow students and parents.
- Dress modestly at all times while on campus, in keeping with the Islamic environment SIS maintains — including appropriate head covering for female guardians visiting the school.
- Lower the gaze and maintain modest, respectful interactions between genders, in line with Islamic guidance.
- Speak with gentleness and avoid raising one's voice in anger, even when frustrated.
- Remove shoes where indicated (for example, near prayer areas) and maintain cleanliness in such spaces.

QUR'AN

"And speak to people good words."

— Surah Al-Baqarah, 2:83

34 Frequently Asked Questions

Below are answers to the questions our parents ask most often. If your question isn't listed here, please reach out to us at sukunacbd@gmail.com or 01712-184331 — we're always happy to help.

Q. What age does my child need to be for Playgroup?

A. Children are generally admitted to Playgroup around 3 years of age. Please contact the admission office to confirm current age criteria for the session you are applying for.

Q. Is there an admission test for Playgroup?

A. No. Admission tests are only required for classes above Playgroup. Playgroup admission is based on age and a guardian interview.

Q. What happens during the Guardian Interview?

A. It is a warm, respectful conversation to understand your family's Islamic practice at home and expectations from the school, helping us ensure a good fit for your child.

Q. How much is the Admission Form fee?

A. The Admission Form and Prospectus can be collected by paying Tk. 1,500 at the school office.

Q. Are Admission Fees paid every year?

A. No. Admission Fees are one-time only, paid at the point of new admission, and are not repeated in later years.

Q. When is the Tuition Fee due each month?

A. Tuition Fees are due within the 15th of every month. Paying within the 10th earns you a Tk. 200 waiver.

Q. What happens if I miss the fee deadline?

A. A late payment may result in temporary suspension of EximusEdu access. Non-payment for two consecutive months may lead to cancellation of admission.

Q. Are school fees refundable?

A. No, all fees at SIS are non-refundable once paid, under any circumstance.

Q. Do siblings get any fee discount?

A. Yes. Siblings currently enrolled at SIS receive a 20% waiver on Admission Fees, Session Charges, and Tuition Fees.

Q. How does the Merit Scholarship work?

A. Students securing 1st, 2nd, or 3rd position in class receive a 50%, 40%, or 30% scholarship respectively on Admission, Session, and Tuition fees for one semester, provided they maintain at least 80%-90% marks based on their class.

Q. Is Merit Scholarship available for Playgroup?

A. No, formal ranking and Merit Scholarship do not apply at the Playgroup level.

Q. How do I pay fees?

A. All fees are paid conveniently and securely online through the EximusEdu app or website, free of any transaction charge.

Q. What is EximusEdu?

A. EximusEdu is our official school management app used for attendance, fee payment, class notes, results, notices, and leave applications.

Q. I lost my EximusEdu login details — what do I do?

A. Visit or contact the school office; login credentials can be reissued upon payment of a Tk. 50 reissue fee.

Q. What is the school uniform?

A. Boys wear a white thobe with navy border, white payjama, white net cap, black socks, and black shoes. Girls wear a white abaya with navy border, white payjama, white hijab, black niqab (from Upper KG), black socks, and black flat shoes.

Q. Is uniform compulsory from Playgroup?

A. Yes, all students are expected to be in complete, correct uniform daily from Playgroup onward.

Q. What happens if my child comes without proper uniform?

A. Attendance marks for that day may not be recorded, and in cases of repeated non-compliance, the child may be asked to arrange proper uniform before rejoining class.

Q. How is attendance recorded?

A. SIS uses an RFID card system. Students must punch their ID card at least 5 minutes before their first class begins for attendance to be recorded.

Q. What if my child forgets their ID card?

A. Attendance cannot be officially recorded for that day if the ID card is not punched, even if the child is physically present.

Q. How much attendance is required to sit for assessments?

A. Students must maintain at least 75% attendance in a semester to be eligible to sit for that semester's formal assessment.

Q. What if my child misses more than 35% of classes?

A. This puts the student's admission at risk of cancellation, so please keep the school informed of any extended absence.

