



BIT
Bangladesh International Tutorial

ESTD. 1983

PARENT HANDBOOK

SERVE THE NATION

Edition: January 2026

TABLE OF CONTENTS

<u>CODE OF CONDUCT FOR PARENTS AND GUARDIANS</u>	4
CODE OF CONDUCT	4
CONSEQUENCE OF VIOLATING THE CODE OF CONDUCT	5
CONDUCT AS IT RELATES TO SOCIAL MEDIA	6
COMPLAINTS	6
 <u>STUDENT DISCIPLINARY POLICY</u>	 8
PURPOSE	8
PHILOSOPHY	8
PRINCIPLES	8
CODE OF CONDUCT	8
BEHAVIORAL EXPECTATIONS	9
EXAMPLES OF MINOR STUDENT MISCONDUCT	9
EXAMPLES OF MAJOR STUDENT MISCONDUCT	9
PROHIBITED BEHAVIOURS INCLUDE:	10
DISCIPLINARY COMMITTEE	12
STUDENT RELATED DISCIPLINARY AND COMPLAINT PROCEDURES	12
A. MINOR STUDENT INFRACTIONS	12
B. MAJOR STUDENT INFRACTIONS	12
C. COMPLAINT PROCESS FOR STUDENT RELATED DISCIPLINARY CONCERN	12
RANGE OF DISCIPLINARY ACTIONS	14
ADDITIONAL RESTORATIVE PRACTICES	16
PARENTAL INVOLVEMENT	16
PARENT AND STUDENT RIGHTS	16
APPEAL	16
APPENDIX A: EXAM CHEATING POLICY	17
 <u>SEXUAL HARASSMENT POLICY</u>	 20
PURPOSE	20
SCOPE	20
DEFINITION OF SEXUAL HARASSMENT	21
REPORTING PROCEDURES	22
SEXUAL HARASSMENT COMMITTEE	22
COMPLAIN PROCEDURE	22
INVESTIGATION PROCESS	22
CONFIDENTIALITY AND PROTECTION	22
INVESTIGATION PROCESS	23
REPORTING AND RESOLUTION	23
STUDENT SUPPORT	23
MALICIOUS, FALSE OR FRIVOLOUS ACCUSATIONS	23
CONSEQUENCES AND DISCIPLINARY MEASURE	24

STUDENTS	24
TEACHERS	24
STAFF MEMBERS AND ADMINISTRATIVE PERSONNEL	25
<u>SOCIAL MEDIA POLICY (AMENDED)</u>	<u>26</u>
INTRODUCTION	26
PURPOSE	26
PHILOSOPHY	26
SCOPE	27
DEFINITION OF SOCIAL MEDIA	27
RIGHTS & RESPONSIBILITIES	27
STUDENT GUIDELINES	28
STAFF AND TEACHER GUIDELINES	29
PARENT GUIDELINES	29
OFFICIAL SCHOOL SOCIAL MEDIA ACCOUNTS	30
CYBERBULLYING AND ONLINE SAFETY	30
MONITORING & ENFORCEMENT	31
<u>STUDENT DRESS CODE POLICY (NEW)</u>	<u>32</u>
POLICY STATEMENT	32
OBJECTIVES	32
SCOPE	32
DRESS CODE	32
GENERAL GUIDELINES:	33
DIAPER POLICY	33
COMPLIANCE AND ENFORCEMENT	34
PARENT COMMUNICATION	34
SCHOOL UNIFORM GUIDELINES	35
REGULAR SCHOOL UNIFORM	36
SPORTS UNIFORM	36
WINTER UNIFORM	37
GENERAL GUIDELINES	37
<u>TEMPORARY ACADEMIC LEAVE POLICY (NEW)</u>	<u>38</u>
PURPOSE	38
ELIGIBILITY	38
DURATION	38
PROCEDURE	38
RE-ENROLLMENT	39
ACADEMIC RESPONSIBILITY	39

SECURITY CARD REQUIREMENTS	40
PICK-UP DURING SCHOOL HOURS	40
PICK-UP PROCEDURE	40
PICK-UP AT REGULAR DISMISSAL TIME	40
AUTHORIZED PICK-UP PERSONS	41
VISITOR REGISTRATION	41
CONDUCT EXPECTATIONS INSIDE SCHOOL PREMISES	41
SAFETY & COMPLIANCE	41
 PROMOTION POLICY FOR CLASSES 1-12	 42

PURPOSE	42
GUIDING PRINCIPLES	42
SCOPE	42
CRITERIA FOR PROMOTION	42
ACADEMIC PERFORMANCE: MINIMUM GRADE REQUIREMENT	42
ATTENDANCE	43
ABSENCE REPORTING PROCEDURE (FOR CLASSES):	43
ONGOING MONITORING AND FINAL NOTIFICATION:	43
TERM EXAMINATION PARTICIPATION (CLASS 4 – CLASS 9)	44
POLICY ON CLASS TEST ATTENDANCE AND MISSED CLASS TESTS	44
SOCIAL-EMOTIONAL AND BEHAVIOURAL DEVELOPMENT	45
TEACHER RECOMMENDATIONS	45
RETENTION PROCESS/ SUPPLEMENTARY EXAMS	45
SPECIAL CONSIDERATIONS	46
COMMUNICATION WITH FAMILIES	46

CODE OF CONDUCT FOR PARENTS AND GUARDIANS

At BIT, we are proud to have a developed and supportive school community that enables our students to thrive. Over the past four decades, we have been able to achieve success because we know that the education of our children is founded upon a partnership between the school and parents/guardians. We recognize the importance of a developing and maintaining a cordial working relationship with families so that, together, we can equip our children with the necessary skills for adulthood. We welcome and encourage parents and guardian to participate fully in our community.

The purpose of this policy is to remind all parents, guardians and visitors to our school of the expectations associated with their conduct as it relates to our school. BIT understands that certain frustrations can cause misunderstandings and negatively impact our relationship. Establishing when this occurs, so that we can resolve difficulties in a constructive manner through open dialogues, is important. Our school already has a code of conduct for our employees.

This code of conduct for parents, guardians and visitors aims to clarify the types of behaviour that will not be tolerated by our school.

By selecting BIT for your child, we assume your acceptance of this policy and its terms. This code specifies the actions that the school can take should this policy be ignored or breached. This code may be updated, amended and/or modified at any time, at the sole discretion of BIT, without showing any cause and without prior notification. However, the updated code will be shared with all concerned, prior to the implementation of the same.

CODE OF CONDUCT

Parent, guardian or visitor behaviour that will not be tolerated include:

- Disruptive behaviour that interferes or threatens to interfere with any of the school's normal operations or activities anywhere on school premises.
- Any inappropriate behaviour on school premises.
- Threatening or insulting, in any way, a member of our staff, a visitor, or fellow parent/guardian or student.
- Using loud or offensive language or displaying temper.
- Damaging or destroying school property.
- Sending abusive or threatening emails, texts, voicemail, phone messages or other written or oral communication (including on social media) to anyone in our school community.
- Defamatory, offensive, or derogatory comments regarding BIT or any member of our community on any social media site, that directly affects the operation, activities and/or image of BIT.

- Being aggressive - whether physically, verbally or in writing - towards another adult or student.
- Approaching someone else's child to discuss or chastise them because of the actions of this child toward their own child.
- Contacting, or attempting to contact, staff members through inappropriate channels, including at their personal residence.
- Harassing, or attempting to threaten or bully, any member of the school community.
- Forging or attempting to forge any school documents is prohibited. Legal action and a fine may be imposed at the school's discretion.

If any of the above occur on school premises or in connection with the school, BIT may take a range of actions, including contacting the authorities, banning the offending adult from entering the school premises, issuing a Transfer Certificate to the child of the offending parent and issuing written warnings.

