

PARENT-STUDENT HANDBOOK



Mekanisa Abadir Mosque School

Acadamic Year
2025-2026





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MESSAGE FROM THE HEAD OF SCHOOL

September 12, 2025

Dear Abadir School Families,

Welcome to the 2025-2026 academic year! Whether you're returning or new, we're thrilled to have you as part of our community.

This year, we are committed to making Abadir great again through necessary reforms. Our focus remains on providing a holistic educational experience that nurtures intellectual curiosity, fosters creativity, and instills strong ethical values, all while celebrating our rich heritage. We firmly believe that a strong partnership between home and school is key to every child's success.

This Parent Booklet is your essential guide to Abadir School life. It details our core values, academic programs, policies, and expectations for students, parents, and staff. We've aligned our practices with the Ethiopian Education Policy to ensure a relevant and robust education for your child.

Please read this booklet thoroughly and keep it handy. Your understanding and adherence to these policies are vital for a safe, respectful, and productive learning environment.

Should you have any questions, our administrative team and teachers are here to support you. Thank you for entrusting Abadir School with your child's education. We look forward to a year of growth, discovery, and shared achievements!

Sincerely,

Timaj Abubakar
General Manager
Mekanisa Abadir Mosque School





Our Mission & Vision

Our Mission

To empower students through a dynamic and inclusive learning environment, fostering academic excellence and deep ethical values, so they become competitive, compassionate individuals of high moral character.

Our Vision

To be Ethiopia's premier school, renowned for its holistic and nurturing environment that cultivates academic distinction and moral fortitude. We aspire to develop well-rounded, socially competent problem-solvers who are mature citizens, committed to lifelong learning and contributing positively to society. At Abadir School, we believe education is about building great humans.



OUR CORE VALUES

1

EXCELLENCE

Striving for the highest standards in all academic, personal, and professional endeavors, promoting continuous improvement and intellectual rigor.

3

RESPONSIBILITY

Encouraging accountability for one's actions, demonstrating reliability, and contributing positively to the school and wider community.

5

RESILIENCE

Cultivating perseverance, adaptability, and the courage to overcome challenges, learn from mistakes, and grow through adversity.

2

INTEGRITY

Upholding honesty, transparency, fairness, and strong moral principles in all interactions and decisions. .

4

RESPECT

Cultivating perseverance, adaptability, and the courage to overcome challenges, learn from mistakes, and grow through adversity.

6

COMMUNITY

Building a supportive, collaborative, and interconnected environment where every member feels a sense of belonging, shared purpose, and mutual support.



Our educational Approach

At Abadir School, we are dedicated to providing a quality education that focuses on the holistic development of every child. Our educational framework is built upon these core principles:

ACTIVE & COMPETENCY-BASED LEARNING

We empower students as active participants, fostering inquiry-based learning and the practical application of knowledge, skills, and values. This approach moves beyond rote memorization, preparing students for real-world challenges.

DIFFERENTIATED & VALUES-INTEGRATED INSTRUCTION:

Educators use varied strategies to cater to diverse learning styles, ensuring academic potential is met. We integrate ethical principles, civic responsibility, and personal virtues into daily school life, fostering moral development.

CONTINUOUS ASSESSMENT FOR PROGRESS

Our ongoing assessment practices provide constructive feedback and monitor student progress, supporting continuous improvement.

We aim to prepare well-rounded individuals for higher education and meaningful contributions in their future endeavors.



PURPOSE OF THIS HANDBOOK

This Parent – Student Handbook serves as a vital communication and reference tool, designed to:

- Provide clear, comprehensive, and consistent information regarding Abadir School's policies, procedures, and expectations.
- Ensure transparency in school operations and decision-making.
- Facilitate effective communication and foster a strong, collaborative partnership between parents, students, and the school.
- Serve as a readily accessible guide for parents and students throughout their tenure at Abadir School.
- Outline the roles and responsibilities of all stakeholders in maintaining a positive and productive learning environment.



General School Information

Contact Information

Mekanisa Abadir Mosque School, Lideta Subcity, Woreda 08
P.O. Box: 12693
Addis Ababa, Ethiopia

General Enquiries:

+ 251113202134

Departmental Contacts:

Head of School Office: +251113720576
+251964150800
KG: +251118346531
Primary School: +251113720233
Secondary School: +251113202134
Accounts Department: +251113722612

School Hours and Daily Schedule

Regular School Hours (Monday - Friday):

Morning:

- **7:30 AM:** Our gates open to welcome students.
- **7:50 AM:** Morning line-up begins. Please make sure your child doesn't miss it!
- **8:00 AM - 8:15 AM:** Flag Ceremony.
- **8:15 AM - 8:25 AM:** Homeroom Attendance/Roll Call.
- **8:30 AM - 12:35 PM:** Morning classes are in session.
- **10:00 AM - 10:20 AM:** A short break for a snack and playtime.

Afternoon:

- **12:30 PM - 1:30 PM:** Lunchtime.
- **1:35 PM - 1:40 PM:** Afternoon Session Attendance/Roll Call.
- **1:40 PM - 3:10 PM:** Afternoon classes continue.
- **3:10 PM - 3:55 PM:** Extra help and tutorial sessions are held.
- **4:00 PM:** The school day ends.
- **The school gate closes at 5:00 PM.** Please pick up your child on time.