Q. How do I apply for my child's leave?

A. Leave applications can be submitted via the EximusEdu app, stating the reason clearly, in advance where possible.

Q. Does SIS provide school transport?

A. Not currently. Parents are responsible for arranging safe daily transportation. Please inform the school of any regular pick-up person other than the parent.

Q. Who can pick up my child from school?

A. Only the registered parent/guardian, or a person specifically pre-authorized by the family in writing.

Q. What is the Hifzul Qur'an programme?

A. It is our daily, structured Qur'an memorization programme, taught by qualified huffaz, running for approximately 2 hours a day alongside general schooling.

Q. Is Hifz compulsory for all students?

A. Qur'an memorization is a core part of the SIS curriculum for all students. An additional Extensive Hifz track is also available for families seeking an accelerated pace, for a separate fee.

Q. How can I support my child's Hifz at home?

A. Listen to your child recite their daily portion, even for just 10 minutes, ideally after Fajr or after Maghrib or before bed. Consistency at home greatly reinforces what is taught at school.

Q. What subjects are taught at SIS?

A. English, Mathematics, Science, Bengali, Arabic, Islamic Studies, Hifzul Qur'an, ICT/Computer, and co-curricular subjects such as Art and Games.

Q. What does 'Tri-Lingual Education' mean?

A. It means SIS gives real classroom weight to three languages — English, Arabic, and Bengali — rather than treating any one of them as a minor subject.

Q. Does SIS follow an international curriculum board?

A. SIS follow Cambridge curriculum. Alongside SIS blends a modern, internationally-informed academic curriculum with authentic Islamic education; as our academic ladder grows, further details on board affiliation for higher grades will be shared with families.

Q. How are students assessed?

A. Through continuous classroom assessment (classwork, homework, attendance) plus formal semester assessments, with results shared via EximusEdu and printed report cards.

Q. Does attendance affect my child's marks?

A. Yes, attendance carries 10 marks in every subject across each assessment period, reflecting the value SIS places on consistent presence.

Q. When are report cards issued?

A. At the end of each semester (Fall and Spring), shared digitally via EximusEdu with a printed copy available on request.

Q. What is SIS's discipline approach?

A. SIS practices Positive Discipline — firm, consistent expectations delivered with patience, gentleness, and restorative conversation, never harshness or humiliation.

Q. Does SIS use physical punishment?

A. No. SIS strictly does not permit physical punishment or humiliation of any kind. Our approach is rooted in the Prophetic model of gentleness (rifq).

Q. What if my child is being bullied?

A. Please inform the class teacher immediately, in person or via EximusEdu. SIS holds a zero-tolerance stance on bullying and investigates every report promptly and confidentially.

Q. Can I visit my child's classroom during school hours?

A. Guardians may not enter classrooms unsupervised during school hours without prior authorization, to protect learning time and student safety. Please coordinate any visit with the office in advance.

Q. Can I feed my child during break time by coming to school?

A. We kindly request guardians not to come to feed children during break time. Please pack a home-made tiffin. If needed, you may apply for the school's monthly meal plan.

Q. Does SIS provide meals?

A. An optional monthly meal plan providing three meals a day is available for a nominal daily fee; please apply through the school office.

Q. What if my child has an allergy or medical condition?

A. Please inform the school in writing at the time of admission so appropriate care arrangements can be made, and hand any required medication directly to the class teacher or office.

Q. Can I contact my child's teacher after school hours?

A. We kindly ask parents to route non-urgent matters through EximusEdu or the office during working hours, to protect teachers' personal and family time in the evenings, weekends, and holidays.

Q. How do I raise a concern or complaint?

A. Start with the class teacher, then escalate to the Section Coordinator, and finally to the School Administration in writing if still unresolved. See our Complaint Procedure chapter for full details.

Q. What happens in a fire or earthquake?

A. SIS has clear, rehearsed evacuation and safety procedures for both, with periodic drills to keep students and staff familiar with the process. Full details are in the Emergency Procedures chapter.