CONSEQUENCE OF VIOLATING THE CODE OF CONDUCT

In the event that any parent or guardian or visitor ignores or breaches this code, then proportionate action will be taken.

In cases where the school considers the unacceptable behaviour to be serious and potentially criminal in nature, the school will refer the matter to the authorities. Such behaviour can include violence and threats of violence against any student and member of our community. It may also include any action that the school regards as a sign of harassment against any member of the school community, including insulting social media posts or any form of social media cyber bullying or attempting to approach a staff member at their personal residence. In cases where evidence suggests that behaviour would be tantamount to libel or slander or defamation, the school may take legal action.

In cases of forgery or falsification of school documents or records, BIT will treat the matter as a serious breach of conduct. The school may take disciplinary action, including restricting access to school premises, banning the parent/guardian from school activities, or other measures it deems necessary. Legal action may also be pursued, and a penalty, compensation, or fine may be imposed at the discretion of the school authorities.

In cases where the breach of this code of conduct is not libellous, slanderous or a criminal matter, then the school will send a written communication to the parent/guardians with an invitation to a meeting. If a parent or guardian refuses to attend this meeting, then the school will send a second written communication to this parent or guardian and ask them to stop the offensive behaviour and warn them that, if such behaviour continues, the school can take action that range from banning them from the school premises to issuing a Transfer Certificate to the child of the concerned parent or guardian. If, even after such a written communication, the parent or guardian's behaviour continues

unabated, the school will send another written communication informing the parent or guardian that either a ban or other measures have been taken.

CONDUCT AS IT RELATES TO SOCIAL MEDIA

Almost all people engage with social media. There are various online ways in which to be engaged with BIT and our community. We encourage you to participate positively.

With social media, we request that you use common sense and judgement when discussing school life online. We ask that social media, whether public or private, not be used to fuel campaigns and voice complaints against the school, its policies, staff, parents/guardians and students.

We take very seriously any inappropriate use of social media by a parent or guardian to publicly humiliate or criticize another parent/guardian, student or employee.

We strongly discourage Parents/guardians to use social media as a medium to air any concerns or grievances. Online activity which we consider inappropriate include:

- Abusive or personal comments about, staff students or other families.
- Identifying or posting unauthorized images/videos of students.
- Making false and negative assertions against the school.
- Posting defamatory or libellous comments.
- Emails circulated or sent directly with abusive or personal comments about staff and/or students.
- Using social media to publicly challenge school policies or discuss issues about individual students.
- Threatening behaviour, such as intimidation or use of offensive language.
- Breaching school security procedures.

For further queries, please refer to the *Parent Guidelines Section* in the *social media Policy*.

If parents/guardians have any concerns about their child in relation to the school, we reiterate our statement above that they should:

1. Initially contact the class teacher in the case of any minor issue.
2. If the concern remains, then contact Student Affairs.

COMPLAINTS

- This code of conduct does not prevent a parent or guardian from raising a legitimate complaint in an appropriate fashion.
- As noted in BIT's Disciplinary Policy, we hope that all minor complaints and concerns can be resolved with open dialogue with class teachers or other members of the staff as appropriate. Where parents and guardians

are not satisfied with the responses they have received, we request that you follow our Disciplinary Policy and contact Student Affairs.

At BIT, we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately and in line with the policies outlined above.

This policy is effective as of the date of approval and remains in force until amended by BIT. It is also subject to change without prior notice.



STUDENT DISCIPLINARY POLICY

This disciplinary policy reflects BIT's commitment to fostering a disciplined, respectful, and culturally sensitive environment. By adhering to these guidelines, students will develop the character and skills needed to succeed in the world. BIT believes that discipline is not just about enforcing rules but also about guiding students to become responsible, empathetic, and ethical individuals.

PURPOSE

The purpose of this policy is to promote a safe, respectful, and supportive learning environment for all BIT students, staff, and visitors. This policy outlines the standards of student conduct and the procedures for addressing behaviour that disrupts our educational process.

PHILOSOPHY

We believe that all students can make good choices and learn from mistakes. Discipline is meant to correct behaviour, maintain order, and support a school culture where learning can thrive. BIT aims to:

1. Prevent behaviour issues through clear expectations.
2. Respond fairly and consistently to misconduct.
3. Involve families in the disciplinary process.
4. Ensure consequences are age-appropriate and respectful.

PRINCIPLES

1. Discipline shall be fair and consistent.
2. Discipline strengthens—not breaks—school relationships.
3. Students will be given opportunities to learn from their mistakes.
4. Consequences will focus on accountability and behaviour correction rather than punishments.

CODE OF CONDUCT

Students are expected to:

1. Act with kindness, respect and integrity
2. Show respect for self, others and school property.
3. Refrain from disruptive, aggressive or unsafe behaviour.
4. Follow school rules, classroom expectations and adult directions.
5. Engage in learning and avoid disrupting others' education.
6. Uphold academic integrity.
7. Always use safe and appropriate behaviour.

BEHAVIORAL EXPECTATIONS

Students at BIT are also expected to uphold the following standards of behaviour:

1. **Respect:** Students must follow instructions from teachers and administrative staff promptly and respectfully, recognizing the importance of authority in maintaining order.
2. **Dress Appropriately:** Adhering to the school uniform policy is mandatory. Uniforms should be clean, modest, and worn in a manner that reflects pride in the school and respect for cultural norms.
3. **Maintain Discipline:** Students must avoid disruptive behaviour in class, on school premises, or during school activities to ensure a conducive learning environment.
4. **Be Punctual:** Arriving on time for classes, assembly, and school events demonstrates responsibility and respect for others' time.
5. **Show Cultural Sensitivity:** Respecting and appreciating the diverse religious and cultural practices of peers, teachers, and staff.
6. **Be Honest:** Academic integrity is non-negotiable. Cheating, plagiarism, or any form of dishonesty will not be tolerated.
7. **Embrace Diversity:** Treating all individuals with kindness and avoiding bullying, discrimination, or harassment fosters a welcoming and supportive environment.

Examples of Minor Student Misconduct

- Tardiness/lateness.
- Dress code violations.
- Disruptive talking or noise.
- Minor defiance.

Examples of Major Student Misconduct

- Fighting or physical aggression.
- Bullying, harassment (including sexual harassment), or threats.
- Cheating and/or plagiarism.
- Possession of weapons or drugs or inappropriate medication.
- Vandalism or theft.
- Repeated refusal to follow rules.

PROHIBITED BEHAVIOURS INCLUDE:

Physical or Verbal Aggression	Fighting, hitting, or using abusive language undermines the safety and well-being of the school community.
Bullying or Harassment	Any form of bullying, cyberbullying, or discrimination based on race, religion, gender, or ability is unacceptable.
Vandalism	Damaging school property or the belongings of others shows a lack of respect for the community and its resources.
Substance Abuse (Zero Tolerance)	Possession or use of tobacco, alcohol, vapes, marijuana or other illegal substances on school premises is strictly forbidden and will be dealt with zero tolerance .
Skipping Classes	Unexcused absences or leaving school without permission disrupt the learning process and set a poor example for others.
Disrespecting Cultural Norms	Any behavior that undermines the cultural or religious values of the school community is considered a serious offense.
Cyber-Crime	Misbehavior and crimes committed through email, blogs, social networking sites, Web Portal, or mobile phones such as fraud, cheating, identity theft, harassment, pornography, subversive activities, indecent behavior, software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber-bullying.
Sexual Harassment (Zero Tolerance)	Any unwelcome sexual advances, comments, gestures, or behavior that creates a hostile or uncomfortable environment. This includes but is not limited to inappropriate touching, sexual jokes, or sharing explicit content.
Bringing mobile phones	Students are not allowed to bring mobile phones to school. If a phone is brought in for emergency purposes, it must be kept switched off and stored at the reception during school hours. Unauthorized use of mobile phones during school hours will result in confiscation and disciplinary action.