Saturday Tutorial Program (8:15 AM - 12:15 PM)

Additional learning support (tutorial classes) will be provided to students outside of regular school days and hours. These sessions are mandatory for students in Grades 6, 8, and 12 and will be held every Saturday from 8:15 AM to 12:15 PM. For students in other grade levels who require special academic assistance, these tutorials can be arranged following a discussion between their parents, teachers, and the student.

Punctuality: Students are expected to arrive at school on time and be in their classrooms ready for learning by the start of classes. Persistent lateness disrupts learning and will be addressed.



ACADEMIC CALENDAR

KEY DATES	ACTIVITIES
July 8 - August 29, 2025	Registration (Returning and New Students)
September 2, 2025	Briefing on school regulations to students
Sep 15, 2025 - Jan 30, 2016	First Semester
Feb 9 - Jun 25, 2026	Second Semester
Feb 15, 2026	Parent-Teacher Conferences
November 24-26, 2025	Mid-term assessments (Term 1)
January 26-30, 2026	End-of-term examinations (Term1)
April 19-21, 2026	Mid-term assessments (Term 2)
May 31 - Jun 4, 2026	Grade 6th and Grade 8th - Model Exam
May 31 - Jun 4, 2026	Grade 12th - Model Exam (online)
Jun 7 - Jun 18, 2026	Grade 6th and 8th Ministry exam
Jun 21 - Jun 25, 2026	End-of-term examinations (Term2)
Jun 21 - Jul 3, 2026	Grade 12th National Exam (Dates may change)
July 6th, 2026	Report Card to be issued & End of school year.
*Ethiopian Public Holidays	Observed as per government directives.





Our Legacy and Profile

About US

Abadir School, located in the Ledeta Subcity of Addis Ababa, Ethiopia, has proudly served its community since its establishment in 1994 G.C.

The academic year at Abadir School runs from September to June, encompassing an instructional period of 199 days, divided into two semesters. Report cards are issued at the end of each semester, and classes are held from Monday through Friday.

Our comprehensive educational journey spans from:

- Kindergarten (KG)
- Primary (Grades 1-4)
- Middle School (Grades 5-8)
- Secondary School (Grades 9-12)

We began our journey with a modest enrollment of 191 students in Kindergarten and First Cycle Elementary, supported by a dedicated team of 9 staff members. Within just a few years, we expanded to include Second Cycle Primary education, demonstrating our early commitment to growth. By 2002 G.C., eight years after our founding, Abadir School took a significant step by offering General Secondary Education, starting with 49 students. Our expansion continued, and five years later, we introduced Preparatory Education, welcoming an initial cohort of 40 students

Today, Abadir School is a thriving educational institution, boasting a vibrant community of over 1200 students and 130 committed staff members. We are fully accredited by the Addis Ababa Education Bureau, a testament to our adherence to national educational standards.

Our student body is predominantly Ethiopian-born, and we follow the Ethiopian standard-based curriculum from Kindergarten to Grade 12. As a college preparatory school, we take immense pride in our track record: one hundred percent of our graduates are college-bound, pursuing higher education at universities worldwide and leading successful lives. Our students are expected to master both English and Arabic languages, and their dedication to excellence is evident in their hard work. This commitment has consistently led to outstanding achievements in academic pursuits, sports education competitions, and various community activities.



Student Services

Educational Material

Textbooks

Students are responsible for purchasing their own textbooks as per the list provided by Abadir School at the beginning of the academic year.

School Supplies

A list of required school supplies (e.g., notebooks, pens, pencils, art supplies) for each grade will be issued before the academic year. Parents are responsible for ensuring their child has the necessary supplies.

Stationery & Personal Items

- All students need a pencil case with pencils, a sharpener, a pen, an eraser, and a ruler.
- Students also need two strong folders (one for exercise books, one for library books).
- Additional supplies for Year 5+ include a calculator and drawing compass for occasional lessons.

Digital Resources: Students also access various digital learning platforms and resources to support their curriculum.

Transportation

Abadir School does not operate its own school bus service. Parents/guardians are responsible for arranging their child's transportation to and from school.

After-School Program

Abadir School offers a supervised After-School Program to provide a safe and enriching environment after regular hours. It includes homework time, recreational activities, arts and crafts, and various clubs. Details on schedules, activities, fees, and registration are communicated each term.

Library Book Lending Policy

Our school library is a valuable resource for all students.

- **Borrowing:** Students can borrow books weekly: one book for Years 1-2, and two books for Years 3 and above.
- **Returns:** All books are due weekly. Failure to return a book within 14 days will result in a temporary suspension of borrowing privileges until all overdue books are returned.
- **Book Care:** Students must protect books using a strong folder.
- **Damages/Loss:** Report any damaged books immediately to avoid charges. A 700 Birr replacement fee applies to lost or irreparably damaged books.
- **Renewals:** Books can be renewed for one additional week.

Please help us teach your child to value and care for school books.



Student Life and Well-being

Cultivating Character & Positive Behavior

At Abadir School, we believe in nurturing not just minds, but character. Our approach to behavior is proactive, focusing on developing well-rounded individuals who contribute positively to our community. We build strong relationships with our students, based on love, respect, and understanding, guiding them to make choices that serve their best interests and those of others.