Q. What if my child is lost on campus?

A. The school immediately alerts all staff, secures exits, conducts an organised search, and informs parents without delay, following our Lost Child Procedure.

Q. Does SIS have CCTV or other safety measures?

A. SIS maintains a safe, supervised campus environment and follows strict child protection and safeguarding protocols outlined in this handbook.

Q. What is SIS's policy on mobile phones for students?

A. Personal mobile phones and smart devices are not permitted for student use during school hours unless specifically authorized by a teacher for a learning activity.

Q. Can my child use AI tools like chatbots for homework?

A. AI tools may support learning (e.g., explaining a concept differently) but should never complete homework or Hifz revision on a child's behalf. Younger children should not have unsupervised access to AI chatbots or open internet.

Q. What co-curricular activities does SIS offer?

A. Art, games, Islamic nasheed, storytelling, Green Day, Sports Day, and periodic educational tours, among others.

Q. Are boys and girls in the same class?

A. At this moment they sit in the same class but classroom arrangements follow Islamic guidelines on appropriate interaction between genders; specific arrangements are shared with families during admission and orientation.

Q. What is Green Day?

A. A special day dedicated to environmental awareness — tree planting, cleanliness drives, and lessons on humanity's Islamic responsibility as caretakers (khilafah) of the Earth.

Q. Are educational tours compulsory?

A. No, tours require prior written parental consent and are optional, subject to a separate participation fee.

Q. How do I withdraw my child from SIS?

A. Submit a written withdrawal application, clear all outstanding dues, return school-issued items, and collect your Transfer Certificate once clearance is confirmed. See our Withdrawal Procedure chapter.

Q. How long are academic records kept after withdrawal?

A. Academic records are maintained for two years from the date of leaving; duplicate documents cannot be issued after this period.

Q. What if my child needs to re-enroll after a long absence?

A. A student re-enrolling after one year or more of absence must undergo a fresh application process and pay all fees due, similar to a new admission.

Q. Does SIS have a library?

A. Yes. Students are encouraged to borrow and return books responsibly, with a quiet, respectful atmosphere maintained at all times.

Q. Does SIS have a computer lab?

A. Yes, used strictly for supervised, educational purposes to support ICT learning.

Q. How can I stay updated on school notices and holidays?

A. Through the EximusEdu app, which shares notices, the school calendar, and holiday announcements in real time.

Q. Is there a school Facebook page?

A. Yes, you can follow SIS at facebook.com/sukunislamicschool.

Q. Who do I contact for admission enquiries?

A. Call or WhatsApp 01712-184331 / 01992-773672, or email sukunacbd@gmail.com.

35 Parent Checklist

A quick-reference checklist to keep your family aligned with SIS expectations throughout the year.

Daily Checklist

- ☐ Child is in complete, clean uniform (including tupi/hijab)
- ☐ ID card packed for RFID attendance
- ☐ Homework completed and packed
- ☐ Home-made tiffin and water bottle packed
- ☐ Hifz notebook packed, and yesterday's portion revised at home
- ☐ EximusEdu checked for notices, class notes, lesson evaluations, and updates

Monthly Checklist

- ☐ Tuition Fee paid by the 10th (for the waiver) or by the 15th at the latest
- ☐ Payment receipt saved for personal records
- ☐ Any change in contact details reported to the school office

Semester Checklist

- ☐ Attend the scheduled Parent-Teacher Meeting
- ☐ Collect and discuss the report card with your child positively
- ☐ Review Hifz progress with the class teacher
- ☐ Check whether any Merit Scholarship eligibility applies

36 Student Checklist

Before Leaving Home Each Morning

- ☐ I said Bismillah and made du'a before leaving home
- ☐ I am wearing my complete, correct uniform
- ☐ I have my ID card with me
- ☐ I have completed my homework
- ☐ I have my books, Hifz notebook, tiffin, and water bottle

During the School Day

- ☐ I greet my teachers and friends with salam
- ☐ I listen carefully and follow instructions
- ☐ I am kind and respectful to everyone around me
- ☐ I try my best in class and during Hifz revision
- ☐ I tell the truth, even when it's hard

37 New Student Orientation

We want every new student's first days at SIS to feel warm, welcoming, and reassuring — not overwhelming. Our orientation process is designed with this in mind.

