

For "Hazırlıq Məktəbi" Students and Parents

2024/2025 academic year INSTRUCTION



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PART 1: GENERAL INFORMATION

A. Introduction to the "Hazırlıq Məktəbi"

The purpose of this guide is to provide students and parents of LANDAU School's "Hazırlıq Məktəbi" with relevant information about the school's policies and procedures. The school's policies are discussed with parents at all levels and aim to provide smart, efficient, and consistent tools to fulfill our commitments. These rules assist and guide **students and parents**. The school rules you are required to follow are considered official documents. Students and parents who do not comply with the relevant rules create grounds for the implementation of disciplinary measures. This guide is an integral part of the admission contract to the school. If changes are made to the guide or updates occur, students and parents will be informed accordingly.

LANDAU School's "Hazırlıq Məktəbi" is a place where students can achieve their goals and build their futures. Through a **three-hour teaching schedule** held over a week at our educational institution, children can complete their secondary education and prepare for graduation examinations (attestation) as well as admissions to both foreign and local universities (based on SAT, IELTS, and TOEFL results).

The school is named after Lev Landau. The brilliant physicist was born, raised, and educated in Azerbaijan. He was awarded the Nobel Prize in Physics in 1962. Our goal is to nurture new talented youth and to shape an intelligent generation that is ready to teach and guide others.

LANDAU School's "Hazırlıq Məktəbi" is a certified private school registered with the Ministry of Science and Education of the Republic of Azerbaijan.

After completing the full educational course, we provide our students with a "Certificate of General Secondary Education" (9th grade) and a "Certificate of Complete Secondary Education" (11th grade).

We recognize the important role of parents in their children's education and strive to create a sense of trust and strong relationships among the school, parents, and students. At LANDAU School's Preparatory School, we ensure a structured and balanced educational environment for each student.



Our Motto:

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Build Your Future! (Построй своё будущее! / Öz gələcəyini qur!)
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Concept:

• To encourage and guide each student toward continuous self-development

Vision:

• To equip students with the mindset, knowledge, and skills necessary to drive

positive change, supporting developing countries in reaching their full potential.

Values:

- Upholding and preserving the highest levels of integrity and transparency
- Always speaking the truth, even in challenging situations
- Doing what is morally right, even when no one is watching
- Treating everyone with kindness and respect
- Demanding adherence to high standards of responsibility, impartially and objectively

Enabling students to develop their best qualities

• Instilling a growth mindset in students, encouraging them to embrace challenges and view mistakes as learning opportunities

- Taking responsibility to be a positive role model for students
- Helping students explore and realize their interests and talents
- Encouraging students to set personal goals and work tirelessly to achieve them
- Instilling a strong sense of personal values and principles

Serving as a guide for exceptional colleagues

• Fostering a culture of collaboration and shared responsibility



• Contributing to colleagues' personal and professional growth through mentorship and feedback

- Sharing insights to achieve our common goals
- Taking action and accepting outcomes with full commitment and responsibility

B. Communication Tools

Website: <u>www.landauschool.com</u>; <u>www.leznik.az</u> Email: <u>contact@landauschool.com</u>; <u>contact@leznik.edu.az</u> Campus: "Zabitlər" Call Center: *3170

Important Note: Phone calls are not accepted on WhatsApp numbers.

Address: Baku, Nasimi District, Abay Lane 360, 9H.



C. Calendar for the 2024/2025 Academic Year of the "Hazırlıq Məktəbi"

1st Semester:

September 2 – January 18 (20 weeks)

2nd Semester:

• January 21 – June 14 (21 weeks)

September:

- September 2, 2024: Start of the academic year / Start of the 1st semester
- September 27, 2024: Day of the Second Karabakh War's commencement

October:

- October 5, 2024: Teacher's Day
- October 18, 2024: Day of Restoration of Azerbaijan's Independence
- October 31, 2024: Halloween

November:

- November 8, 2024: Victory Day
- November 9, 2024: Flag Day
- November 12, 2024: Constitution Day
- November 8 25, 2024: COP29

December:

- December 9, 2024: Charity Fair
- December 31, 2024: World Azerbaijanis Solidarity Day



LANDAU School "Zabitlər" campus

Schedule (Monday – Friday)		
8:10-8:20 Attendance and Registration at School		
1st Shift/1st Lesson	8:20 - 9:40	
1st Shift/2nd Lesson	9:45 - 11:05	
1st Shift/3rd Lesson / 2nd Shift/1st Lesson	11:10-12:30	
2nd Shift/2nd Lesson	12:45 - 14:05	
2nd Shift/3rd Lesson	14:10-15:30	
Participation in support lessons after the main teaching hours are over.		