Disruption	Interference with the smooth and regular function of the school. Authorized officers of the school have the right to restrain or prohibit such disruptive behavior and may take necessary actions.
Fraud	Providing false information to derive benefit by forging documents, records, etc. Fraud includes but is not limited to: knowingly reporting false emergency, misuse or falsification of school or related documents by forgery, alteration or improper transfer; submission of information known by the submitter to be false to a school official.
Misuse of ID	A student may not voluntarily lend his/her ID to another person for any reason. Willfully lending one's ID to another will result in disciplinary action to both the student and the recipient.
Subversive Activities	Any act or behavior of speech which is regarded as a threat to the public, national security, or sovereignty of Bangladesh or any other country is considered subversive activity.
Theft	Misappropriation or removal of school property or the property of others without any lawful authority
Unauthorized Recording	Recording, storage, sharing, distribution of images, videos, or sound by any means without consent is unauthorized recording and is strictly prohibited in the school.
Undesirable Behavior	Behavior in or off the school premises that tarnishes the image of the school.
Exam Cheating	Cheating in an academic setting refers to any dishonest actions intended to gain an unfair advantage during exams or assignments. The details of this policy are attached as Appendix A .

Please be informed that the examples of minor and major misconduct and the list of prohibited behaviours is a non-exhaustive list and BIT reserves the right to consider other conduct and/or activities as misconduct or prohibited behaviour, at its discretion, at any time, and without prior written amendment to the above lists, on a case-by-case basis.

BIT reserves the right to add, amend or alter the above examples of minor and major misconduct and the list of prohibited behaviours, at its discretion as and when necessary.

DISCIPLINARY COMMITTEE

- BIT has a duly constituted Disciplinary Committee that handles all disciplinary matters related to students and student conduct. The committee will be empowered to receive complaints, to conduct investigations and involve, where appropriate, concern school departments.
- The Disciplinary Committee will consist of **minimum three (03) members**.
- The committee **may refer the matter to the Higher Authority of BIT** at any stage during the investigation.
- The present committee is as following:
 1. Vice Principal - **Head of the Committee**
 2. Dean- **Member**
 3. Concern Campus Head – **Member**
 4. Concern Campus Coordinator – **Member**
 5. Head of Student Affairs- **Member Secretary**

STUDENT RELATED DISCIPLINARY AND COMPLAINT PROCEDURES

A. Minor Student Infractions

- Addressed at the classroom level using a progressive discipline approach:
 - **1st offence:** Verbal Warning
 - **2nd offence:** Student-teacher conference
 - **3rd offence:** Parent/guardian contact
 - **4th offence:** Behaviour referral to Student Affairs
- Additional actions can include:
 - Reflective essays or journal entries.
 - Restorative conversations with teachers and/or peers.
 - Apology letters or verbal repair of harm.
 - Written reflection and behaviour agreement.
 - Seat change.
 - Section change.

B. Major Student Infractions

- Immediately referred to Student Affairs.
- Student Affairs will work with Disciplinary Committee to conduct an investigation and issue recommendations with possible consequences as outlined below.

C. Complaint Process for Student Related Disciplinary Concerns

BIT is committed to handling all complaints with seriousness, confidentiality, and fairness. A formal complaint regarding a student may be raised by a student,

parent, or any member of the BIT community, or by BIT management *suo moto*, regarding any issue—whether it concerns the school, a specific department, or an individual staff member. The following procedure outlines the steps for submitting and resolving such complaints, ensuring a fair, transparent, and structured investigation process that protects the rights of everyone involved.

1. Filing a Complaint

- A formal written or email complaint should be submitted to **Student Affairs** **within 14 (fourteen) working days** of the concern arising or of the outcome of the previous stage being communicated.
- Complaints may be filed by the victim or a **trusted representative** such as a parent, guardian, relative, or legal advisor.
- This **may include a meeting**, if appropriate, though it may not be necessary in every case.

2. Confidentiality and Protection

- The **identities of both the complainant and the accused** will remain confidential throughout the process, unless an allegation is substantiated.
- BIT ensures the **safety and emotional well-being** of the complainant during and after the process.
- The committee must conduct all interactions with respect and sensitivity.

3. Investigation Process

- Upon receipt, the complaint is referred to the **Disciplinary Committee** for review and further action.
- For **minor incidents**, and with mutual consent of both parties, an **informal resolution** may be pursued.
- In all other cases, a **formal investigation** will be initiated.

The Disciplinary Committee holds the authority to:

- Issue notices to all involved parties and witnesses.
- Conduct **hearings and review all relevant evidence**, including circumstantial evidence and testimony of witnesses.
- Hold clarification meetings with the complainant and/or the accused, including but not limited to the parents and/or legal guardians of any students involved in or with the allegation.
- If the complainant **absents in the meeting** but has not withdrawn the complaint, the **committee should proceed** to review the case in their

absence. A decision will be made based on the available information, and no appeals will be accepted afterward.

- Seek external legal counsel, if required.
- If the complainant requests to withdraw the complaint, the Committee will examine and document the reasons in its final report.
- The Committee may, at its discretion, decide to continue the investigation, even if the complainant requests to withdraw the complaint, depending on the gravity and seriousness of the allegation and if it appears to be necessary to uphold good conduct of BIT.
- The Committee may refer the case to **BIT Higher Management** at any stage during the proceedings.
- The committee's decision shall be considered final and will represent the conclusion of the Higher Management.

4. Reporting and Resolution

- A comprehensive written report with findings and recommendations will be submitted to BIT Higher Management within **15-20 (fifteen to twenty) working days** of initiating the investigation.
- If necessary, the investigation period may be extended up to **30 (thirty) working days**.
- If a complaint is found to be intentionally false or malicious, the Committee may recommend appropriate disciplinary action against the complainant.
- When a complainant **repeatedly raises the same issue after it has already been reviewed** and decided upon by the committee, such actions may be deemed vexatious and fall outside the scope of this policy.
- All written report shall become a part of the official record in the file of the student.

RANGE OF DISCIPLINARY ACTIONS

BIT follows a progressive discipline approach, ensuring fairness and providing opportunities for improvement. Disciplinary actions are tailored to the severity and frequency of the misconduct:

1. **Verbal Warning:** For minor infractions such as tardiness, minor disruptions, or incomplete homework. **The teacher or the Student Affairs office** will address the issue directly with the student.
2. **Parent-Teacher Meeting:** For persistent issues or serious misconduct, such as bullying or cheating, parents will be invited to discuss the matter and develop a plan for improvement.
3. **Written Warning:** For repeated minor offenses or a first-time moderate offense, such as disrespectful behavior or repeated tardiness. A formal

warning letter will be issued to the students and their parents by the Vice-Principal and will be handed over by the Student Affairs Department.

4. **Detention:** For repeated or severe violations, such as skipping classes or vandalism, students may be required to attend detention or community work after school hours.
5. **Suspension:** For major offenses, such as physical aggression or substance abuse, students may be suspended from school for a specified period. During this time, they will not be allowed to attend classes or participate in any school activities.
6. **Expulsion:** For extreme or repeated violations that endanger others or severely disrupt the learning environment, expulsion may be considered as a last resort.
7. **Immediate Expulsion:** The following offences shall warrant immediate expulsion of a student:
 - a. Physical Abuse
 - b. Severe Misbehaviour
 - c. Fraud
 - d. Theft
 - e. Damage of Property
 - f. Possession of Weapons
 - g. Sexual Harassment
 - h. Substance Abuse
 - i. Cyber- Crime
 - j. Forgery or falsification of school documents or records

Procedural Note for Forgery Cases:

Allegations of forgery or document falsification will be treated as serious matters. The Disciplinary Committee will conduct a prompt investigation, which may include reviewing documents, interviewing involved parties, and consulting relevant experts. Where sufficient evidence is found, the school may impose disciplinary action, including expulsion. Legal action may also be taken, and the student/parents will be required to pay a penalty, compensation, or fine, the amount of which will be determined at the discretion of the school authorities.

