

SCHOOL'S RULES AND REGULATIONS

Introduction

Our School is committed to creating an environment where respect, responsibility and integrity guide the daily lives of all students, staff and administration. Good behaviour, courtesy and co-operation form the very foundation of both academic success and personal growth. To support this vision, we encourage habits that reflect values of discipline, respect for others and pride in one's work and conduct.

However to ensure safe, orderly and productive learning atmosphere, it is necessary to establish clear rules to address misconduct and misbehaviour. The rules below are not meant to punish, but to guide, protect and help every member of the School community to grow into responsible individual. By following the guidelines, students learn to balance their rights alongside their responsibilities.

Rules and Regulations

The school day begins at 8.15 and ends at 14.15

1. Punctuality

All students should be punctual. They must reach school before 8.15 and attend the Morning Assembly. Any lateness is recorded in the student's journal and needs to be signed by the Responsible Party (RP)

Lateness which is not justified is recorded on the student's file. A student who is absent must bring a letter of absence as soon as he resumes school. Repeated absences for 3 times or more during a week shall be considered a severe breach to the rules. In case of absences due to illness for 3 or more days, the student should bring a valid medical certificate accompanied by a letter of absence upon resumption.

2. Student Identity Card & Journal

A student is issued an Identity Card (ID card) by the National Land Transport Authority (NLTA). He must be in **possession of this card** at **all times** when **attending school**. In case of loss of the card, the RP should submit a written request to the school's office for obtention of a bona-fide Certificate. The RP with the certificate should report to the Police Station. He or she should pay the amount claimed by the NLTA to acquire a new ID Card.

All students should possess a Journal and a Report Book. They should carry their journal everyday at school and fill in homework given by Educators. RPs need to check their wards journal on a daily basis to ensure that follow up on homework is done. RPs should also pay attention to Educators' remarks

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3. Student presentation at school

a) School Uniform

Pale Blue shirt and Dark Blue short or trousers with additional plain Dark Blue, Black or Grey jacket during cold and /or rainy days. No designs, conspicuous writings or fancy decorations are allowed on jackets. A boy's shirt must be well tucked in his shorts or trousers. Tracksuits (Dark blue) for Eden College Boys are also allowed.

White socks, sports shoes(Black, Navy Blue or White) only are allowed (No fluorescent colours)

A student of Eden College Boys should **wear the above uniform at all times** when attending school or any school function. Exceptionally for **Physical Education** classes, the student must **wear plain White T-Shirt and White shorts.**

b) Hair style & Accessories

A student should have his **hair well cut or trimmed and combed** while attending school. **No fancy hair style (with or without colouring)** is allowed. Additionally, elder boys should be properly shaved.

- Ear-piercing, wearing of earrings, neck chains, finger rings and wrist bands are not allowed.
- Conspicuous **tattoos** are not allowed.
- **Wearing of caps or hats is not allowed** in the school premises.

4. Student's behaviour on school compound

c) Student behaviour on school yard

- The school yard is regularly cleaned and kept tidy. A student should respect the school environment. No student is allowed to litter the playground. Litter bins are provided for the purpose.
- Littering the school yard is considered a **serious offence.**
- No student is allowed to loiter on the school yard during class hours.
- No noise disturbance or misbehaviour is tolerated on the corridors or school compound when students move from their respective class to other classes, specialist rooms etc for their lesson.

d) Student behaviour in classroom

- **No student** is allowed to stay in classroom **during breaks and before morning assembly** (Exceptionally students can be allowed to stay in classrooms in bad weather conditions)
- Students caught scribbling on desks or walls of a classroom shall face disciplinary action.
- Damage of classroom furniture is a severe offence. Any student found guilty of such offence deliberately caused shall be rusticated and may even face expulsion. The RP will be required to meet the costs of damage.

- No student is allowed to eat or drink in a classroom, specialist room, library etc. Chewing or masticating a 'chewing gum' is strictly prohibited.
- Use of correction fluid (blanco) is not allowed.
- A student found in possession of cutter, sharp metal ruler or any other offensive weapon will be immediately withdrawn from the classroom, or any other room of the school. He will be isolated pending a thorough inquiry, followed by action(s) taken by the disciplinary Committee.
- A student is required to possess his textbooks and all learning materials according to the time - table of the day.
- A student should follow all his lessons diligently and show impeccable respect towards both Teaching and Non-Teaching Staff.
- Any student caught cheating during examinations or class tests will be immediately disqualified for the paper followed by disciplinary action that the invigilator deems appropriate.
- A student should do and complete all homework regularly. (The RP is expected to ensure that his/her ward studies at home).