LANDAU School "Gənclik" campus

Schedule (Saturday)			
	8:10 – 8:20 Attendance and Registration at School		
1 st Lesson	8:20 - 9:40		
2 nd Lesson	9:45 - 11:05		
3 rd Lesson	11:10 - 12:30		
4 th Lesson	12:45 - 14:05		
5 th Lesson	14:10 - 15:30		



E. Rules of the "HAZIRLIQ MƏKTƏBİ"

- Treat each other with respect;
- Show care for one another;
- Handle school property with care;
- Do not run in the school corridors and staircases;
- Be precise in your work;
- Maintain cleanliness in the school building;
- Students must register with their RFID cards when entering and exiting the school;
- Do not leave the school building without permission;
- Do not stay in the sanitary facilities longer than necessary;
- Upon entering the school, hand your mobile phone to the receptionist.

F. Classroom Behavior Rules

It is necessary:

It is forbidden:

- a. Listen to the teacher and each other;
- b. Actively participate in class;

c. Prepare your learning materials on time;

d. Conduct yourself calmly and exemplary;

e. Place bags under the desk;

f. Ask for permission to go to the restroom;

g. Maintain cleanliness in the school building;

h. Use tablets only for educational purposes.

- Chewing gum;
- Bringing drinks other than water;
- Eating food in the classroom;
- Using mobile phones (if there is a serious need, you should contact the school office);
- Installing games or social media applications on teaching tablets;
- Violating classroom rules during the teaching process;

• Bringing cutting or piercing tools onto school premises.





G. School Dress Code / School Uniform / Appearance

- a. Shirts, polo shirts, and hoodies are allowed;
- b. Trousers and jeans are allowed;
- c. Deeply low-cut, short, strapless tops are forbidden;
- d. Torn jeans, leggings, shorts are forbidden;
- e. Wearing sportswear to school is forbidden;
- f. Skirts are allowed (except for very short and tight skirts);
- g. High heels and sandals are forbidden;
- h. Very flashy jewelry, bright makeup, and long nails are forbidden;
- i. Small earrings (for safety), watches, thin bracelets, and hair clips are allowed;
- j. Smartwatches are forbidden.



PART 2: 'LANDAU SCHOOL' POLICIES AND PROCEDURES

I. Admission to the School, Class Placement, and Expulsion from the School

ADMISSION TO THE SCHOOL:

It is carried out based on the entrance exam conducted by the Admission Department.

CLASS PLACEMENT:

In the "Zabitlər" campus, our classrooms are designed for a maximum of 15-18 students.

Students are placed in classes (groups) based on the following criteria:

- Gender balance;
- Grouping based on knowledge level in English and Math.

EXPULSION FROM THE SCHOOL:

If the achievement indicators of 9th and 10th-grade students are low (exam scores must not be below 50%), the student is offered support lessons and the opportunity to retake the relevant exam. If they protest, the responsibility for further education entirely falls on the parents (guardians). If the support lessons do not yield any results and the student's academic performance is below 0%, they will be expelled from the school.

Expulsion from the school can also occur due to academic reasons: the final assessment must not include a grade of "2" and there must not be more than three grades of "3."

Students can also be expelled due to disciplinary and behavioral issues.

Students can also be expelled if their attendance falls below 80%.

J. Academic Support Lessons

Academic support lessons are organized and provided by the school's educational department. Students in need of assistance are identified based on the following criteria:



- Teacher's decision: the student does not meet the learning standards;
- Analysis of interim (monthly) and final test results for the semester. If the student's result is below 50%;
- If the student has missed classes for a valid reason (due to illness);

The school administration reviews the request from the parent (guardian) for the assignment of support lessons and makes a relevant decision after analyzing the situation (support lessons are not permanent).