Our core values, which underpin all expectations, can be summarized by **The 4 Cs:**

- **Care**
Showing kindness, empathy, and consideration for ourselves, others, and our environment.
- **Courage**
Being brave enough to do the right thing, to learn from mistakes, and to speak up respectfully.
- **Curiosity**
Approaching learning and the world with an open, inquiring mind.
- **Commitment**
Dedicating ourselves to our studies, our responsibilities, and to improving every day.

Our 4 Cs act as a compass for all actions and interactions within the Abadir School family.

We will regularly discuss their practical meaning, both inside and outside the classroom, and they will be visible reminders throughout our school

We actively cultivate positive behavior daily, celebrating good choices and building a supportive environment through consistent practices.

- **Warm Welcome:** Every school day starts with warm greetings from staff and Homeroom Teachers, encouraging mutual respect.
- **Mindful Movement:** We teach and practice safe, quiet movement in corridors and on stairs, ensuring a focused learning environment for all.
- **"Abadir Achievers" Recognition:**
 - **Daily Kudos:** Classrooms feature a "Kudos Corner" for immediate, public recognition of positive choices related to our 4 Cs.
 - **Weekly Wins:** Teachers send positive notes home to at least two families weekly, acknowledging effort and character.
 - **Monthly Mentions:** On the last Friday of each month, "Abadir Achievers" are recognized school-wide for consistently embodying the 4 Cs or showing remarkable growth, receiving certificates and special acknowledgment.

- **Structured Class Routines:** Clear, consistent routines ensure a ready-to-learn environment. This includes quiet transitions, clear instructions, engaging discussions, and success check-ins, all linked to our 4 Cs (e.g., "Raising your hand shows Care for others").

- **Homeroom Families (The "Abadir Bonds"):** Each Homeroom Teacher champions a dedicated group, fostering a strong "Abadir Family" bond. Teachers treat each student with care, learn their strengths and challenges, proactively support their growth, communicate with parents at least once per term, foster an inclusive environment where every student feels valued, and encourage mutual support among students



Addressing Poor Choices

At Abadir School, we address misbehavior with a clear, consistent approach focused on teaching and guiding students toward better decisions. We see these moments as opportunities for growth and learning, prioritizing the restoration of relationships and minimizing disruption to learning. While specific examples guide us, our dedicated staff use discretion to apply these guidelines fairly. Poor choices are categorized into three levels of seriousness, requiring varied interventions. Our behavior model is Abadir C.A.R.E.S.

C - Community

We act in ways that build a strong, supportive, and inclusive school Community. (Focuses on interaction, teamwork, belonging)

A - Achievement

We strive for personal and academic Achievement and support the learning of others. (Focuses on learning, preparedness, effort)

R - Respect

We show Respect for ourselves, others, and our environment. (Covers politeness, property, safety)

E - Empathy

We demonstrate Empathy and understanding towards everyone. (Encourages kindness, conflict resolution)

S - Safety

Dedicating ourselves to our studies, our responsibilities, and to improving every day.

Level 1: Classroom & Teacher Guided Choices

These are less serious issues typically managed within the classroom by the Subject Teacher or Homeroom Teacher. The focus is on immediate correction, discussion, and clear communication.

Examples of Behaviors: Repeated class disruption, being out of class without permission, teasing others (including probable bullying and/or cyber-bullying), chewing gum/eating candy or food at unauthorized times, loud conduct, littering.

Consequences (Progression): Warnings, notes sent home, time-out, reflection sheets.

Level 2: Parental Contact & Classroom Consequences

These issues are more serious or are repeated Level 1 infractions that require intervention beyond the classroom teacher.

Examples of Behaviors: Repeated Level 1 offenses, cheating, disturbing property, disrespect to adults, spreading rumors/bullying, instigating others, inappropriate physical contact (including play fighting/bullying), throwing objects, or repeated refusal to follow directions.

Consequences (Progression): Parental contact (report, call, or conference) and a classroom-level consequence from the teacher.

Level 3: Administrative Intervention

These are severe breaches of the Code of Conduct or persistent Level 2 infractions that threaten the safety, well-being, or learning environment of the school community.

Examples of Behaviors: Repeated Level 2 offenses; obscene language (including cyber-bullying); using slurs or profanity; fighting or threatening harm (including bullying); bringing dangerous objects to school; intentional property damage; skipping school/class; unlawful entry.

Consequences (Progression): Parent-student meeting with administration, potentially leading to a behavior contract, detention, or suspension.

Level 4: Severe Consequences & Review

These are grave offenses that warrant immediate and significant action.

Examples of Behaviors: Repetition of a Level 3 offense, bringing a firearm, weapon, or explosive to school, harming or attempting to harm another person with a weapon, possessing, selling, or distributing controlled substances (including cigarettes).

Consequences (Progression): Immediate suspension and a review by the School Committee and Principal for further consequences, which may include long-term suspension or expulsion



Roster of Office Visits:

To better coordinate discipline efforts and minimize unnecessary office visits, a roster is maintained in the office to track how many times a student is sent for behavior infractions or redirections. Categories within the roster include Health, Discipline, and Uniform. Students sent to the office for any of these reasons will be marked accordingly.