NOTE: Alternative disciplinary actions will be explored for students in younger grades (Pre-Play through Grade 5), including mediation and positive reinforcement plans.

ADDITIONAL RESTORATIVE PRACTICES

BIT believes in restorative justice, which focuses on repairing harm and fostering understanding rather than simply punishing offenders. Restorative practices may include:

1. **Apologies:** Students may be required to apologize to affected individuals, either verbally or in writing.
2. **Mediation Sessions:** Facilitated discussions between the offender and the affected party to resolve conflicts and restore relationships.
3. **Community Service:** Students may be required to undertake community service assignments as a form of restorative practice and civic responsibility. Such tasks may include, but are not limited to, maintaining cleanliness in school facilities (e.g., classrooms, corridors, and common areas), supporting library or administrative functions, or participating in outreach activities coordinated by the school in collaboration with local community organizations.

PARENTAL INVOLVEMENT

BIT knows that parents and guardians play a crucial role in maintaining discipline and supporting their child's development. Hence, we will:

1. **Communicate Regularly:** Parents and teachers need to maintain consistent and open communication regarding the child's activities.
2. **Involve Parents in Resolving Issues:** Parents and teachers need to work collaboratively to address disciplinary issues and develop strategies for improvement.
3. **Provide Guidance:** The Student Affairs department, in collaboration with teachers, may provide valuable resources and professional guidance to assist parents in fostering and reinforcing positive behavior in their children at home.

PARENT AND STUDENT RIGHTS

1. Parents/guardians have the right to be informed of disciplinary actions, all of which will be documented in the student's record
2. Students and parents have the right to explain their side before consequences are imposed.
3. Parents may request a conference or appeal disciplinary actions in writing.

APPEAL

1. The parents and/or guardians of the students may file an appeal against the decision of the Disciplinary Committee and/or the disciplinary action

to the BIT Higher Management for review and/or reconsideration within 7 working days from the date of the decision.

2. BIT Higher Management, at its sole discretion, may decide to accept the appeal and review/ revise the decision of the Disciplinary Committee, and/or the disciplinary action, and may include additional conditions for the revision.
3. BIT Higher Management reserves the right to reject any such appeal, at its sole discretion, and without showing any cause.
4. BIT Higher Management also reserves the right to conduct further investigation, if and when necessary, and authorize people to conduct the investigation on its behalf.

APPENDIX A: EXAM CHEATING POLICY

Cheating includes, but is not limited to, the following activities:

- 1. Copying from Others:**
 - Looking at another student's work during an exam or assignment.
 - Communicating with anyone inside or outside the exam venue to receive answers or assistance.
 - Using unauthorized tutoring or AI tools during take-home assessments if not explicitly permitted.
- 2. Use of Unauthorized Materials:**
 - Bringing or using notes, textbooks, study guides, or any other printed or written material not allowed by the exam supervisor.
 - Accessing digital content or saved information not permitted for use during the assessment.
- 3. Use of Electronic Devices:**
 - Possession or use of mobile phones, smartwatches, tablets, earphones, calculators (unless permitted), or any other electronic devices during the exam.
 - Using messaging apps, internet browsers, calculators with stored data, or other applications to gain information or communicate during the test.
- 4. Possession of Unauthorized Materials:**
 - Having any form of written or printed material (e.g., cheat sheets, chits, or notes) on your person, desk, or surrounding area, regardless of whether it is used or not.
 - Concealing materials related to the subject matter in clothing, wallets, under the desk, or inside stationery.

5. Other Dishonest Conduct:

- Submitting work completed by someone else (plagiarism or impersonation).
- Modifying or tampering with graded material to request a re-evaluation.
- Using pre-programmed devices or hidden means to store or retrieve information.

Important Note:

The intention to cheat or the potential to use unauthorized material, even if the student does not actually make use of it during the examination, is considered cheating under this definition. The presence of such materials alone is a violation of exam rules.

Consequences:

1. **Zero Tolerance for Cheating:** If a student is caught cheating during the exam, parents will be called immediately, and the student will receive a zero for that paper.
2. **Looking Around is Penalized:** Turning or attempting to look sideways or behind during the exam will result in an instant deduction of 25 marks.
3. **No Talking Allowed:** Talking inside or outside the exam hall is strictly forbidden. A 25-mark deduction will be applied for any attempt to communicate. The student may also be asked to leave the exam room.
4. **Late Arrival:** Students arriving more than 30 minutes late after the scheduled start time will not be allowed to enter the exam hall.
5. **Early Exit Rule:** No student is permitted to leave the exam hall within the last 15 minutes of the exam.
6. **Seat Discipline:** Changing seats without permission is considered misconduct and may lead to receiving a zero for the paper.
7. **Following Instructions:** Failure to obey teachers' or invigilators' instructions is treated as a serious violation.
8. **Misconduct Penalties:** Any other form of misbehavior, rule violation, or dishonesty during exams may result in disqualification or a zero mark.
9. **Repeat Offenses:** Repeated cheating incidents may result in expulsion from the school or disqualification from academic recognition.

10. Use of Surveillance: CCTV monitoring may be used during exams to deter and detect cheating behaviors.

11. Appeal Process: Students have the right to appeal a cheating accusation through a formal review process handled by the school administration.

Policy Review: The exam cheating policy may be reviewed annually to adapt to new forms of dishonesty, especially in digital environments.

This policy is effective as of the date of approval and remains in force until amended by BIT. It is also subject to change without prior notice.



SEXUAL HARASSMENT POLICY

PURPOSE

BIT is committed to providing a safe and respectful environment for all students, staff, and visitors. This Sexual Harassment Policy outlines our zero-tolerance approach to any form of sexual misconduct and provides clear guidelines for prevention, reporting and response. Through this policy, BIT aims to protect individual dignity and maintain a secure and inclusive school community.

In addition, the primary objectives of this policy are to:

- Establish a secure and accessible mechanism for lodging complaints related to sexual harassment.
- Ensure the appropriate and proportionate disciplinary measures are taken against perpetrators.
- Safeguard the legal and institutional rights of complainants and witnesses throughout the process.
- Implement well defined and effective procedures for the resolution of complaints.
- Recognize and penalize any acts of intimidation, defamation, or harassment directed at complainants or their families.
- Undertake necessary and timely actions in addressing incidents involving sexual misconduct or malicious intent.

SCOPE

This policy applies to:

- All students, teachers, administrative personnel, staff members, job applicants and visitors within the jurisdiction of BIT.
- Incidents of sexual harassment involving any individual associated with BIT, whether as a victim or as a perpetrator.
- Covers acts of sexual harassment committed through digital or online platforms, provided that either the victim or the accused has an affiliation with BIT.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome, inappropriate, or offensive behaviour or conduct of a sexual nature—whether direct or indirect—that causes discomfort, fear, humiliation, or distress to the recipient. Such behaviour may occur within or outside the classroom, in person or through digital means, and may affect an individual's academic, professional, or personal life.

Sexual harassment is considered a serious violation of the rights and dignity of individuals, regardless of gender, and may involve verbal, non-verbal, physical, written, or visual forms of misconduct. The key element is that the behaviour is unwanted by the recipient and would reasonably be considered offensive by any impartial and reasonable person.

