

**Nixor O Levels Student Handbook 2016 – 2017**

The Nixor Community believes in unquestionable ethics, unconditional respect, courage in our actions and pursuit of excellence in all our activities both academic and non-academic. Policies at Nixor O Levels and processes are developed in line with these core values, and revised and updated to ensure that students are treated with respect, fairness and consistency. The institution’s vision, our mission and our likelihood of success are built on our commitment to these values.

Please read the policies in the Student Handbook carefully. When you have read and understood them, initial each page as indicated. The last page requires a signature of a parent/guardian alongside the student’s. Submitting a signed copy of this handbook is a necessary step in the enrollment process. This handbook will remain in your student file. A soft copy is available on the website for review.

**Full and Accurate Disclosure**

Nixor O Levels expects that the candidate has been truthful and forthcoming about his/her academic record and history of conduct in the application process. If, at any point, it is revealed that the candidate willfully misrepresented facts in the application process or interview, offer for admission or enrollment at Nixor O Levels will be rescinded without reimbursement of the non-refundable fees.

In addition, Nixor O Levels expects the candidate to disclose, in writing, any disciplinary issues that occur before or after the offer has been extended and/or enrollment has been confirmed. Nixor O Levels holds the right to re-evaluate the offer for admission or enrollment at Nixor based on the information that becomes available. If it is revealed that the candidate has held back information, offer for admission or enrollment at Nixor O Levels will be rescinded without reimbursement of the non-refundable fees.

**I have read and understood the policy as stated and agree to abide by the rules of Nixor O Levels.**

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### Admission Policy

Admission offer will be extended to only those students who clear both the Interview and the Entrance test at Nixor O Levels.

Transfer to Nixor College for A Levels and Nixor College Foundation Program will not be by default, it will be determined by the following:

1. Cambridge International Examination Grades
2. School Transcripts
3. Conduct of the student as portrayed during their stay at Nixor O Levels
4. Engagement of parents and students

Art is not being offered at Nixor O Levels. However, students are allowed to study these courses off campus under the guidance of Nixor College teachers at their designated teaching facilities. All marked tests and assignments for these subjects will be a part of the student's transcript. Students will also be able to register with CIE for these subjects as students of Nixor O Levels.

#### **Nixor O level Admission Documents:**

- Students must submit a copy of their birth certificate, a copy of all school transcripts (kindergarten to date) and two passport sized photographs with white background on the day of the interview.
- School leaving certificate and an accounts clearance letter from the previous school is required upon enrolment.
- Students must also submit an attested copy of their school transcripts at this stage of the admission process.

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### Standards of Discipline

Nixor O Levels expects a high standard of discipline amongst its students towards academic excellence, in extra-curricular engagement, and general norms and behavior on and off campus. However, we all make mistakes. Children in their early teens are perhaps more likely to err as they test the boundaries of any system of which they are a part. The purpose of this note is to clearly mark these boundaries.

Most of these rules are common sense norms that are enforced in any community that values collective well-being along with individual self-expression. Please read and understand the rules carefully; if you have any questions see the Student Affairs Coordinator or make an appointment with the Dean. Ignorance of the rules and norms of the Nixor Community as a reason for the infraction will not be considered sympathetically.

#### Cell Phone Policy:

Students will not be allowed to bring cell phones to school. Nixor O Levels reserves the right to confiscate the cell phone if found in possession of the student on campus and return it back at the end of the academic year.

#### Strikes and Boundaries:

A one-strike offense constitutes an infraction of the rules and may result in restriction from Nixor events but will not become part of your permanent record. Any subsequent offenses or more serious infractions are registered on the student transcript and may be communicated on the A Level College application. Three strikes or three-strike offenses will result in the student being asked to withdraw from Nixor O Levels.

#### One-Strike Offenses:

- **Bunking class:** Skipping classes without a legitimate excuse submitted in writing and accompanied with student and parent signature.
- **Smoking:** Smoking while in Nixor uniform on or off-campus as well as smoking at Nixor events.
- **PDA:** Public display of affection that is not consistent with the social norms of Pakistan.
- **Inappropriate use of community apparatus:** Accessing pornographic, violent or derogatory content on campus or using Community property.
- **Ragging or hazing:** Any intentional act of bullying or harassment towards a student or staff member that causes harm or discomfort including slander or gossip (even on the internet).
- **Littering:** Not disposing trash in the designated bins.
- **Cheating or plagiarism:** Misrepresenting work belonging to someone else as your own.