Detention:

This policy indicates that a child with consistent inappropriate behavior may be detained for a specified period after school. During this period, the student will be given specific assignments to complete under strict supervision. Parents will be notified 24 hours in advance about their child's detention. Siblings of detained students will be dismissed at the regular dismissal time and should be picked up accordingly. The late pick-up policy will be strictly enforced for siblings not picked up on time.

Suspension:

This policy indicates that a child with consistent inappropriate behavior may be issued either an in-school suspension or a full day(s) suspension for a specified period. Students will be given specific curriculum-related assignments to complete during this time while being away from regular classroom instruction. Parents will be notified 24 hours in advance about their child's in-school or full day(s) suspension. A repeat of the inappropriate behavior following a suspension may result in immediate expulsion.

All disciplinary actions will be recorded in the student's file. Our aim is always to guide students towards positive choices and to ensure a safe and productive learning environment for everyone.



Understanding & Addressing Bullying

Abadir School is committed to a safe, inclusive, and supportive environment free from bullying. We define bullying as a repeated, intentional, hurtful behavior where there's a real or perceived imbalance of power between the aggressor and victim. The bully aims to cause distress and may derive satisfaction from the victim's suffering.

Our Response to Bullying: Zero-Tolerance Policy

When bullying is reported or observed, we act immediately and seriously.

● Immediate Intervention

Staff stop bullying at once.

● Thorough Investigation

We speak with all involved (victim, alleged bully, witnesses) and review evidence.

● Parent Communication

Parents/guardians of all parties are promptly informed.

● Consequences (Progressive Discipline)

Applied based on severity and persistence, following our Behaviour Policy (Levels 1-4). This may include:

- Restorative conversations
- Loss of privileges
- In-school suspension
- Out-of-school suspension
- Potential expulsion in severe or persistent cases.

● Support for Victims

We ensure safety and well-being, connecting victims with resources (e.g., counseling, peer support).

● Education

Regular student education on bullying prevention, empathy, and positive social skills.

We encourage students to report any bullying they experience or witness to a trusted adult (teacher, Homeroom Teacher, administrator). Together, we ensure Abadir School remains a safe and nurturing place.



Key Characteristics of Bullying

Repetition:

Not a one-off; persistent acts of aggression or cruelty, with recognition that it's likely to occur again.

Imbalance of Power:

Bully has, or appears to have, more power (physical, verbal/social, emotional, numbers, perceived differences like race, economic status, etc.)

Intent to Harm:

Deliberate intent to inflict emotional, psychological, social, or physical.

Forms of Bullying

Physical Bullying

Pushing, shoving, hitting, kicking, tripping, damaging property, stealing belongings.

Verbal Bullying

Teasing, name-calling, insulting, taunting, threats, spreading rumors, unkind comments about appearance/background

Social/Relational

Excluding from groups, spreading gossip, manipulating friendships, public humiliation, damaging reputation.

Cyberbullying

Using electronics (phones, social media, etc.) to send hurtful/threatening messages/images, spreading online rumors, impersonation, online exclusion.

Emotional Bullying

Intentionally hurting feelings, making someone feel worthless, isolating, or psychologically manipulating them.

School Uniform, Dress Code, and Appearance Policy

Abadir School's uniform fosters **community, pride, and equality** among students, helping identify them and project a suitable image for the school and individuals. **Proper grooming and dress code** adherence are crucial for student conduct, promoting scholarship, self-esteem, good behavior, and respect.

Purpose of the Uniform:

- To foster a sense of identity, pride, and belonging to the Abadir School community.
- To promote equality among students and reduce socio-economic distinctions.
- To minimize distractions related to clothing choices.
- To ensure a neat and professional appearance, in line with Islamic values of cleanliness and presentation.
- To enhance school security by easily identifying students.
- To uphold principles of modesty (hijab for girls, appropriate covering for boys) as guided by Islamic teachings

Consequences for Uniform Violations

● First Violation

Students will receive a written warning.

● Second Violation

Parents will be contacted by telephone, and a written warning will be issued to the student.

● Third Violation

Parents will be asked to come to the school to meet with the Principal. After a third violation, students will not be allowed in class if they are not wearing the school unif

Please note that students may be detained and redirected to the office at staff's discretion if their dress and appearance are deemed inappropriate and violate the general dress code (e.g., tight-fitting clothes, clothes with offensive logos, make-up, nail polish, etc.).



Uniform Guidelines:

The school uniform consists of:

- **Trousers / Skirt:** Made ONLY in Gray for Secondary and Dark Blue / Blue-black (For Primary grade 5-8) and Red for KG and Primary (grade 1-4).
- **Shirt:** White collared shirt (Secondary & KG); Blue collared shirt (Primary)
- **Sweater / Jumper:** Black for Secondary; Dark Blue / Blue-Black (Primary). Material may vary, but the color must meet expectations.)
- **Hijab:-** Only white or black color allowed

Hoodies: Hoodies are NOT allowed on the school compound.

Other Non-Uniform Items: NO other non-uniform items will be allowed on school premises.