Examples of sexual harassment include (but are not limited to):

- Making indecent or sexually suggestive remarks, jokes, gestures, or sounds.
- Teasing, insulting, humiliating, or stalking with sexual intent.
- Sending unwanted messages, texts, emails, phone calls, or social media communications containing sexual content.
- Displaying or distributing sexually explicit messages on walls, desks, benches, or notice boards.
- Making inappropriate love proposals, or pressuring, threatening, or coercing someone to accept romantic or sexual advances.
- Spreading rumours, scandals, or making defamatory statements with the intent to shame or make sexual advances.
- Preventing participation in academic, cultural, sports, or non-academic activities based on sexually biased ideas, or with the intention of sexual harassment.
- Initiating irrelevant or sexually explicit discussion in academic settings.
- Touching or attempting to touch someone inappropriately or without consent.
- Attempting to establish a sexual relationship through intimidation or deception, or by using professional or administrative positions.
- Spreading scandals with the intention of sexual harassment or defamation.
- Any other behaviour that may reasonably interpreted as sexually harassing, demeaning, or threatening.

This definition also includes harassment rooted in discrimination based on gender, religion, caste, or community, when such acts have a sexual or derogatory nature.

REPORTING PROCEDURES

Sexual Harassment Committee

- BIT will have a duly constituted Sexual Harassment Committee. The committee will be empowered to receive complaints, to conduct investigations, and to make recommendations.
- The Committee will consist of minimum five members headed by a female representative and must include at least two other female members.
- The present committee is as follows:
 1. Dean - **Head of the committee**
 2. Vice Principal - **Member**
 3. Concerned Campus Head - **Member**
 4. Concerned Campus Coordinator/ any female teacher from the concerned campus - **Member**
 5. **External Member (1)- Female**
 6. **External Member (2)- Female**
 7. The Head of Student Affairs and/or The Head of HR & Operations - **Member Secretary**

Complain Procedure

BIT is committed to handling complaints of sexual harassment with the utmost seriousness, confidentiality, and care. The following procedures outline the steps and safeguards in place to ensure a fair and effective complaint resolution process:

- A formal written complaint should be submitted as soon as possible and no later than **14 (fourteen) working days** from the date of the incident.
- Complaints may be lodged by the victim or through a trusted representative such as a parent, guardian, relative, or legal advisor.
- Complaints may also be submitted via email.
- The complainant may request to file the complaint directly with a **female member of the committee**, if preferred.

INVESTIGATION PROCESS

Confidentiality and Protection

- The identity of both the complainant and the accused shall remain confidential throughout the process, unless and until an allegation is proven.
- BIT is committed to ensuring the safety and emotional well-being of the complainant during and after the complaint process.
- While collecting testimony, the Committee will avoid any behaviour or questioning that may be insulting, harassing, or inappropriate.

- The Committee reserves the right to refer the matter to the **Higher Management of BIT** at any stage of the investigation.

Investigation Process

- Upon receipt of the complaint, it will be forwarded to the **Sexual Harassment Committee** for review and action.
- For minor incidents, and with the consent of both parties, the matter may be resolved informally.
- In all other cases, a formal investigation will be initiated by the Committee.
- The Committee has the authority to:
 - Send notices involved parties and witnesses
 - Conduct hearing and examine evidence (including circumstantial evidence)
 - Call for clarification meetings with the complainant or accused
 - Seek legal advice if necessary
- If the complainant wishes to withdraw the complaint, the committee will investigate the reasons and record them in the final report.

Reporting and Resolution

- The Committee must submit a detailed report with findings and recommendations to the BIT authority within 15 (fifteen) working days.
- If more time is needed, the investigation period may be extended up to 30 (thirty) working days.
- The Committee shall take decisions based on the majority opinion of its members.
- If the complaint is found to be deliberately false or malicious, appropriate disciplinary action may be recommended against the complainant.

Student Support

The BIT Student Affairs Office will maintain close coordination with the student(s) involved, provide support throughout the proceedings, and may accompany them during hearings.

Malicious, False or Frivolous Accusations

An accuser whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action.

CONSEQUENCES AND DISCIPLINARY MEASURE

BIT treats all cases of sexual harassment with the utmost seriousness. Pending the outcome of an investigation, the accused individual—whether a teacher, staff member, or student—may be suspended from all academic or professional responsibilities to ensure a safe and neutral environment.

Based on the findings and severity of the offence, BIT may impose any of the following disciplinary measures.

Students

If the accused is a student, one or more of the following actions may be taken, proportionate to the gravity of the offence:

- Verbal warning
- Formal written warning to parents
- Suspension (rustication) for 6 (six) months
- Suspension (rustication) for 1 (one) year
- Permanent expulsion from BIT
- The matter may be referred to the appropriate legal authorities for further investigation and initiation of any legal proceedings deemed necessary under applicable laws and regulations

Teachers

If the accused is a teacher, the following actions may be taken:

- Verbal warning
- Formal written warning
- Suspension from teaching, examination duties, and administrative responsibilities
- Withholding of salary increments or other benefits, and compensation to the victim
- Demotion and award of compensation to the victim, where applicable
- Dismissal from service
- Submission of the case to the appropriate legal authorities in case of serious offences

Staff Members and Administrative Personnel

If the perpetrator is a staff member or official, disciplinary measures may include:

- Formal written warning
- Suspension of salary increments or financial benefits, with possible award of compensation to the victim
- Demotion in position and award of compensation to the victim, where appropriate
- Dismissal from service
- Referral to law enforcement authorities for legal proceedings in accordance with national laws for cognizable offences

In the event the Committee finds the allegations against teachers, staff members and administrative personnel of BIT to be true, this will be considered as misconduct and separate formal misconduct proceedings will be initiated by BIT.

The above-mentioned actions against the teachers, staff members and administrative personnel of BIT will be implemented upon obtaining the investigation report of the misconduct proceedings.

This policy is effective as of the date of approval and remains in force until amended by BIT. It is also subject to change without prior notice.

SOCIAL MEDIA POLICY (AMENDED)

INTRODUCTION

Social Media platforms engage a wide range of audiences and stakeholders and can often be useful for teaching and learning. In addition, such platforms can provide professional and personal opportunities and benefits. However, social media also presents documented risks that can have negative impact on the holistic development of individuals, including their safety and emotional health, and on BIT's reputation.

PURPOSE

This policy provides guidance to students and staff on how to safely and productively use social media to maximize its benefits while mitigating associated risks.

It aims to:

- Encourage safe, respectful and responsible use of social media consistent with the values and expectation of BIT.
- Protect the safety and wellbeing of students, staff and the school's reputation.
- Ensure compliance with professional standards of conduct.

PHILOSOPHY

BIT recognizes that social media is an integral part of how students, educators and families communicate and express themselves. We encourage you to participate positively and safely. As an educational institution, we believe that it is our responsibility to guide our students to become ethical, respectful and informed digital citizens.

Our social media policy is rooted in the principles of safety, respect, responsibility, learning and community trust. We believe that it should:

- Support BIT's educational goals by extending learning in responsible and ethical ways.
- Promote student wellbeing by protecting privacy, preventing cyberbullying and fostering a culture of kindness and empathy.
- Uphold professional conduct by ensuring that all staff behave appropriately online.
- Strengthen school-community relationships by using digital platforms to share accurate and positive stories about our school.
- Maintain BIT's excellent reputation.

SCOPE

This policy applies to:

- All students, faculty and staff.
- Parents/guardians while interacting with BIT's official channels.
- School administrators and leadership.
- Any use of social media that affects the BIT's name, environment, and reputation regardless of the user's location or time of posting.

Linked to other policies

This policy is linked with several other BIT policies, practices and action plans, including, but not limited to:

- Student Discipline Policy
- Employee Service Rules
- Events Policy
- Sexual Harassment Policy
- Code of Conduct for Parents and Guardians

DEFINITION OF SOCIAL MEDIA

Social media includes but is not limited to:

- Facebook, X (previously known as Twitter), LinkedIn, Instagram, TikTok, Snapchat, Google+, KIK, SMS, YouTube, Wikis and/or all other online social media platforms and service providers of similar nature.
- Blogs, email, podcasts, discussion boards, images and all videos.
- Messaging apps (such as WhatsApp) used for public or group interactions.