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**Three-Strike Offenses:**

- **Insubordination:** Any act or threat to act that is disrespectful towards faculty or staff member.
- **Physical fights or verbal abuse:** Violent behavior or abusive language on campus. Please note that in cases where the impact extends beyond the student, the case will be evaluated subjectively and may result in the student being asked to withdraw from Nixor O Levels.
- **Substance abuse:** Students are strictly prohibited from engaging in or being under the influence of drugs or alcohol on or off campus or during Nixor activities. In cases of non-compliance, disciplinary measures will be taken. Nixor O Levels reserves the right to administer drug tests on students suspected of being under the influence of such substances.
- **Intentional harm:** Any act that causes harm or compromises the safety of individuals or property including tampering with safety equipment.
- **Misdemeanors:** Theft, vandalism or destruction of property of Nixor O Levels or members of its community.
- **Tuitions without written permission.**

**Note:** Any physical and/or verbal abuse by a parent/guardian of a student will result in the removal of the student.

**GenDis:** Nixor O Levels students, teachers, administration and support staff are all part of a community. With this privilege comes responsibility to take an interest in the well-being of all members of the Nixor Community. This means respecting the right of your peers to study in the environments designed for group study as well as quiet study areas, treating equipment and facilities with care, adhering to the prescribed uniform, and arriving to class on time etc. Showing a general disregard for the well-being of others or causing intentional harm to any employee or student at Nixor O Levels or the Nixor Community in general will have consequences. Being on GenDis lowers your chances of being selected for various opportunities at Nixor such as Nixor Corporate internships, school or house representation in sports, trips and events.

Please note that Nixor O Levels does not give detentions. It is a poor use of the student's time and the school's resources. The strikes approach at Nixor is designed to make the punitive element of the deterrent meaningful. Please make sure that you understand the Strikes, Boundaries and GenDis policy and let us know if you have any questions prior to signing the Student Handbook.

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### Academic Policy

**Attendance:** Nixor O Levels has a minimum of 95% school attendance requirement until the end of the academic year on 30<sup>th</sup> May. The above mentioned attendance percentage is also a requirement for promotion to next class. School attendance is monitored electronically. Students are required to scan their ID card at the gate. If the student is absent on any day, the onus is on the parent to document the reason for the absence in writing, and submit it to the Student Affairs Office on the first day back from your absence.

Absences due to family weddings, Umrah, Ziarat, Good Friday etc are taken at the student's discretion and will not be excused by the teacher/Dean; students who are absent for these reasons must ensure that their overall attendance does not fall below the minimum requirement. Students arriving late to school will be asked to go back home and will also not be allowed to participate in extracurricular activities of the day.

Students are expected to be available on Saturdays and Sundays for academic and non-academic commitments. Please note that some teachers may have mandatory classes scheduled on Saturdays or Sundays to make up for lost class time (in case of unscheduled holidays) or for exam preparation. Attendance in these classes can be made mandatory at the teacher's discretion and counted in overall attendance calculations.

Failure to meet attendance requirements could have serious repercussions. This list includes but is not limited to any of the following courses of action:

- a) Permission to register for CIE exams as a Nixor O Levels candidate may be restricted.
- b) The student may be dropped from the class and/or the school altogether.
- c) Mention of the student's attendance record could be made in the official letter for reference that accompanies applications to A Level Colleges.

All absences, regardless of the reason, must be documented. All planned leaves must be documented on a Leave Form collected from the Student Affairs Office, filled out by the student and signed by the parent, and the Student Affairs Coordinator. Reasons for any other absence must be clearly stated and signed by a parent and submitted to the Student Affairs Office immediately following the absence. Students are encouraged to be prudent in their use of days that they spend away from class. Besides classes, attendance is mandatory for all students at school assemblies and counselling sessions.

**Tests:** School tests for each subject are scheduled at least thrice in each term along with a cumulative assessment at the end of each term. Tests may be scheduled during class time or after 03:00 pm on any day of the week. If the student is absent on the day of the test, the student will get a zero on the test. Zeros are evaluated at the end of term and converted to the student's own average or remain zero at Admin discretion. If a student is absent for a test the decision on the grade to be assigned for a missed test will be made by the administration at the end of the term.