P.E. Uniform: We are in the process of purchasing a school PE uniform, which will be sold at the start of the school year and will be compulsory for all children to wear on their designated PE day. We are exploring having these made in Ethiopia and sold through the school.

School Trips: The school uniform must be worn when participating in school-organized trips, unless Abadir School designates "non-uniform days."

Cleanliness and Condition: Uniforms must be clean, neat, and in good repair. Torn or defaced uniforms are not permitted.

Labeling: To avoid losing uniform items, especially for younger children, it is highly recommended to write your child's name on each item.

Personal Appearance Policy

To maintain a consistent and appropriate image for Abadir School, specific guidelines regarding appearance must be followed. These decisions are made in the best interest of the school community, and parents are expected to cooperate

- **Authority:** The class teacher and/or Principal determine if clothing or items are appropriate.
- **General Guidelines:**
 - Clothing must be neat, clean, and ironed.
 - Avoid tattered, ragged, short, revealing, or tight-fitting clothes.
 - No inappropriate images/messages on clothing; offensive items will be confiscated.
 - No caps, bands, or similar headwear indoors, except for religious head coverings like the hijab.
 - No jeans on any occasion.
 - No slippers, open-toed shoes, "wheelies," or high heels. Shoes must be clean and school-appropriate.
 - Dress suitably for field trips.
- **Hair:**
 - Girls: Hair must be combed, well-kept, and reasonable in length without hindering vision. For girls who do not wear a hijab, natural hair color is required (no highlights, dye, extensions).
 - Boys: Haircuts must be short and uniform (no shaved lines, patterns, or extreme styles like tramlines or 'V's). Hair must be combed, well-kept, and not obstruct vision.
- **Jewelry/Tattoos:**
 - Boys: No jewelry allowed.
 - Girls: Only small stud earrings permitted.
 - No nose piercings or tattoos for any student.
- **Make-up & Nail Polish:**
 - Nails must be clean and short.
 - No nail polish or make-up allowed.

Attendance and Punctuality Policy

Regular attendance and punctuality are fundamental to a student's academic success and the development of responsible habits. While we understand Addis Ababa's traffic can be unpredictable, consistent late arrivals and absenteeism disrupt your child's learning and the flow of the classroom. We strongly encourage all parents to prioritize punctuality and regular attendance.

PUNCTUALITY (LATE ARRIVAL)

Students must arrive at school by 7:50 AM for morning assembly and be in class by 8:00 AM. The school gate opens at 7:30 AM; please don't leave children unsupervised before then.

Consequences of Lateness: Late arrival disrupts lessons, misses important instructions, and negatively impacts your child's report card.

Reporting: Late students must sign in at the school office before class.

Persistent Lateness: Repeated lateness will result in parent contact and may lead to disciplinary action as outlined in our Behaviour Policy.

ATTENDANCE (ABSENTEEISM):

Consistent attendance is crucial for student learning and success. Frequent absences can lead to significant gaps in education.

Absence Notification: If your child is absent, please inform the school office by phone (e.g., +251 XX XXX XXXX) by 8:30 AM on the first day, stating the reason.

Written Explanation: A written note from parents/guardians is required upon return. A medical certificate may be requested for absences over three consecutive days.

Planned Absences: For planned absences (e.g., trips), submit a "Leave Request Form" to the Head of School for approval at least one week in advance. These should be minimized due to academic impact.

Absence Limit: There is a 10-day limit for excused absences per trimester.

Unexcused Absences: Long-term absences (other than for illness, hospitalization, or bereavement) are not excused and require formal written notification in advance.

Academic Impact: Grades may not be included for absences exceeding the 10-day limit per trimester, as grading would be incomplete.

Extended Absence Approval: Absences over one week require two weeks' advance approval from administration. Parents should consult teachers for missed assignments.

Student Responsibility: Students must study and review all missed lessons for a smooth return.

Truancy: Unexplained absences are considered truancy. The school will contact parents immediately, and persistent truancy will lead to disciplinary action, including potential suspension or withdrawal.

Early Dismissal: For early dismissal, parents must sign out their child at the school office. Only authorized individuals with photo ID may pick up the student.

Consequences: Persistent absenteeism may result in withdrawal of tuition discounts or, in severe cases, grade repetition.





ELECTRONICS POLICY

Electronic devices such as mobile phones, tablets, laptops, and smartwatches are generally not permitted at school.

Exceptions: These devices may only be brought to school with explicit, prior permission from a teacher or school leadership for specific educational purposes.

Responsibility: Abadir School is not responsible for any damage, loss, or theft of electronic devices brought to school.

Usage: If an electronic device is permitted, it must be used strictly according to the instructions given by school staff. Any unauthorized use will result in confiscation and disciplinary action as per the Behaviour Policy.



BIRTHDAY PARTIES & CLASS PARTIES

Birthday Parties For practical reasons, birthday parties are not permitted during or after school hours on Abadir School premises. If you wish for your child to celebrate their birthday with their classmates, you may send in biscuits to be shared with the class. Please do not send in sweets, cake, or drinks.

