

## GUIDELINES FOR A STUDENT

### **Uniforms:**

1. All students are required to wear the designated uniform to school events at prescribed times.
2. Students shall wear only washed and duly pressed uniforms. Socks & shoes worn should be as per the prescribed uniform pattern of the school.
3. Girls are not permitted to wear ornaments except small ear studs or rings, only black coloured hairbands to be used, if the hair is long need to be braided or two ponies are mandatory.
4. Boys need to have their hair cropped regularly.
5. Religious dresses are strictly not allowed – however, during special celebrations/occasions – it will be intimated by the school.
6. Students on their birthdays are allowed to wear colour dress/civil dress.
7. Students are not allowed to get any electronic items/fancy gadgets to school.
8. At all times during school, students need to maintain high sanitary & personal hygiene.

### **Punctuality:**

1. Student is required to be present 5 minutes prior to the commencement of the period.
2. All students are required to follow the teacher's instructions without fail.
3. Assignments, project works, or any other activities to be completed within the time frame specified if not submitted will be considered as NON-SUBMISSION.

### **Attendance:**

1. Students are required to attend all classes during school working days. For promotion, to the next grade level, a student needs to have 80% attendance, below this level he/she will be demoted.
2. Any student seeking for leave of absence from the school, he/she needs to get a written letter/diary note/write to school in FIS – stating the reason for absence & needs to be signed by his/her parent/guardian.
3. All students need to attend & be part of all the activities planned during the child's learning year.

### **Campus Conduct:**

1. Students need to wear school ID card every day.
2. Students are not allowed to leave the school campus during school hours.
3. He/she needs to follow class rules & be disciplined at all times during school.
4. Students are prohibited from shouting/running or making unwanted noises in the school corridors.
5. He/she should not cause any damage to school property or school buses. If done so, the school is reserved to deduct the amount from the caution deposit paid during admission.

### **Classroom Conduct:**

1. No student is allowed to move out of the classroom in any case, however only in case of emergency this can be done – after the school head intervention.
2. Students need to keep their classrooms neat and tidy.
3. He/she will carry the prescribed textbooks needed for that particular grade level only.
4. Students need to participate in the learning by asking questions, clarifying doubts & involving actively in the process of learning.
5. No chewable / eatables are allowed during class hours.
6. Students are not supposed to misbehave in class, in labs, school buses, or during class recess time.

### **Discipline:**

1. All students are required to maintain discipline at all times, failing which it will be seriously dealt with from the school's end.
2. He/she cannot hold group discussions without the approval of the School Head.
3. Every student needs to adhere to the school schedule and timetable.
4. Irregular attendance, late coming, not completing school assignments, and not submitting assignments on time all these actions will be treated as a violation of the School's Disciplinary Policy and the school would promptly take action.
5. Ragging in all forms is strictly prohibited. After investigation, if proven guilty is ground for expulsion from the school with immediate effect.
6. Throwing stones, balls and any other missiles or projectiles are strictly banned.
7. No student should indulge in any form of fight within the school – this will lead to immediate suspension.

### **School Library:**

1. Absolute silence to be maintained in the library.
2. Students can borrow one book per week. Reference books are not given to students.
3. He/she needs to return the book within the period of time specified.
4. Students are solely responsible for the loss, damage, or disfiguration of the borrowed book. Books lost, damaged disfigured, or marked, shall be replaced or paid for by the responsible student.
5. Students are not allowed to bring their personal books to the school library.

### **School Bus:**

1. All student needs to be at the designated bus stop at least 5 minutes early to the time given.
2. While boarding the bus they need to form a queue.
3. When the bus is in motion students need to be seated and not move around.
4. Unruly behaviour like shouting/shrieking is not allowed. No eating on the bus.

### **Academia:**

1. All students need to read the notices, messages, and announcements displayed on the school notice board & in the FIS and be aware of the school happenings & events.
2. Students need to converse only in English while on campus.
3. Examination / Tests will not be reconducted, students to make a note and ensure their presence.
4. He/she needs to positively contribute to the school community whenever needed.
5. Student need to be part of the educational trips, seminars, workshops or any other event planned.

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