

## Code of Conduct

The code of conduct details Aurobindo International School, (AIS) policy about appropriate student behaviour, as well as, procedures for disciplinary action. The code is designed to emphasize the importance of creating a safe and comfortable school environment that promotes students' learning. In addition to describing disciplinary steps that school administrators may take, the code of conduct also creates new policies designed to address certain types of disruptive behaviour and prevent bullying.

1. Students should treat the School staff with respect, and be courteous to fellow students.
2. The medium of instruction at AIS is English and students are expected to communicate in English, most of the time.
3. All correspondence with the school must be with the student's full name, class and section and reference number.
4. It is compulsory to bring the school ID card to school every day, failing which, the child will not be allowed into the school premises.
5. Students must reach the school 10 minutes before the first bell at 8:20 a.m.
6. Students must refrain from littering around to keep the school premises clean.
7. Students found visiting the kiosks outside the school will be penalized.
8. Students using unfair means during examination will be subject to disciplinary action.
9. No objectionable books, newspapers, periodicals or electronic gadgets, like iPod, walkman, camera, radio etc. are to be brought to the school, without the permission of the Principal.
10. All weapons, fireworks, knives (including art/ craft knives), lighters and other associated implements, and even chewing gum, tobacco, drugs and alcohol are forbidden, in the school premises.
11. The use of mobile phones is strictly forbidden in the class, unless especially allowed by the teacher for educational purpose. Violation of this rule will compel the authorities to take strict action.
12. Students are allowed to bring only toffees for distribution on their birthdays. Expensive gifts, sweets, cakes to staff and students are not permitted.
13. Any form of bullying, or ragging will result in a disciplinary action committee review, which could result in the expulsion of the student, and issuance of a negative conduct certificate.
14. If a student is found damaging any part of school property, the school reserves the right to demand compensation for any such damage by the student.
15. Any form of unacceptable behaviour, including irregular attendance, academic dishonesty, neglect of homework, disruptive behaviour, loitering in the premises, disrespectful behaviour towards the staff or fellow students, will result in serious disciplinary action.

16. At AIS there is zero tolerance towards theft. If you steal, your place in the school will be reviewed.
17. As a rule, parents should refrain from sending money with their child, without specific written notice from the school.
18. For safety and security, parents should discourage their ward for wearing valuable jewellery, expensive electronic items, etc. to school.
19. Any misbehaviour or violation of school discipline will be dealt severely or corrective action will be taken. In extreme cases, parents will be called in to discuss the child's behaviour and may lead to his suspension or expulsion from the school.

### **Safety manual for a protected and encouraging learning environment**

#### **Students who come to school on their own**

Students should arrive at the school within the time specified No student is allowed to come to school on scooters, motor cycle or car alone.

Students who go home alone should be prompt in returning home.

#### **School bus safety tips for parents and students.**

- Reach the bus stop five minutes early, so you don't have to run across the road to catch the bus.
- When waiting for the bus, stay away from traffic, line up at least five giant steps away from the curb of the roadway to wait for the bus.
- Never run after the school bus if it has already left the bus stop.
- Never push when getting on or off the school bus.
- Always walk at least 10 feet in front of the bus when crossing so that the school bus driver can see you.
- Stay away from the bus wheels at all times as the driver cannot see you.
- Beware-Cross with Care ! Wait before stepping out onto the road.
- When the school bus is moving always stay in your seat. Never put your head, arms or hands out of the window.
- Be courteous and respectful to your driver. Listen to instructions.
- Talk softly. Do not distract your bus driver.
- If your school bus crosses railroad tracks, be calm and quiet so that your driver can listen for a train. Always obey your driver's instructions, so that he or she can make safe decisions.
- When getting off the school bus , make sure that all drawstring and other loose objects are secure so that they don't get caught on the handrail or the door.
- Never cross the street behind the bus.
- Never speak to strangers at the bus stop and never get into a car with a stranger.
- If your parents meet you at the bus stop, make sure he or she waits on the same side of the street where you will be dropped off so that you don't have to cross the street alone.
- Aparent/guardian or older sibling must be at the bus stop to receive kinders.