Class Parties Occasionally, teachers may organize class parties, such as at the end of the school year. Teachers will provide specific guidance on what may be brought to school on these days



DATING POLICY

Any sort of dating or Public Display of Affection OR PDA is strictly forbidden on school premises and may lead to the highest form of disciplinary action. PDA entails physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at school or a school-sponsored activity between two students typically in a relationship. This type of behavior, while innocent on some levels, can quickly devolve into a distraction for the students engaging in the practice, as well as other students who witness these public displays of affection. Our focus is on fostering an academic and respectful learning environment for all students, in line with ethical values that emphasize modesty and appropriate interactions.



COMMUNICATION AT ABADIR SCHOOL

We believe in open and effective communication between Abadir School and parents.



Line of Communication:

If you have a question or concern, please follow these steps:

- **Step 1:** Speak with your child's teacher first.
- **Step 2:** If unresolved or more serious, speak with the Principal overseeing your child's class.
- **Step 3:** For very serious matters, you may speak with a Director.

If your concern isn't addressed after these steps, contact the a member of the Parent Teacher Association (PTA) for intervention. If still unresolved, you may formally request to present your concern to the entire PTA Members.

Primary Channels

Our main communication channels at Abadir School include email, SMS, and our official school Telegram group. We encourage all parents to regularly check these platforms for important updates, announcements, and information regarding their child's progress.

Emergency Communication

In case of emergencies, the school will use SMS and direct phone calls to the primary contact numbers on file.

Office Telephone

Our main school office at +251 XX XXX XXXX is open Monday to Friday, 8:00 AM – 4:00 PM for inquiries or reporting absences. Students can only use the phone for emergencies, and we discourage delivering messages during class hours unless it's an urgent matter. Please avoid calling classrooms directly; leave messages with reception instead.

Change of Information

It's crucial to inform the school immediately of any changes to your contact information (phone numbers, email, address), emergency contacts

Teacher Communication

For academic or behavioral concerns, parents should first contact the child's class teacher (Primary) or subject teacher (Secondary) via telephone or by scheduling an appointment.

Respectful Dialogue

All communication between parents and school staff should be respectful, constructive, and focused on the well-being and progress of the student.

Community Partnerships

Abadir School collaborates with other organizations to support students and families, including sharing information or co-sponsoring events. All advertisements on school grounds must be approved by the school office.



SCHOOL ENGAGEMENT & SUPPORT

VISITING SCHOOL

Abadir School welcomes visitors, but for safety, all must report to the Principal's office upon arrival. Classroom visits require advance scheduling through the school office; visitors must sit quietly and not disrupt lessons. Please don't bring additional children or adults to classroom visits without prior Principal approval.

FUNDRAISING ACTIVITIES

Abadir School welcomes visitors, but for safety, all must report to the Principal's office upon arrival. Classroom visits require advance scheduling through the school office; visitors must sit quietly and not disrupt lessons. Please don't bring additional children or adults to classroom visits without prior Principal approval.

PARENT-TEACHER ASSOCIATION

The Parent-Teacher Association (PTA) is a key part of our community, fostering collaboration, supporting school programs, organizing events, and providing a forum for parent input. All parents are encouraged to join and participate.

GRIEVANCE PROCEDURE

We strive for a respectful environment. If a concern arises, first discuss it directly with the involved party (e.g., teacher, administrator) for an amicable resolution. If unresolved, schedule an appointment with the Principal. Should the matter still not be resolved, submit a detailed written grievance to the School Committee, who may investigate or involve the School Board. For final resolution, the School Arbitration Committee will be consulted to make a conclusive decision.



THE ROLES AND RESPONSIBILITIES OF PARENTS

We believe a strong partnership between parents and the school is fundamental to a child's educational success and a high-quality, holistic education. This partnership, built on mutual respect and trust, requires parents to actively support the school's mission, ensure children complete homework and follow rules, and utilize communication channels like parent-teacher conferences. Parents are also expected to support school policies, programs, and fulfill financial obligations.

1. Communication & Respect

- Always communicate respectfully with staff and other parents.
- Address concerns directly with the school, starting with the teacher.
- Avoid confrontations on school grounds.

2. Student Support

- Ensure your child attends school on time and regularly; report absences promptly.
- Support learning at home (homework, reading, study).
- Encourage good behavior and adherence to school rules.
- Participate in Parent-Teacher Discussions (PTD) and school meetings.

3. Conduct on Premises

- Dress appropriately when visiting.
- Do not disrupt classes or school operations.
- Smoking, inappropriate language, and aggressive behavior are prohibited.
- Schedule appointments to speak with teachers outside lesson times.
- Do not record or take photos on school grounds without permission.

4. Health & Safety

- Inform the school of any health issues, allergies, or special needs.
- Keep sick children home to prevent illness spread.
- Drop off and pick up students on time; follow traffic rules.
- Help ensure students follow all safety rules.

5. Financial Responsibilities

- Pay school fees on time.
- Discuss financial concerns with administration if needed.
- Make donations through official school channels.

6. Policy Compliance

- Read and follow all school policies (academic, discipline, ethics).
- The school reserves the right to act on serious policy violations.

Disciplinary Measures for Violations

Abadir School values a respectful and cooperative relationship with parents. However, failure to adhere to the Parent Code of Conduct will result in the following measures:

1. Initial Steps

- **Verbal Warning (First Violation):** The school administration will discuss the issue privately with the parent (meeting or phone call), reminding them of policies and the importance of respectful relationships.
- **Written Warning (Second Violation):** If the behavior continues, a formal written warning will be issued. Parents must acknowledge receipt and agree to comply. A record will be kept.