5. General Rules

- e) **Mobile Phones, Tablets, Head Phones, Smart Watches and any other electronic gadgets like MP3/4 player, IPOD or products with electronic communication are not allowed** at school. Any student found using any of these items on the school compound shall be isolated. The mobile phone or any other such electronic material will be seized. The RP will be immediately informed. He/she will have to call at school to collect the item.
- Posting pictures or videos on social media by the students on uniform is strictly prohibited. This is considered a severe offence.
- After the last bell, students are not allowed to rush towards the gate. They must queue up and leave the school premises in an orderly manner.
- No student on school uniform is allowed to show misconduct/misbehaviour when walking his way to school in the morning and when going back home in the afternoon.
- Loitering and wasting time on roads, bus stations etc are not allowed.
- Every student should be aware that their conduct in public should be exemplary. Tarnishing the good reputation & image of the school will be followed by severe disciplinary action.

Disciplinary Actions

1. Reprimands written in journal for RPs to take note and sign acknowledgement.
2. Verbal and/or written warnings
3. Isolation of student to safeguard safety of other students
4. Arrest class (Detentions) after school hours – 2.15 pm -2.50 pm. RPs are informed in advance.
5. Rustication for a fixed period of time – To be decided by the School administration or the Disciplinary Committee. RP should accompany his/her ward after rustication.
6. Expulsion from school after obtention of approval by the Authority.
7. Criminal offences shall be reported to the Police to be dealt with under the relevant section of law. School will provide full collaboration to Police and other law enforcement bodies during enquiry.

8. Students of Grades 10,11,12 & 13 should reckon 90% attendance (ie Not more than 15 absences) on the academic year to be exempt from paying Cambridge Examination Fees. Unjustified absences in excess of 15 days during the academic year will debar the student from this exemption. RP will be required to meet the cost of the examination fees as per governing rules.
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STUDENT BEHAVIOURAL POLICY

STUDENTS

Students are responsible for their own behaviour and to act in a manner that demonstrates self-discipline and a sense of responsibility. They are expected to :

1. Abide by the School Behavioural Policy rules;
2. Have a positive approach to their school life;
3. Show courtesy and respect at all time towards others;
4. Be regular in attendance and punctual;
5. Co-operate with their peers and staff;
6. Recognise that no poor standards of behaviour will be accepted;
7. Develop a sense of community and of caring for each other and for the environment;
8. Accept responsibility for a well-ordered community at school and take a positive role in the running of the school; and
9. Demonstrate a positive image of their school through their exemplary behaviour at and outside school.

RESPONSIBLE PARTIES

In accordance with Section 37 (3) of the Education Act, reproduced hereunder, ensuring regular attendance at school is a legal responsibility and condoning absence on the part of parents without a good reason creates an offence in law that may result in legal action.

“ Any responsible party of a child under age of 16 who, without reasonable cause, refuses or neglects to cause the child to attend school regularly in accordance with subsection (1) or (2) shall commit an offence and shall, on conviction, be liable to a fine not exceeding 10,000 rupees and to imprisonment for a term not exceeding 2 years.”

It is reconized that parental involvement and responsibility are essential and parents are accountable for their children behaviour. They have the essential role to strive for their children demonstrating good and acceptable behaviour all the times, recognising that this has a profound effect upon their attitudes at school. They are expected to:

1. abide by and endorse the Rules and Regulations and any other policies of the school;
2. encourage an attitude of respect for the environment and for one another among children;

3. fully collaborate with the school in the elaboration and implementation of behaviour resolution measures for their wards;
4. share discussion with teachers and the Head of School concerning their child's education, welfare and behaviour and any concerns, difficulties or anxieties
5. encourage their child projects a positive image at all times; and
6. ensure the regular attendance (minimum 90% attendance rate) and punctuality of their child.

BULLYING

Bullying is a form of behaviour where an individual or group deliberately uses power to hurt or intimidate over a period of time, or in an isolated incident. It is important to recognize that bullying could occur between individuals or group of students but also between staff and students.

Bullying whether verbal, physical or psychological, is a behaviour which is deliberately hurtful. It involves aggression and unequal power relationship resulting in pain and distress which are often persistent. Bullying should not be tolerated in any of its forms and should be considered as being a very serious offence to be dealt with accordingly and with all required severity.