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## Nixor O Levels

**Performance and Participation:** Regular and consistent attendance along with conscientious class participation are inextricably linked with performance. Punctuality, compliance with the teacher's standards and expectations including preparedness for class, engagement, use of TA support, and submission of assignments, etc. are crucial indicators of student effort and motivation and given significant consideration in the Student Transcript and CIE registration.

**Learning Support:** Teaching Assistants (TAs) are selected from The Nixor College student body to provide learning support to their juniors on a daily basis. Teachers identify and select students with a strong aptitude for a subject as well as the skills required to help their juniors understand the subject matter. TAs are available for all subjects. Students are encouraged to utilize the TAs to strengthen their understanding of the subject matter, and utilization of the TAs is a strong indicator for student initiative for self-study and effort. Some students may be assigned mandatory hours with a TA by their teacher and the attendance will be documented.

**Private tuition** – It is conceivable that a student may need additional help to cope with the rigors of the O level curriculum. This should only be done after the student has demonstrated full commitment to the academic requirements of the subject and utilized all the resources provided by Nixor O Levels to their maximum potential. The expectation from the student is the following:

- a) Is the class room attendance > 95%?
- b) Have all homework and assignments submitted on time?
- c) Was the students engaged in class?
- d) Has student taken help from TA regularly?
- e) Was the student counseled against taking the subject?

If a student continues to struggle with a subject, despite having exhausted all teaching resources and support, Nixor O level works with students and parents to find private tutoring by written permission only. Prior to taking private tuitions, the student must register with Nixor O Levels Administration by contacting the Academic Counselor. In addition, students may take private tuitions for subjects they are not enrolled for at Nixor O Levels. However, this is only applicable if the subject in question is not offered to the student and/or not offered at Nixor O Levels and if the student has written permission from the school.

If a student is found taking private tuitions without written consent from the school, it will result in any or all of the following actions:

- Student may be dropped from the subject in question.
- The student **will** be withdrawn from registering for CIE examinations as a student of Nixor O Levels for the subject in question.
- Student may be asked to withdraw from Nixor O Levels in which case the student will not register for CIE examinations as a student of Nixor O Levels for any subject.
- Student **will** not be considered as a candidate for Nixor College.

Note: Private CIE registration and deadlines are the responsibility of the student.

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## Nixor O Levels

Please note that students at Nixor O Levels are not permitted to seek private tutoring from Nixor teachers or attend make-up classes with Nixor teachers off campus.

**Parent-Teacher Meeting:** Parental engagement is critical for the student's academic well-being. It requires monitoring the student's effort at home and working with the teacher and counselors to take corrective action as needed. A parent-teacher meeting is held once in each term to discuss the student's academic progress and outline a collaborative approach to help the student improve academic performance inside the classroom. While all parents are welcome to attend, teacher-initiated meetings may be scheduled for students if there is a significant gap in the student's academic performance and the expectations from teachers and/or administrators. These meetings are mandatory for students and their parents. If a mandatory meeting is missed without informing the teacher or administration, a favorable CIE registration decision cannot be guaranteed.

**Academic Counseling:** Academic counseling meetings are held throughout the year and serve to identify students who fall below expected standards for both performance and participation. Feedback from academic counselors is designed to help students maintain a high standard of performance. The teacher, parent, administration, or the student may initiate these meetings. The student transcript is sent periodically and includes the student's demonstrated performance, ECA record, attendance record, as well as Academic Performance Matrix (APM).

**Academic Performance Matrix (APM):** The APM is a tool that serves to highlight the student's effort and participation and is a significant factor in determining a student's eligibility for registering for CIE exams through Nixor O Levels. Do study it closely. **If the teacher's assessment puts the student in the column that indicates an "I Don't Care" attitude, the School reserves the right to deny CIE registration through Nixor.**

**Academic Probation:** This is a status afforded to students with D's or F's, GPA below 2 or students falling in the lower rank cluster. Students on academic probation who demonstrate a lack of effort and inconsistent participation may be subject to the following course of action:

- CIE registration may be restricted.
- The letter of reference from Nixor O Levels to A Level Colleges may mention the academic status.
- ECA involvement may be restricted.

**Dean's List:** This is an esteemed status afforded to students with a strong academic track record for that term. The GPA cut-off for the Dean's list will be communicated to students at the end of the first academic term. Students on the Dean's List are given special mention both in the Nixor Community as well as to A Level Colleges in the letter of reference.