2. Escalated Measures

- **Official Meeting with Administration (Third Violation):** Parents will meet with the principal and relevant staff. A behavior agreement may be required, outlining clear expectations and consequences for future violations.
- **Temporary Suspension of School Privileges (Repeated Violations):** The school may temporarily restrict a parent's access to premises (except for emergencies) and prohibit attendance at school events or meetings for a specified period. Aggressive behavior may involve security or law enforcement.
- **Permanent Ban from School Premises (Severe/Continuous Violations):** For persistent violations, a parent may receive a permanent ban from school grounds. All communication will be restricted to written correspondence or scheduled administrative meetings. Threats, harassment, or violence towards staff, students, or other parents will result in legal action and immediate reporting to authorities.

3. Extreme Cases and Appeals

- **Impact on Student Enrollment (Extreme Cases Only):** In severe or repeated cases where a parent's behavior significantly disrupts the school environment, the administration reserves the right to review and reconsider the student's enrollment. The final decision rests with the school board after careful evaluation.
- **Appeal Process:** Parents wishing to appeal a disciplinary action may submit a formal written request to the school administration. Appeals are reviewed case by case.



ADMISSIONS AND REGISTRATION

We believe a strong partnership between parents and the school is fundamental to a child's educational success and a high-quality, holistic education. This partnership, built on mutual respect and trust, requires parents to actively support the school's mission, ensure children complete homework and follow rules, and utilize communication channels like parent-teacher conferences. Parents are also expected to support school policies, programs, and fulfill financial obligations.

Q RE-ENROLLMENT FOR CURRENT STUDENTS

Securing your child's place for the next academic year is an annual process at Abadir School.

Deadline: The registration period for returning students is from July 21, 2025, to August 1, 2025. Completing it within this timeframe will enable us plan for class capacities.

Eligibility & Requirements: Students with uncleared tuition or on final disciplinary warnings may be denied re-enrollment. Verification may be requested.

During registration, you'll need:

- Discipline clearance from administration.
- Report card showing promotion/pass (not failed).
- Confirmation of cleared previous year's tuition debt.
- Payment of one month's tuition plus registration fee.
- Student records: Birth certificate copy, Fayda ID copy, and completed registration form.
- Signed acknowledgment of school regulations/handbook.

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NEW STUDENT APPLICATION

Siblings of existing students will get registration priority. The registration period is set for August 2, 2025, through August 13, 2025.

Required Documents: Submit the Enrollment Application Form, Family Information Form, Tuition Contract, Tuition Policy Provisional Agreement Form, birth certificate, Fayda ID, and academic transcripts (including conduct records) to the Record Office. Forms are available at the school.

Assessment & Interview: Applicants may undergo a written test or interview with an admissions officer to help us learn more about the student and family. We may also contact previous schools for additional input. Assessments are scheduled only after all required documentation is submitted.

Review & Notification: After assessments, the admissions committee carefully reviews each application, and accepted candidates are notified promptly.

OPEN REGISTRATION

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For any remaining spaces, open registration begins on August 1st for both returning and new students. Applications are accepted and processed on a first-come, first-served basis. However, priority will be given to families who already have a child enrolled at Abadir School.



Tuition & Payment Information

Abadir School strives to make quality education accessible; therefore, our tuition fees are set to be as affordable as possible. Below is our tuition Structure:

Campus	Monthly Tuition (ETB)	Quarterly Tuition (ETB)	Registration Fee (ETB)
KG 1	4,350	13,050	1,087.50
KG2 & 3	3,190	9,570	797.50
Primary 1 - 6	2,450	7,350	612.50
Primary 7-8	2,537	7,611	634.25
Secondary	2,945	8,835	736.25

Payment Policy & Schedule

This section outlines the payment policies, schedules, and procedures for the academic year. It is crucial for all parents and guardians to read and understand these terms to ensure a smooth and uninterrupted educational experience for their children.

1. General Payment Information

- **Re-registration:** Parents of existing students are required to pay the re-registration fee on time to secure their child's place for the upcoming academic year.
- **New Applicants:** Newly admitted students must settle all required fees within five (5) working days from the date of their registration confirmation.
- **Payment Method:** All tuition and fee payments must be made exclusively through Zemzem Schoolpay. Please note that a penalty of **1,000 ETB** will be charged for each payment made through any method other than the authorized Zemzem Schoolpay system without prior approval from the school.
- **Proof of Payment:** Parents must promptly submit their deposit slip to the school, either in person or by sending it with their child, when requested by the school.



2. Payment Plans

Parents/guardians must choose one of the following payment plans in discussion with the School Finance Subcommittee. The school expects all payments to be settled according to the chosen schedule. However, if you anticipate financial difficulties, you must inform the school in writing immediately.