- Support lessons can be organized for each student for no more than 6 times a month, focusing on core subjects;
- If the student's results remain low, the deputy principal and principal discuss the situation with the parents;
- If the student has missed classes due to illness, free support lessons can only be assigned if a medical certificate is provided.

K. Attendance

Our goal is to achieve 100% attendance for all students. All means will be utilized to inform students and their parents (guardians) about the importance of regular and timely attendance at lessons.

Attendance Monitoring:

Every morning, students' attendance is recorded via RFID cards. At the beginning of the school day, students will be monitored separately by the Administrative Department, and throughout the day, teachers will also provide information.

Tardiness and Punctuality:

Arriving on time is very important. We recommend that students arrive at school at least 15 minutes before the start of the first lesson.

- A tardy student arriving after registration is completed will be marked as having an unauthorized absence from the lesson.
- A student who is more than 15 minutes late will not be allowed to attend the 1st lesson.
- Students who are 15 minutes late or more will be sent home after the third warning.
- Disciplinary measures include additional lessons ("detention") after class.



- Medical visits and appointments are recommended to be scheduled outside of class hours whenever possible.
- If a student does not attend classes for more than 3 days due to medical reasons, the parent (guardian) must provide a medical certificate regarding their health.
- If a student misses classes for less than 3 days due to medical reasons, the parent (guardian) must submit a request to the principal.
- If a student is absent from the educational process for an extended period due to family issues, the parent (guardian) must submit a request to the principal and justify the reason. During this time, the student must complete any assigned work provided by the school administration.
- If a student is more than 15 minutes late without a valid reason and without prior warning from their parents, they will be considered absent from class.
- If a student is late for the second lesson, they will wait in the school corridor until the lesson ends.
- The total number of absences during the semester must not exceed 20%. If this limit is exceeded, the student must retake exams for all core subjects.

L. Assessment and Exams

Assessment at LANDAU School:

Assessments are conducted continuously throughout the year.

Formative Assessment:

Once a month, teachers assess students' class participation, submit homework, and provide feedback through the LANDAU School online platform system.

Summative Assessment:

Internal Assessment:

At the end of each month, a progress report is prepared for each student. At the beginning of each semester, learning objectives are set for the students, and by the end of the semester, they are expected to meet these objectives (depending on the subject).

Interim Test – conducted once a month;

Semester Final Exam – conducted at the end of each semester.



Calculation of Subject Average Achievement Scores:

The final assessment is determined as the arithmetic average of all interim exams throughout the semester, taking into account the final exam.

Score Correspondence with Grades:

- 0-30 points Grade "2"
- 31-60 points Grade "3"
- 61-80 points Grade "4"
- 81-100 points Grade "5"

Transparency of Assessment and Discussion of Goal Achievement:

Each student receives a personal progress report for each semester.

Parents (or guardians) are informed about academic achievement through the following:

- Regular progress reports (once a month);

- Meetings with parents to discuss the fulfillment of set goals and objectives;

- If a student misses an exam without a valid reason, the result is recorded as "0" points. If a medical certificate or a justified request from the parent is provided, the student is given an opportunity to retake the exam.

M. Behavior Policy

At our school, a "zero-tolerance" policy is applied to disputes and other serious violations that may lead to breaches of the agreement with parents. At LANDAU School, behaviors that may lead to reprimand are categorized into three levels:

Level 1	Level 2	Level 3
Minor Violations	Violations	Serious Violations



 Disobedience Inappropriate Language Unauthorized Leaving the Classroom 	 Systematic Violation of School Rules Inappropriate Behavior in Classrooms and Other Area of the School Rude Language and Aggression 		
 Unauthorized Use of Electronic Devices Damage to School Property Defiance Failure to Adhere to Sanitation Rules in Classrooms Eating in the Classroom and Chewing Gum Inappropriate Dress Failure to Complete Assigned Tasks on Time Not Completing Homework Tardiness Violation of Classroom Rules 	 Racial and Gender Comments Improper Use and Damage of School Equipment 	 Bringing Prohibited Items to School Unauthorized Use of Mobile Devices and Calculators 	
Disciplinary Measures			
Level 1 (Mild)	Level 2	Level 3 (Serious)	
Verbal Warning, Reprimand	Written Warning	Written Warning	