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### 5 year road map

At Nixor O Levels, our goal is to make a 5 year plan for your student - starting from grade nine, to the completion of A Levels, after which the student is ready for the university placement process. Our approach is to identify the following factors:

- **Aptitude for the subject, as determined by end of year examination results for various subjects.**
- **Key Skills which include the following: Analytical Capacity; Critical Thinking; Logical, Reasoning & Verbal Comprehension**
- **The Effect of Personality**
- **Interest and Work Skills Preference**
- **Thinking Styles Assessment**

When all the above factors are taken into consideration, it will provide teachers and administrators with information regarding the student's learning ability, strengths and weaknesses, and how this may impact the student's academic progress, University choices & career and subject preferences.

The basic output of the counseling sessions will be the following:

- **Identify and recommend O level Majors/Subjects**
- **Possible career options**
- **Recommendations for structured ECAs**
- **Important Standardized tests that need to be taken**

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### **Engagement by Parents**

Parental engagement is critical not only for the student’s academic well-being, but also for bringing about a positive change in the student’s abilities and outlook. The administrative team at Nixor O Levels encourages parents to engage in their student’s academics and campus life so we can outline a collaborative approach to help students meet their educational and personal growth objectives.

#### **Parent Orientation**

A mandatory orientation session is scheduled for parents before the start of the school term to help them become familiar with the rules and norms of the Nixor Community. Parents who do not attend the orientation, will be moved to a priority B meeting status.

#### **Parent Access to Student Stuff (PASS)**

PASS is an acronym for Parent Access to Student Stuff. Nixor PASS is a password protected online portal to your student’s campus life. Inside the portal parents have access to information regarding the following:

- Grades
- Extracurricular activities (structured and unstructured)
- Time of attendance at the school each day of the school year
- Class schedule
- Comments from teachers, administrators and counselors
- Disciplinary record
- Campus expenditure (Cafeteria, stationery, merchandise, etc.)

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### General Guidelines

**Uniform and Barcode ID Card:** The Nixor O Levels uniform comprises of a shirt and trousers for boys and *shalwar kameez* and *dupatta* for girls along with closed shoes with socks. Sports uniform comprises of grey Nixor t-shirt with shorts for boys and tracks for girls. The school and sports uniform will be available at Ghani Sons. It is recommended that parents purchase 3 sets of regular uniform and 2 sets of sports uniform. House t-shirts will be available on campus.

To enter school for any purpose (class, extra-class, meeting with Admin, submission of fee bill, etc.) between 7:30 am and 3:30 pm, Monday to Saturday, students must wear their uniform and closed shoes with socks. Outside these hours students are expected to dress according to the norms of the Nixor Community while on campus. The winter uniform consists of the same along with a winter jacket which is provided by Nixor O Levels and is billed to the students.

At the time of enrollment, students are issued a barcode ID card that monitors their attendance on campus. This ID card must be worn at all times – no ID, no entry, no exceptions. If lost/damaged, the student must fill out a form to obtain a replacement card for a fee which will be charged to student in the next fee bill.

At the time of enrollment, parents will also be issued two barcode ID cards. It is mandatory for anyone who comes to pick the student from school to carry one of the barcode ID cards to gain access inside the building. The student will be allowed to leave once the identification of the person is complete.

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**Communication:** All communication updates will be sent either via email or SMS. Urgent information or updates that need to be communicated to students within one hour will be sent through SMS. Other information/updates will be provided through email. All students, faculty and administrative staff are provided with a Nixor O Levels email address (firstname.lastname.ols@nixorcollege.edu.pk) to facilitate communication. Students are expected to check their email every day for announcements and notifications. Please ensure that your phone, address and other contact information is correctly recorded in our database and updated as required. A Contact Information form must be filled and submitted in case of any changes.

**Hygiene Policy:** Students are expected to follow basic hygiene standards. Students who do not follow the acceptable standards of presentation will be sent back home. A hygiene kit will be available on campus and will be issued to students and billed accordingly.

**Entering and Leaving Campus:** Upon enrollment, parents must submit photographs of all possible people who can pick up the student (parent, relatives, maids, drivers etc.). Parents will be issued two copies of student's ID card through which they will be allowed to enter the school premises. The ID card must be shown at the time of pickup. The student will be allowed to leave once the identification of the person is complete.

**Van Pick-up Policy:** Students using private vans as a means of transport will assemble at a designated area at pick up time. Van drivers will be expected to come inside the campus and escort the students to the vehicle. Photographs of the van driver must also be submitted by the parents for display on the student's ID card.