Payment Plan	Details	Due Dates / Payment Window	Payment Periods (Gregorian Calendar)
Plan A	One-time Payment Full payment of the entire academic year's tuition.	September 30	Full Academic Year
Plan B	Quarterly Payments Tuition and fees divided into three installments.	October 11, 2025 January 9, 2026 April 9, 2026	First Quarter: October 11, 2025 – January 8, 2026 Second Quarter: January 9, 2026 – April 8, 2026 Third Quarter: April 9, 2026 – July 7, 2026
Plan C	Monthly Payments Tuition and fees paid on a monthly basis	Between the 25th and 30th of each Ethiopian month	October 5-10, 2025 November 4-9, 2025 December 4-9, 2025 January 3-8, 2026 February 2-7, 2026 March 4-9, 2026 April 3-8, 2026 May 3-8, 2026 June 2-7, 2026

Changing Payment Plans: The chosen payment plan is selected at the time of registration. Any changes to the selected plan require authorization from the school administration, which involves filling out a form and paying a 500 ETB administrative fee.

3. Late Payment Penalties

To ensure consistent operations and maintain service quality, late fees are strictly applied.

Payment Plan	Details
Quarterly (Plan B)	A progressive late fee is charged for payments not received by the due date. Example (First Quarter): Payment due October 11, 2025. Grace period until October 21, 2025. <ul style="list-style-type: none"> October 22-26: 10% penalty of outstanding tuition. October 27-31: Penalty increases to 15% of outstanding tuition. November 1-5: Penalty increases to 20% of outstanding tuition. After November 6: Student ineligible to attend class.
Monthly (Plan C)	A progressive late fee is charged as follows: <ul style="list-style-type: none"> Starts at 25% of the outstanding payment. An additional 15% is added for every subsequent 5-day period the payment remains overdue. (This occurs for three consecutive periods).
Suspension Policy	<ul style="list-style-type: none"> Students with overdue payments for more than two consecutive payment terms will be ineligible to attend class. A student will be suspended from school after three instances of late payment, regardless of whether they occur in consecutive terms. Furthermore, if payments are not settled by the official deadlines or any agreed-upon extension dates, the school reserves the right to deny the student's re-enrollment for the following academic year.



4. Withdrawal & Delinquent Accounts

Category	Details
Withdrawal Procedure	<ul style="list-style-type: none">• All withdrawal requests must be submitted in writing to the school office.• A student who withdraws cannot re-enroll within the same academic year and must reapply as a new candidate for any future academic year.
Tuition Liability Upon Withdrawal	<p>Your tuition liability depends on the withdrawal date:</p> <ul style="list-style-type: none">• 25% of total tuition due if withdrawing between October 2025 and December 2025.• 50% of total tuition due if withdrawing between January 2026 and March 2026.• 100% of total tuition due if withdrawing after April 2026.
Delinquent Accounts	<ul style="list-style-type: none">• An account is considered delinquent if payment is not received within 30 days of the due date.• Students with delinquent accounts will not be admitted to class until the balance is settled or a formal payment plan is agreed upon.• A history of delinquent accounts may disqualify a student from re-admission in subsequent years.

5. Financial Difficulties & Payment Extensions

The school expects all payments to be settled according to the chosen schedule. However, if you anticipate financial difficulties, you must inform the school in writing immediately.

- **Payment Extension Requests:** Parents or guardians may submit a formal payment extension letter. The school will review the request and determine if an extension can be granted.
- **Non-Compliance:** If required payments are not settled by the given deadlines or agreed-upon extension dates, the school reserves the right to not enroll the student for the following academic year.



USE OF SCHOOL FACILITEIS AND PROPERTIES

PRIMARY PURPOSE

School facilities are primarily for the educational and co-curricular activities of Abadir School students and staff during school hours.

RESPECT FOR PROPERTY

All students, parents, and visitors are expected to treat school property and facilities with care and respect. Any damage caused due to negligence or malicious intent will be the financial responsibility of the individual or family concerned.

EXTERNAL USE

Requests for the use of school facilities by external groups or individuals must be made in writing to the Head of School and will be subject to approval, availability, and applicable rental fees and terms.

NO UNAUTHORIZED ACCESS

Access to school facilities outside of school hours or without prior authorization is strictly prohibited.



PARENT ACKNOWLEDGEMENT FORM

Acknowledgement of Receipt and Understanding of Abadir School Parent – Student Handbook

I/We, [Parent/Guardian Name(s)], acknowledge that I/we have received, read, and thoroughly understood the Abadir School Parent – Student Handbook for the academic year 2025-2026.

I/We understand and agree to abide by all the policies, procedures, and expectations outlined within this handbook, including the ethical and behavioral guidelines for parents, students, and staff. I/We commit to supporting Abadir School in providing a positive, safe, and effective learning environment for my/our child(ren).

I/We understand that this handbook is subject to review and revision, and I/we will be informed of any significant changes.

Parent/Guardian 1 Full Name: _____

Parent/Guardian 1 Signature: _____

Parent/Guardian 2 Full Name: _____

Parent/Guardian 2 Signature: _____

Date: _____

Student's Full Name(s) and Grade Level(s):

1. _____ (Grade: __)

2. _____ (Grade: __)

3. _____ (Grade: __)

4. _____ (Grade: __)

5. _____ (Grade: __)

6. _____ (Grade: __)

Thank you for choosing Abadir School. We eagerly anticipate a successful and enriching partnership with your family!