	Phone Call to Parents	Phone Call to Parents Invitation for Parents
Keeping the Student After Class Due to Frequent Behavioral Violations	Keeping the Student After Class to Complete Academic Assignments Due to Frequent Behavioral Violations	Keeping the Student After Class to Complete Academic Assignments
Consultation with the Subject Teacher and Class Supervisor Consultation with School Counselor	Meeting with the Class Supervisor, Deputy Principal, and School Counselor	Meeting with the School Counselor and School Principal
Academic Assignments in the Classroom	Academic Assignments After School	Academic Assignments After School
No Daily Report	Daily Report on Meetings Throughout the Week	Daily Report on Meetings Over the Two weeks
No Exclusion	No Exclusion	Exclusion from School

M. Complaints

LANDAU School has clear values and high expectations for communicating these values to the community. If any issues arise, the school needs to be informed in order to assist in their resolution. We will always draw conclusions from each of your inquiries and strive to improve our procedures based on your feedback. Therefore, if any student, parent (guardian), or staff member feels that the school has deviated from the high standards it prides itself on, they are encouraged to follow the complaint procedures.

We believe that most issues can be resolved informally, through direct communication with the staff responsible for the school's operations. If the complainant is not satisfied with the outcome of their initial inquiry, they may then proceed to the formal stage of the complaint procedure.



COMPLAINT PROCEDURES:

Informal Stage:

The complainant can verbally or in writing communicate the essence of their complaint to the school office. Students or their parents (guardians) should contact the office manager regarding school matters. If the complaint is more serious, the parent should contact the school's hotline and direct the complaint to the "Customer Satisfaction" department.Rəsmi mərhələ:

If the complainant is not satisfied with the outcomes of the informal stage, they may submit their claims (complaints) in writing as follows:

To the School Principal

To the "Customer Satisfaction" department;

In the case of uncertainty, complainants should submit a written request to the school principal for appropriate measures to be taken. If the complaint is related to the principal, complaints should be sent in writing to the board of directors. In every case, it is necessary to explain the essence of the problem and why the issue has not been satisfactorily resolved.

All complainants can send their concerns to contact@leznik.edu.az or call *3170. Once a complaint is received, it will be addressed within 10 working days, and during the waiting period for an official response (this process may be extended during holiday periods), the complainant will be informed about who will be handling the request.



N. Health and Safety

- All school buildings are monitored by CCTV cameras.
- Smoking is prohibited on school premises.
- School supplies must be used safely and only for their intended purpose.
- Before leaving the classroom, electrical equipment, outlets, and plugs should be checked.
- Staff and students enter the building through the main entrance.
- Guests and latecomers must also enter through the main entrance.

Fire Safety and Evacuation Procedures:

- Safety within the building is essential, and systems must be in place to ensure this. The alarm system will be activated in the event of a fire or other emergency.

- Students and staff who hear the alarm must immediately evacuate the building and proceed to the designated safe area.

- Students and staff are not permitted to return to the building to collect their belongings during a fire.

Prohibited and Dangerous Items:

Knives, weapons, toys that resemble such items, chemicals, and medical preparations (these must be registered in the school office and handed over to the medical station for storage).
Neither students nor staff are allowed to bring any dangerous items that are not specifically listed in the "Permitted Items List" to the school.

O. Homework

Teachers assign homework daily to all students for each subject. A specific amount of time is allocated for the completion of these assignments.

Non-Completion of Homework:

If a student has not completed their homework, relevant information is sent to the parent to encourage the completion of the assignment. If the student fails to complete their homework a second time, they will remain



at school after class to complete the homework. Parents will be informed about this. If assignments are regularly not completed, the student may face administrative penalties.

Student Responsibilities:

- Listen carefully to the instructions for homework in class.
- Ensure that assignments are completed and submitted on time.
- Make every effort to engage in continuous improvement.
- Address any issues related to homework before it is checked. If necessary, seek help from the teacher.
- If a student is absent from class, they must learn the homework and complete it.