**Pick & drop at off-campus facilities:** Parents may be required to either drop off and/or pick students at off-campus facilities for sports practices. These can be scheduled either early in the morning or after school hours. Students will only be allowed to leave after proper identification of the person picking them up.

**TED Deposit:** Deposits to the ID card can be made upon e-mail by the parent. The same amount will then be charged to the next fee bill. A daily spending limit can be set by the parent whereby the student will not be able to spend more than the amount communicated by the parent.

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### **Cancellation of Enrollment Policy**

#### **Withdrawal in the midst of the academic year:**

If a student chooses to withdraw from Nixor O Levels in the midst of the academic year, cancellation of enrollment requires at least one quarter's notice to the school in writing. That is, the student is liable to pay for the quarter in which the withdrawal is initiated as well as the subsequent quarter.

#### **Withdrawal at the end of Academic year:**

In April of each academic year, all students need to indicate their intent to continue or withdraw enrollment for the next academic year. If a student chooses to withdraw from Nixor O Levels after completion of the O level year and if this decision is indicated in April, prior to registering for the next academic year, the student will be liable to clear the fee bill until the end of the running year. If the decision to withdraw enrollment is communicated after April, the student will be liable to clear the fee bill for the first Quarter of the next academic year as well

For Parent's initiated withdrawals, a withdrawal form must be completed, signed and submitted to the Student Affairs Office. Nixor O Levels reserves the right to hold official school documents until the student has cleared all outstanding dues.

After completion of the year, all students will be evaluated for promotion to the next academic year. Attendance, demonstrated effort and teacher feedback will be taken into consideration when finalizing a decision.

Promotion to the next class for the academic year 2016-2017 will be decided in accordance to the following:

- School transcript
- Conduct throughout the academic year
- Engagement of Parents and student

#### **School-initiated withdrawal:**

Nixor O Levels reserves the right to initiate withdrawal for a student if any of the following apply:

- Non-receipt of fee payment after the due date without approved extension.
- Failure to submit attested results and clearance letter within 3 days of announcement if the student is enrolled.
- Disciplinary issues on and off campus.

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**Date**

### Billing Policy

The fee bills are couriered and SMS is sent to all parents informing them that the bill has been sent. On non-receipt of the fee bill, parents must obtain a copy from the Accounts Office. There are 18 days for payment from the date of issue, with no late payment penalty. All late payments are levied a surcharge for late fees. Late fees will be charged unless the bill is paid within the due date or excused by special permission by the Admin.

Under the Finance Act 2013, we are obliged to collect advance tax under Income Tax section 236I, on the fee bills we will issue during the year 2015-2016 (July 2015 – June 2016). The tax rate for the tax year 2015-2016 is 5%. Any amendments in tax rates for the new academic year will be communicated to you accordingly. The tax collected will be adjustable against the tax liability of either of the parents or guardian of the student making payment of the fee.

The payment schedule (approximate dates) for fee bills are as follows:

<b>1<sup>st</sup> Payment</b>	Admission Fee August 2016 Fee	Due at admission	
<b>2<sup>nd</sup> Payment</b>	Security Deposit September 2016 October 2016 May 2017	<b><i>Issue Date: Sept, 2016</i></b>  Due within 18 days of issue	<b><u>Quarter 1</u></b> 4 months
<b>3<sup>rd</sup> Payment</b>	November 2016 December 2016 January 2017 June 2017	<b><i>Issue Date: Nov, 2016</i></b>  Due within 18 days of issue	<b><u>Quarter 2</u></b> 4 months
<b>4<sup>th</sup> Payment</b>	February 2017 March 2017 April 2017 July 2017	<b><i>Issue Date: Feb, 2017</i></b>  Due within 18 days of issue	<b><u>Quarter 3</u></b> 4 months

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## Nixor O Levels

Some mandatory charges comprise the following:

- Student and parent ID cards
- Winter Jacket
- Mailing charges for disciplinary letters
- Farewell
- Photocopies of handouts (subject-wise)

Some variable charges comprise the following:

- House t-shirt
- Excursions/trips
- Notebooks
- Transport to off-campus sports facilities

**I have read and understood the policy as stated and agree to abide by the rules of Nixor O Levels.**

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**Date**

**Declaration:**

I have read the Student Handbook and understood the policies as stated and agree to abide by the rules of Nixor O Levels.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**I have read and understood the policy as stated and agree to abide by the rules of Nixor O Levels.**

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