

## **1. School Guidelines and Policies for Students**

### **1. Uniforms:**

1. Students must wear tidy and appropriate uniforms.
2. Non-compliance may result in disciplinary actions.

### **2. Punctuality:**

1. Students must arrive at school by 8 am.
2. No late entries will be allowed. Latecomers may face consequences.

### **3. Leave Policies:**

1. Planned leaves require advance notice, and leave notes must be provided by parents.
2. No half-day leave policy is in place.

### **4. Disciplinary Measures:**

1. Non-compliance with school rules may result in disciplinary actions, including warnings, parent meetings, or other appropriate measures.

### **5. Attendance:**

1. Regular attendance is mandatory for academic success.
2. Persistent absenteeism without valid reasons may lead to interventions and parental involvement.

### **6. Homework and Assignments:**

1. Students are expected to complete homework and assignments on time.
2. Late submissions may result in grade deductions.

### **7. Communication:**

1. Parents are encouraged to maintain open communication with teachers and school staff.
2. Regular parent-teacher meetings will be scheduled to discuss student progress.

### **8. Technology Usage:**

1. Responsible use of technology is expected.
2. The school may have guidelines on the use of personal electronic devices.

### **9. Bullying and Harassment:**

1. The school has a zero-tolerance policy for bullying and harassment.
2. Students should report any incidents to teachers or school authorities.

**10. Health and Hygiene:**

1. Students are expected to maintain good personal hygiene.
2. Health-related concerns should be communicated promptly to the school nurse.

**11. Extracurricular Activities:**

1. Participation in extracurricular activities is encouraged for holistic development.
2. Students should adhere to guidelines related to participation and behavior during such activities.

**12. Dress Code for Special Events:**

1. Specific dress code requirements may be applicable for special events or occasions.
2. Parents will be informed in advance of any special dress code.

**13. Timings of School:**

1. **Start Time (8 am):** All students are expected to be present and inside the school premises by 8 am. This allows for a prompt start to the academic day, ensuring that students have sufficient time for morning routines and preparation for classes.
2. **Lunch Break (12 pm - 1 pm):** The school observes a lunch break from 12 pm to 1 pm. During this time, students have the opportunity to eat lunch, engage in outdoor activities, and take a break before the afternoon session.
3. **End Time (3 pm):** The school day concludes at 3 pm. It is important for students to remain in class until the designated end time to maximize learning opportunities and maintain a structured daily schedule.

**14. No Phones Allowed in School:**

1. **Rationale:** The restriction on mobile phones is in place to minimize distractions and maintain a focused learning environment. Additionally, it helps prevent misuse of electronic devices during class hours.
2. **Storage during School Hours:** Students are required to keep their mobile phones switched off and securely stored in designated areas, such as lockers or designated pouches, during school hours.
3. **Exceptions:** In case of emergencies or specific circumstances requiring phone use, students should seek permission from school staff. However, such instances should be limited and justified.
4. **Consequences of Violation:** Violation of the no-phone policy may result in disciplinary actions, including confiscation of the device, parental notification, or other appropriate measures.