RIGHTS & RESPONSIBILITIES

- All members of the BIT community are expected to show respect to all members of the school community, including BIT as an institution.
- **Staff** will plan for the inclusion of cyber safety awareness information within the curriculum, with guidance from relevant education authorities.
- **Parents** will be responsible for being aware of, and informed about, their children's online activity and be proactive in the supervision and guidance of their children considering this policy and BIT's core values. In addition, parents are expected to comply with these guidelines in their use of social media.

STUDENT GUIDELINES

- *Age Restrictions:* Students must comply with the minimum age requirements of social media platforms (typically 13+ years and above)
- *Appropriate Conduct:* Students, student groups and student clubs must follow the BIT Code of Conduct and must not post or share content that includes/promotes:
 - Bullying, harassment, discrimination or abuse
 - Violent, pornographic, explicit or offensive
 - Defamation
 - Violations of academic integrity
- *Student Groups/Clubs:* These guidelines will be strictly applied to any student group or club that uses BIT's name, brand and/or logo in its title and its communications. BIT administrators and staff must approve of the use of BIT's name, brand and/or logo and any associated content in any social media communication.
- *Other Limitations:* Students cannot:
 - Access social networking sites during the school day without staff permission.
 - Impersonate or falsely represent another person.
 - Upload video, audio, or photographs of any member of the school community (student, parent or staff) without written approval of the member concerned.
 - Share personal information such as last names, phone numbers, addresses and birthdays.
 - Attempt to join a staff member's social networking profile. If a student attempts to do so, the staff members must refuse access and inform the Head of School and the student's parents.
 - Participate in any form of live vlogging, video recording, or live streaming. These are strictly prohibited within the BIT campus premises. Such activities may only be conducted with prior permission from the authorized school administration.
 - Carry out any conduct on social media which is in violation of the cyber security laws, data privacy laws and defamation laws of Bangladesh.
 - Carry out any activities which is illegal and considered as criminal offence under the applicable laws of Bangladesh.

The above terms shall be defined broadly. BIT reserves the right to define these terms in accordance with the applicable laws of Bangladesh, including but not limited to the general definitions and understandings of the words.

STAFF AND TEACHER GUIDELINES

- *Professional boundaries:* Staff must maintain appropriate boundaries with students online.
 - Direct messaging or “friending” students on personal accounts is discouraged unless approved for school purposes.
 - Staff members must refuse requests by students to access their social networking profiles.
 - Social networking platforms must not be used by staff for learning activities involving BIT students.
 - Staff members should review their social media profiles’ privacy and security settings. At a minimum, privacy settings should be set to “friends only.”
 - While staff may post photographs of students to the class blog, they must not include any identifying information about the student.
- *Use of School Accounts:* All communications with students via social media should occur through official school accounts or platforms.
- *Content standards:* Staff must ensure that all posts relating to BIT are factual, respectful and uphold school values.
- *Privacy & Confidentiality:* No identifiable student information (such as names, photos) should be shared without parental consent. Similarly, no false or unsubstantiated rumours about the school community should be posted online. Any form of live vlogging, video recording, or live streaming is strictly prohibited within the BIT campus premises. Such activities may only be conducted with prior permission from the authorized school administration.

PARENT GUIDELINES

- Be respectful in their communication on all school pages.
- Address concerns relating to BIT through official school channels, not through public social media commentary.
- Refrain from using classroom social media platforms for any illegal activity, including violations of cyber security laws, data privacy laws and defamatory statements.

- Refrain from sharing confidential information, internal school discussions or specific information about students, staff or other parents.
- Refrain from destroying or tampering any online information.
- Seek appropriate permission from all individuals involved before uploading photos, audio, or videos—this is especially important regarding the privacy of BIT staff and students.
- Avoid posting identifiable information about other BIT students without the explicit approval of their parents/guardians.
- Understand that most social media sites have age restrictions (usually 13+ years and above) and should monitor their children’s online activity accordingly. Creating personal accounts for children on platforms with age restrictions constitutes a breach of those platforms’ terms and conditions.
- Refrain from live vlogging, video recording, or live streaming within the BIT campus premises. Such activities are prohibited and may only be conducted with prior permission from the authorized school administration.
- Sign a consent form when the school and teachers initiate classroom social media activities for educational use.

OFFICIAL SCHOOL SOCIAL MEDIA ACCOUNTS

- Only authorized staff may manage or post to official BIT social media accounts.
 - All main page banners should be created in BIT’s name, not in the name of a specific individual or a designation. If it is necessary to name a specific individual, the main page banner will also include BIT’s name and logo prominently.
 - Personal photographs must not be used in the official BIT page banner.
 - A strong password will be used to secure all BIT accounts and authorized staff will change the password periodically to ensure continued security.
- All content must:
 - Reflect BIT’s mission and values,
 - Be reviewed for accuracy and appropriateness.
 - Avoid discussing confidential matters or school discipline cases

CYBERBULLYING AND ONLINE SAFETY

- BIT takes all reports of cyberbullying and other technology misuse seriously.

- Students or parents witnessing or experiencing online harm related to school matters should report it immediately to Student Affairs or to an administrator. BIT will investigate the matter and address each case individually.

MONITORING & ENFORCEMENT

- BIT reserves the right to monitor public posts related to the school, including its brand, its images and its logo.
- Violations of this policy may result in disciplinary action in line with the school's policies.
- Illegal activity maybe be reported to the appropriate authorities.

Revision History:

The policy will be periodically reviewed and updated as necessary, and the current version will be made available on the school's website.

Thank you for complying with this and other relevant BIT policies. Together, we can create a positive and uplifting environment for our children and all those who work and visit our school.

Copies of Policies will also be available at **The Admission Office, The Student Affairs Office and The HR'S office**. Students, Parents, Guardians or any member of BIT have the right to access the policy upon request.

This policy is effective as of the date of approval and remains in force until amended by BIT. It is also subject to change without prior notice.

STUDENT DRESS CODE POLICY (NEW)

POLICY STATEMENT

The purpose of this policy is to maintain a safe, respectful and productive learning environment for all students. BIT seeks to ensure that attire is comfortable, inclusive and appropriate for academic activities. This policy sets out the standards of dress and appearance required of all students and provides clear guidelines regarding the use of diapers in the Early Years Programme. The school expects students and parents to comply fully with this policy to uphold the values of discipline, equality, and hygiene.

Objectives

The objectives of this policy are to:

- Maintain a neat, safe, and professional appearance of all students.
- Promote equality and discipline through consistent dress standards.
- Provide guidance for diaper use in the Early Years Programme, ensuring dignity, respect and proper care for students.

Scope

This policy applies to all students enrolled in the school, across all campuses and grade levels. The diaper policy applies specifically to students in the Early Years Programme.

DRESS CODE

Boys:

- School shirt with logo or official sports uniform (as per timetable or event).
- Trousers or shorts as per uniform guidelines.
- Belt, if required.
- Closed black or white school shoes (no slippers or sandals).
- School tie must be worn on all school days.
- On formal occasions, boys must wear the school blazer and tie.
- If boys choose to wear a religious cap (tupi), it must be plain white and not decorative or fancy.

Girls:

- School shirt with logo or official sports uniform (as per timetable or event).
- Formal trousers or shalwar kameez as per uniform guidelines.
- Closed black or white school shoes.
- School tie must be worn on all school days.
- On formal occasions, girls must wear the school shirt, trousers, or shalwar kameez with the school blazer and tie.
- If a hijab or abaya is worn, it must be white in colour and presented neatly.

GENERAL GUIDELINES:

- Uniforms must be clean, neatly pressed, and properly worn.
- Hair must be tidy; long hair should be tied back.
- No make-up, no jewellery, no hair colour or dye is permitted.
- Tattoos and inappropriate accessories are strictly prohibited.