### **Home study and parental co-operation**

Parents should see that the children do their home assignment like reading, writing work, revision given by the teacher under the supervision of the parents, instead of forcing child to take up private tuition.

It's the responsibility of the parent to help child to make and implement the study time table and thereby create a positive environment where the child can study independently.

Parents are requested to co-operate with the school authorities in helping their children's progress.

Parents must encourage their children to take active part in classroom discussion. They should be sent to school regularly.

Parents are requested to be personally present in all the meeting, interact with teachers, take the feedback in a constructive manner, work on suggestions recorded by teacher and to collect progress report in person.

### **Note for parents of pre primary section**

It's the responsibility of the parent to help their child to make him converse with the school activity on daily basis through interaction and thereby create a positive environment where the child can learn to express.

Parents need to spend more time in honing the child's values, habits, mannerism, speech and behaviour towards each member in the family and neighbourhood, instead of pushing for private tuition.

Saturday will be non-working days for pre primary section, however students with specific learning issues will be given a schedule. Parents are advised to check regularity and follow up. Pre-primary education does not lay stress on rote learning and mechanical writing. Parents are requested to co-operate with the school authorities in helping their children to polish the skills desired.

### **Uniform and general appearance**

- All the students should be habitually clean and should wear neatly ironed uniform with polished shoes.
- Hair (for boys) must be tidy, neither grown long nor groomed in an extravagant fashion. It should not be excessively short or not hanging over the eyes, ears and collar. Boys should trim their hair periodically.
- Gels, dyes, tints and streaks are not allowed. Boys are required to be clean shaved.
- Girls should avoid fancy, costly items or any attractive accessories (long earrings, bangles, watches etc.). The school shall not be responsible for loss of any such item.
- Gold and Silver ornaments are strictly prohibited for the safety of your child.
- Girls should plait their hair neatly with a white band.
- Nails should be kept clean and periodically trimmed.
- Parents are requested to provide a set of spare dress for Nursery and KG children, with their ward's name labeled on it, which shall be retained in the school itself.

### Health care

- If your child has any specific allergy or suffers from some hidden illness, kindly inform the class teacher and the school authority regarding the matter, as soon as possible.
- Kindly note that in case of any sickness, immediate First Aid will be provided by the school authority. In case of any emergency, the child will be hospitalized locally and intimation will be sent to the parent/guardian by the quickest possible means.

### Guest/visitor to school

- All guest visitors and parent volunteers are required to enter the school from the main Entrance Gate No. 1, sign the visitors' sign-in sheet and receive a Visitor Identification Pass.
- It is mandatory for parents to bring the Parent ID card provided by the school, when they come to pick up their ward from school.

### Visiting hours

Principal : 9:30 AM TO 12:00AM (Monday-Saturday)  
Teachers : You may meet the teachers on PTM's or after school, during the half hour, at the end of regular classes with prior intimation to the office. The school policy does not approve of your meeting the teachers during school working hours or calling up a teachers during school working hours or calling up a teacher at his/her residence. Telephone calls for teachers during school hours will not be entertained.

### Important points

1. Parent can meet the teachers only during parent teacher meetings, or after school, during the half hour, at the end of regular classes with prior intimation to the office.
2. Parents and guardians are not permitted to visit the classrooms or take away their wards during school hours, without the permission of the Principal.
3. Parents and guardians are requested not to visit the teachers in the classroom. Appointments and other requests with the Principal and teachers may be made through the pages of the school diary. In an urgent case, the student may be contacted through the school office.
4. Children who are ill should not be sent to school to attend class or to take test. A student, returning to school after suffering from an infectious or contagious disease, should produce a Doctor's fitness certificate permitting her/him to attend school. Students suffering from any infectious disease must observe the prescribed period of quarantine before returning to school.
5. Repeated absence without notice or unexplained absence without written application for more than six consecutive days renders the student liable to have her/his name struck off the rolls. Re-admission may only be granted after payment of the Re-admission fee.
6. There is no provision for a half-day leave, so students who are not well should not be sent to school even on exam/test days. The child will be marked absent if he/she were to be taken home by parents/guardians/ authorized persons during school hours, even if it were to be examination/test day. Child will be awarded zero in the exam taken on that particular day.