What to Expect in the First Week

- A warm welcome from the class teacher, who will help your child settle in and learn classroom routines gently.
- A short campus tour so your child becomes familiar with their classroom, washroom, play area, and assembly point.
- An introduction to classmates through simple, friendly icebreaker activities.
- A gentle introduction to daily Islamic routines — salam, Bismillah before starting work, and classroom du'as.
- An initial, informal assessment of your child's current level in reading, numeracy, and Qur'an recitation, purely to help teachers plan appropriately — never to compare or label the child.



PARENT TIP

In the days before your child's first day, talk about school in a warm, exciting way. Read a short story about starting school, and reassure your child that their teachers are kind and that you will always come back for them at pick-up time.

38 Parent Agreement

By enrolling my child at Sukun Islamic School, I confirm that I have read and understood this Student-Parent Handbook, and I agree to:

- ☐ Support my child in following the school's uniform, attendance, and discipline policies
- ☐ Clear all fees within the schedule outlined in the Fee Policy
- ☐ Maintain respectful, timely communication with the school
- ☐ Support and reinforce Islamic values and good character at home
- ☐ Inform the school promptly of any change in contact details or my child's health needs
- ☐ Collect report cards and attend Parent-Teacher Meetings as required

Parent/Guardian Name	

Signature	Date

39 Student Pledge

(To be read together with a parent or teacher, and signed by students in Grade I and above.)

STUDENT REMINDER

I pledge, In Sha Allah, to:

Love Allah and follow the example of Prophet Muhammad (peace be upon him)

Speak the truth and be honest in all that I do

Be kind and respectful to my teachers, classmates, and family

Work hard in my studies and in memorizing the Qur'an

Take care of my school, my belongings, and the belongings of others

Follow the rules of Sukun Islamic School with a happy heart

Student Name	Class

Signature	Date

40 Acknowledgement of Receipt

I acknowledge that I have received a copy of the Sukun Islamic School Student-Parent Handbook, and that I have read (or had explained to me) its contents, including the Fee Policy, Uniform Policy, Attendance Policy, and Discipline Policy.

I understand that the Administration reserves the right to revise, update, or add to the policies in this handbook, with reasonable prior notice provided to families through EximusEdu and official school communication.

Student Name	Class / Section

Parent/Guardian Signature	Date

41 Appendix

A. Contact Information

	Details
Address	Lalbagh Classic Tower, 27/4/Ka, Dhakeshwari Road, Lalbagh, Dhaka-1211
Phone / WhatsApp	01712-184331, 01992-773672
Email	sukunacbd@gmail.com
Website	sukunis.com
Facebook	facebook.com/sukunislamicsschool

B. Emergency Numbers

Service	Number
National Emergency Service (Bangladesh)	999
Fire Service & Civil Defence	999 / 16163
School Office (Emergencies)	01712-184331 / 01992-773672

C. Uniform Quick Guide

	Boys	Girls
Main Garment	White thobe, navy border	White abaya, navy border
Bottom	White payjama	White payjama
Head Covering	White net cap	White hijab (navy border); black niqab from Upper KG
Socks	Black	Black
Shoes	Black	Black, flat heel

D. Academic Calendar

The detailed academic calendar — including semester start/end dates, examination periods, holidays, and event dates — is published and updated on EximusEdu at the start of each academic session. Parents are encouraged to sync important dates from EximusEdu into their personal calendars.

E. School Map



NOTE

[Campus map placeholder — a detailed floor plan of the Lalbagh Classic Tower campus, showing classrooms, the office, library, computer lab, and assembly points, will be displayed on the school notice board and shared during New Student Orientation.]