Diaper Policy

Age and Usage Guidelines

- Children in Nursery and Pre-KG may wear diapers as required.
- Diaper use is acceptable up to the age of 4 years.
- Parents are expected to support toilet training at home and update teachers regularly.

Medical Exceptions

- If a child requires diapers beyond the expected age due to medical reasons, parents must submit a medical certificate from a licensed physician.
- The certificate must specify the reason, expected duration, and any special care instructions,
- All such cases will be treated confidentially and sensitively.

Compliance and Enforcement

Dress Code

- First Violation – Students will be reminded, and parents will be verbally notified.
- Second Violation – Written notice will be issued to parents.
- Third Violation – Student may be sent home to correct attire, with further disciplinary action if necessary.
- Repeated violations will be considered a breach of BIT's disciplinary policies and may affect participation in school events.

Diaper Policy

- Parents must comply with the school's diaper policy for Early Years students.
- Repeated non-compliance (e.g., not providing supplies, failing to submit medical documentation) will require immediate parental intervention.
- Following parental intervention, the school will allow a maximum of 60-day period for the parent to toilet-train the child.
- We expect children to be toilet-trained before enrolment (around 3-4 years old).

PARENT COMMUNICATION

- All concerns relating to uniforms or diapers must be submitted in writing to the Head of concerned campuses or the Vice Principal.
- The school expects full cooperation from parents in maintaining dress standards and supporting toilet training.

SCHOOL UNIFORM GUIDELINES

- A student must always wear the correct uniform in school, i.e. trousers must be worn up to the navel – no hipsters.
- Collar buttons and ties must be done properly.
- School Uniform – black formal shoes.
- Sports Uniform – white keds. (Only when they have Games Class)
- Colour of Socks – white.
- Winter clothing – green jacket or green blazer with BIT logo on it. (No other colour allowed)
- Students are not allowed to wear jewellery, make-up or nail polish – girls may only wear studs or tiny tops in their ears.
- Boys must have a proper haircut.
- Girls must keep their hair neatly always tied up with black/white hairbands.

N.B. After the first warning – the school will be bound to take further disciplinary action.

REGULAR SCHOOL UNIFORM

Grade	Male	Female
Play – Nursery	Red/ Blue striped shirt	Red/ Blue Striped Frock
	Khaki Pants	Khaki Pants (optional)
	Navy Blue Tie	
Class I – X	Khaki Shirt	Khaki Shirt
	Khaki Pant	Khaki Pant
	Navy Blue Tie	Navy Blue Tie (if worn with shirt)
Class V – VIII		Pink Salwar Suit
		White Dupatta
Class IX – X		Blue Salwar Suit
		White Dupatta
A level	White Shirt	Blue Salwar Suit
	Khaki Pant	White Dupatta
	Navy Blue Tie	

SPORTS UNIFORM

Category	Description
All Students	Orange BIT Jersey
	Orange Track Pants
	White Keds

WINTER UNIFORM

Item	Applicable to
Green BIT Jacket	All students
Green BIT Blazer	All Students
Green BIT Sweater	All Students
Green BIT Cardigan	Female Students

GENERAL GUIDELINES

- Uniforms must be properly fitted, ironed, and free from stains or tears.
- Students must wear the full school uniform every school day and during official events unless otherwise instructed.
- **Black shoes must be always worn**, except when wearing the sports uniform.
- **Student ID must be always worn** while on school premises or during school activities.
- Jewellery, makeup, nail polish, and hair dye are not permitted.
- Long hair must be neatly tied back.
- Only the designated winter clothing is permitted during cold weather.
- The sports uniform must be worn only on scheduled sports or activity days.
- Any dress code modification requires a written parental request with supporting documents and approval from higher management.

This policy is effective as of the date of approval and remains in force until amended by BIT. It is also subject to change without prior notice.

TEMPORARY ACADEMIC LEAVE POLICY (NEW)

PURPOSE

The Temporary Withdrawal from School Policy outlines the procedures for students who need to take a short-term break from school due to personal, medical, or family-related reasons. This policy ensures that students and parents understand the conditions, approval process, and re-enrollment requirements for temporary withdrawal.

ELIGIBILITY

A temporary withdrawal may be granted under the following circumstances:

- Medical issues require extended rest or treatment.
- Family emergencies or relocation.
- Personal circumstances affecting a student's ability to attend school regularly.
- Other valid reasons approved by the School Management.

DURATION

- Temporary withdrawal may be approved for a period not exceeding **one academic term (or up to 12 months)**.
- Requests for extension must be submitted before the end of the approved withdrawal period and will be reviewed on a case-by-case basis.

PROCEDURE

1. *Written Request:*

Parents/guardians must submit a formal written request addressed to the **Head of School or Principal**, stating the reason and duration for withdrawal.

2. *Supporting Documents:*

Relevant documents (e.g., medical certificates, travel documents, etc.) must be attached to the request.

3. *Review and Approval:*

The school administration will review the request and inform parents in writing of the decision within a specified time frame (typically within 10 working days).

4. Fee Policy:

- Tuition and all other school fees must be cleared up as of the date the withdrawal application is submitted.
- **Re-enrollment and Admissions fees will be applicable if a student returns after one academic term (or exceeds 12 months).**
- No fee adjustments or refunds will be provided in this regard.

RE-ENROLLMENT

- Parents must notify the school in writing **at least 30 working days before the student's intended return.**
- The student may be required to take placement or assessment tests to ensure academic continuity.
- If the student does not return within the approved time and no extension is requested, the student's **enrollment will be considered discontinued.**
- **If the student seeks re-enrollment after an absence greater than one academic year, they will be required to re-apply for admissions and be subject to all applicable admissions policies, procedures and fees.**

ACADEMIC RESPONSIBILITY

- It is the parent's responsibility to ensure the student keeps up with missed coursework or assignments as advised by teachers.
- When a student returns from temporary withdrawal, they must resume classes in the same grade and session they were previously enrolled in.
- The school will not guarantee the same class placement or seat reservation beyond the approved withdrawal period.

This policy is effective as of the date of approval and remains in force until amended by BIT. It is also subject to change without prior notice.

STUDENT PICK-UP AND DROP-OFF POLICY (NEW)

To ensure the safety, security, and smooth management of school operations, Bangladesh International Tutorial has established the following Student Pick-Up Policy. All guardians are kindly requested to follow these guidelines without exception.

SECURITY CARD REQUIREMENTS

- All guardians must carry a **valid Security Card** for the current academic session to enter the school premises.
- Security personnel have the right to **verify the card** before granting access.
- If a Security Card is lost, guardians must inform the Class Teacher and apply for a replacement immediately.
- **No entry is permitted without a valid Security Card.**

PICK-UP DURING SCHOOL HOURS

- Guardians are **discouraged** from collecting students during school hours unless it is a **medical emergency** or an **approved urgent situation**.

PICK-UP PROCEDURE

- Present a **valid Security Card** at the school gate.
- If the guardian **forgets the Security Card**, the prescribed form must be filled out and submitted for student collection.
- The school will verify the guardian's identity before handing over the child.

PICK-UP AT REGULAR DISMISSAL TIME

- Guardians can enter the school premises **not earlier than 10 minutes before dismissal time**.
- After collecting their child, guardians must **leave the school premises within 10 minutes**.
- Loitering or gathering inside the campus is not permitted for safety and traffic flow reasons.

AUTHORIZED PICK-UP PERSONS

- Only guardians or individuals listed on the **Authorized Security Card** will be allowed to collect students.
- A Security Card or approved identification must be presented.
- If a different guardian or representative needs to collect the child, the Class Teacher must be informed in advance.

VISITOR REGISTRATION

- All visitors who enter the school for meetings, inquiries, or administrative reasons must:
 - Register their **entry and exit** in the Visitor Register.
 - Wear the issued **Visitor Pass** visibly at all times on campus.