Parent (Guardian) Responsibilities:

- Assist the student in completing their homework without doing it for them.
- Encourage the student to take more responsibility for their homework as they progress to higher grades and to complete assignments more independently.

- Provide a suitable space for the student to work at home.

- Motivate students to complete their homework on time and support the school in implementing disciplinary measures when these expectations are unmet.

P. Medical Assistance

First aid and medical examinations are conducted in the school's medical office from 08:00 to 17:30. In the absence of a school doctor/nurse, one of the trained staff members is responsible for providing first aid.

If a student requires professional care for a specific period, the school doctor/nurse will take the appropriate actions, which may include calling for emergency assistance, referring the student to a specialist, or arranging for hospital examination.

Students should immediately inform their teacher and seek help from the doctor/nurse if they feel unwell.

Parents are responsible for providing detailed information about their child's medical health—such as chronic illnesses, allergies, diabetes, etc.—when bringing them to school.



Q. Online Management System (LANDAU School Online Platform)

What is the LANDAU School Online Management System?

The LANDAU School online management system is considered an essential communication resource among students, parents, teachers, and school administration.

This online platform allows for the tracking of attendance and the establishment of goals. Students, parents, teachers, and school management have access to the system. Teachers can send messages or feedback to parents, upload homework, and communicate results. Data related to summative assessments is provided in accordance with the evaluation policy of the "LANDAU School Preparation School." Students can access their test results, while parents can communicate with teachers, check students' feedback and test results, and receive school news.

At the beginning of the academic year (September 2024), all students and parents will log into the system with their usernames and passwords. They can access the system by visiting www.landauschool.az or by downloading the "LANDAU APP" from the Google Play Store or Apple Store.

Students and parents will receive their usernames and passwords by October 1, 2024.

Important Note: Parents and students have different usernames and passwords. Please do not share your passwords with others.

STUDENT RESPONSIBILITIES:

- Regularly check the student account on the LANDAU School online platform.
- Review homework assignments.
- Send messages to teachers when clarification on certain questions is needed.

- Immediately inform the director's assistant if the student account is blocked, passwords are lost, or any other technical issues arise with the account.

PARENT RESPONSIBILITIES:

- Regularly check the **parent account** on the LANDAU School online platform.



- Review comments written by teachers.
- Send messages to teachers when clarification on their feedback is needed.
- Check the student's test results and academic reports.

- Immediately inform the director's assistant if accounts are blocked, passwords are lost, or any other technical issues occur with the account.

R. School Cafeteria: Food and Beverages

School Nutrition Policy

Essential Information:

At LANDAU School, students have the option to either bring food from home or purchase meals from the school cafeteria during lunch.

Food and drinks are not allowed in classrooms during lessons. Staff members should take appropriate action if they see students bringing food into the classroom.

Water bottles are permitted in classrooms.

Chewing gum is prohibited on school premises.

Beverages:

At school, only water is permitted, with the exception of fruit juice and milk. Water dispensers are available on all floors, and students can refill their thermoses with water. It is recommended to use thermoses for convenience.

The following beverages are prohibited at school:

- Alcoholic drinks
- Carbonated or high-sugar drinks
- Energy drinks



Rewards:

LANDAU School does not permit the use of food as a reward for good behavior or achievements by students. In such cases, the school utilizes other positively impactful rewards (books, certificates, plaques, etc.).

Celebration of Special Days:

Our school recognizes the importance of celebrating significant moments.

School Events: During school events, students may bring food items, baked goods, cakes, and prepared treats for sale. Parents and students will be informed in advance about this.

S. Birthdays

- Celebrating students' birthdays at school is prohibited.
- Bringing food related to birthdays to school is not allowed.
- Decorating the classroom for birthdays is prohibited.

Holidays

On holiday days, it is only permitted to give flowers and sweets to teachers. This is only possible on the following dates:

- Start of the academic year
- Teachers' Day
- March 8
- Novruz Bayram
- Last day of the school year

Müəllimlərin doğum günündə onlara gül və ya hədiyyə vermək qadağandır.