CONDUCT EXPECTATIONS INSIDE SCHOOL PREMISES

- Guardians must demonstrate **polite, respectful, and cooperative** behavior towards school staff and security personnel.
- Any form of misconduct, argument, or disruptive behavior will be documented and may lead to restricted campus access.
- Guardians are encouraged to act as **role models** in maintaining a safe, calm, and respectful school environment.

SAFETY & COMPLIANCE

- These procedures are implemented to ensure the **safety and security of all students**.
- The school reserves the right to **deny access**, request additional verification, or take necessary action to ensure campus safety.
- For any clarification, guardians may contact the Class Teacher or the School Office.

PROMOTION POLICY FOR CLASSES 1-12

BIT is proud of its high academic standards, and we seek to build on our achievements by establishing this Promotion Policy.

PURPOSE

The purpose of this policy is to establish clear, consistent, and developmentally appropriate criteria for the promotion of students from each grade to the next level. We seek to foster a structured and supportive environment where students can thrive both academically and personally by encouraging academic responsibility, regular attendance, and active participation.

GUIDING PRINCIPLES

- Promotion decisions prioritize the best interests of the students.
- Multiple measures of academic and developmental progress will be used.
- Early intervention and continuous monitoring to guide student progress.
- The relevant teachers, Coordinators, Head of Sections, and the Vice Principal will collaborate on all Promotion decisions.

SCOPE

This policy applies to all students enrolled from Class 1 to Class 12.

CRITERIA FOR PROMOTION

BIT's criteria for promotion will be based on a combination for six factors, each of which is described in greater detail below.

Academic Performance: Minimum Grade Requirement

Class 1 to Class 3 Students must secure at least a 'C' grade (60%) in all matriculation subjects—Bangla, English Language, and Mathematics—in their Class Tests to qualify for promotion. Additionally, students must attain a **minimum of overall 50% marks in the grand total** in the Class Tests to be eligible for promotion to the next class.

- If a student's grades fall below D grade, the parents will be asked to **meet with the Head of School** for clarification and discussion of the next steps.

Class 4 to Class 8 Students must secure at least a 'C' grade (60% in all matriculation subjects—Bangla, English Language, and Mathematics—in the Term Examinations to qualify for promotion. Additionally, students must attain a **minimum of overall 50% marks out of the grand total** to be eligible for promotion to the next class.

Board Examination Classes 9 and 10 students need to attain at least a score of '4' in the (9-1) numerical assessment scale in their chosen subjects at the Mid-term Examinations to register for the Board Examinations.

Board Examination Classes 11 and 12 students need to attain at least a 'D' Grade in their chosen subjects at the Mid-term Examinations to register for the Board Examinations.

Attendance

Minimum Attendance Requirement:

All Class 1 to Class 8 students must attend **at least 85% of scheduled school days**, unless justified by documented and recent medical or exceptional circumstances as stated in the Absence Reporting Procedure, to be considered for promotion to the next grade.

All Class 9 students must attend **at least 75% of scheduled school days**, unless justified by documented and recent medical or exceptional circumstances as stated in the Absence Reporting Procedure, to be considered for promotion to the next grade.

For the Board Examination Classes- 10, 11 and 12, attendance of school days should be 75%.

ABSENCE REPORTING PROCEDURE (FOR CLASSES):

- If a student is absent, parents must notify the class teacher via email **on the same day**.
- For absences exceeding **two consecutive days**, a medical certificate must be submitted via email.
- Absences will only be counted as 'leave' (rather than 'absent') when both these steps are completed.

ONGOING MONITORING AND FINAL NOTIFICATION:

- Monthly attendance updates will be shared with all parents. Before the Final Term Examinations, class teachers will review each student's attendance and issue a final summary.
- If a student's attendance **falls below the minimum attendance requirement**, the parents will be asked to **meet with the Head of School** for clarification and discussion of the next steps.

Term Examination Participation (Class 4 – Class 9)

Attendance in all Final Term Examinations for matriculation subjects is **compulsory**. Missing even **one** Final Term Examination in Bangla, English Language, or Mathematics will make a student **ineligible for promotion**.

POLICY ON CLASS TEST ATTENDANCE AND MISSED CLASS TESTS

Classes 1 - 3

- a. **Retake Opportunity** – If the absence is excused, the child may be allowed one retake per subject, per term. The retake will be scheduled within a week of the original test date. The retake may be a modified version of the original test.
- b. **Unexcused Absences** – If no valid reason is given, the retest will not be scheduled, and the child will receive a zero.
- c. **Special Cases** – In cases of extended illness or emergency, the teacher may use an alternative activity (like a one-on-one oral quiz or worksheet) to assess the child.

Classes 4 - 12

- a. Punctual attendance on all test days is mandatory.
- b. If a student is absent on the day of a class test, the parent or guardian must submit a written application to the school stating the reason for the absence. Proper medical documentation must be included with the application.
- c. If the application is approved, the missed test (a maximum of two class tests) will be excluded from the average calculation of class tests.
- d. If a student misses all class tests due to an extended illness or emergency, and the submitted application is approved by the higher authority, then the teacher may conduct an alternative marking activity to assess the student's understanding.
- e. Unapproved absences in a class test will be counted as 'zero' during average class test mark calculation.
- f. The school reserves the right to assess the validity of an application. Approval to be based on the criteria mentioned above.

Social-Emotional and Behavioural Development

To be considered for promotion, students must show age-appropriate behavioural and emotional maturity. Teachers will observe and assess the following developmental indicators:

- **Self-Management:** The student shows reasonable control over emotions (such as anger, frustration, excitement) and responds well to feedback.
- **Social Awareness and Interaction:** The student demonstrates kindness and respect to others, participates in group activities, and resolves minor conflicts with support.
- **Responsibility and Conduct:** The student follows school rules, understands consequences of actions, and shows accountability.
- **Adaptability and Readiness:** The student shows interest in moving to the next level, handles new tasks with a positive attitude, and adjusts well to changes in routine.
- **Communication Skills:** The student expresses thoughts clearly and listens to others respectfully.

These behavioural and emotional indicators will be considered along with academic and attendance criteria. For students who need additional support, teachers and school leaders may offer guidance and follow-up to promote growth in these areas.

Teacher Recommendations

For all students, input from current teachers regarding academic performance, work habits, and overall development will be considered.

RETENTION PROCESS/ SUPPLEMENTARY EXAMS

If a student scores below 60% in any matriculation subject, they will be invited to appear for a **Supplementary Test** in that subject. Should the student still not meet the qualifying grade before the next academic session begins, they will be required to **repeat the same grade**. For the grand average of Total mark that falls below 50% - students must sit for all 3 matriculation subjects.

SPECIAL CONSIDERATIONS

Special Considerations can be made for very specific cases for only those students who are from countries (e.g. China) where English is not a state language, and for students that may need ESL support classes to be considered for promotion.

COMMUNICATION WITH FAMILIES

Families will be informed at regular intervals (via reports cards and parent-teacher conferences) of their child's progress. If a student is at risk of retention, families will be notified by the school authorities.

This policy is effective as of the date of approval and remains in force until amended by BIT. It is also subject to change without prior notice.



Thank you for complying with this and other relevant BIT policies. Together, we create a positive and uplifting environment for our children and all those who work and visit our school.

Copies of Policies will be available at The Admission Office, The Student Affairs Office and The HR'S office. Students, Parents, Guardians or any member of BIT have the right to access the policy upon request.



BIT
Bangladesh International Tutorial

Uttara Office

Senior School, Uttara
Plot # 13, Road # 1/A, Sector # 14
Uttara Model Town, Dhaka - 1230
Mobile: +8801847-290391

Gulshan Office

Junior School, Gulshan
House # 2/B, Road # 84
Gulshan-2, Dhaka- 1212
Mobile: +8801847-290393