Valuable Items

It should be noted that the school is not responsible for any valuable items, money, or jewelry that students bring. Personal tablets, mobile phones, and similar items are recorded with the owner's name or other clear identification forms.



U. Electronic Equipment in the School

a. Mobile Phones:

The use of mobile phones by students is not permitted within school buildings. During morning registration, mobile phones will be collected at the reception when entering the school (by class). Generally, it is not recommended to bring mobile phones to school.

Any student using a mobile phone at school will be reported to the school office. If found, mobile phones with SIM cards or tablets will be confiscated by a teacher or school administration and will only be returned to a parent.

If this behavior is repeated, the mobile phone will be kept at the school until the end of the current semester.

b. Tablets:

Students may require tablets (Android) as an essential part of the learning process in school. All national textbooks can be downloaded to tablets from the website trims.edu.az.

Tablet Specifications:

- Size: Minimum 10 inches (1 inch = 2.54 cm)
- Storage Capacity: Minimum 64 GB.

Important Note:

- Students must bring their tablets fully charged.

- Students are **NOT ALLOWED** to install games, social media apps, "WhatsApp," or any other applications that are not related to education on their tablets. This will be strictly monitored.

- The school is NOT responsible for damaged or lost tablets; the owner of the tablet is liable.



AA. School Supplies

School supplies include the following:

- Striped Notebooks
- Graph Notebooks
- A4 Format Folders (with 100 files included)
- Pens
- Pencils
- Pencil Sharpener
- Eraser
- Ruler
- Tablet (charged)
- E-Books
- Students (parents) must download all textbooks to their tablets via the provided link.
- ••Students (parents) can also print the books themselves or order copies.

BB. Communication with Parents

Communication with parents is carried out through the online management system, providing feedback on the student's achievements. When necessary, school management organizes meetings with parents and subject teachers.

The dates for parent meetings are announced in advance. All parents are expected to participate in these meetings. Closed "WhatsApp" groups will be created for each class to provide parents with timely information. Information will only be provided to parents by the office manager responsible for school affairs.



CC. School Buildings

The students of LANDAU School "Hazırlıq Məktəbi" will be educated in the **"ZABİTLƏR" and "GƏNCLİK" campuses**.

Currently, the LANDAU School Educational Center has 10 buildings:

- 1. "GƏNCLİK" CAMPUS
- 2. "ZABİTLƏR" CAMPUS
- 3. "BAYIL" CAMPUS
- 4. "NƏRİMANOV" CAMPUS
- 5. "SEA BREEZE" CAMPUS
- 6. "AĞ ŞƏHƏR" CAMPUS
- 7. PRESCHOOL "XƏTAİ"
- 8. PRESCHOOL "BAYIL"
- 9. PRESCHOOL /KİNDERGARTEN SEA BREEZE
- 10. PRESCHOOL "ÖZBƏKİSTAN"



EE. National Anthem

Despite offering an international training program for students from various regions, LANDAU School also strives to cultivate tolerant, caring, conscientious, and patriotic youth. Every Monday, before the start of the school day, students, teachers, and school staff listen to and sing the national anthem of Azerbaijan together. We would like to remind all our students that during this time, it is important to stand quietly and respectfully and to learn the words of the anthem.

Music: Uzeyir Hajibeyov Lyrics: Ahmad Javad



Azərbaycan! Azərbaycan!

Ey qəhrəman övladın şanlı Vətəni!

Səndən ötrü can verməyə cümlə hazırız! Səndən ötrü qan tökməyə cümlə qadiriz!

Üçrəngli bayrağınla məsud yaşa! Üçrəngli bayrağınla məsud yaşa!

Minlərlə can qurban oldu, Sinən hərbə meydan oldu!

Hüququndan keçən əsgər, Hərə bir qəhrəman oldu!

Sən olasan gülüstan, Sənə hər an can qurban!

Sənə min bir məhəbbət Sinəmdə tutmuş məkan!

Namusunu hifz etməyə, Bayrağını yüksəltməyə,

Namusunu hifz etməyə, Cümlə gənclər müştaqdır!

Şanlı Vətən! Şanlı Vətən!

Azərbaycan! Azərbaycan! Azərbaycan! Azərbaycan!