

AL KHOZAMA INTERNATIONAL SCHOOL

Academic Year 2021 - 2022



General Behaviour, Disciplinary and Attendance Rules of the School

1. Students must be in the school premises by 7.25 a.m. for the assembly when physical classes start. Students who reach the school late will have to wait behind the assembly, and their names will be noted. Regular late coming shall be notified to the parent, who may be asked to give reasons and take remedial action. If this fails, a note will be made in the Report Card.
2. It is compulsory for every child to come to the school neatly dressed in full school uniform. **Children in improper uniform may not be permitted in the classroom.**
3. Teachers and Students must wear ID card while entering the gates as attendance will be marked from entrance.
4. Teachers and Students must scan the ID card in tracking device while boarding and de-boarding the bus.
5. **Ornaments and jewellery** of any kind (necklaces, earrings, rings, brooches, etc.) are not allowed in the school. Students should refrain from using any cosmetic products.
6. Hair colouring by Students (Girls & Boys) is prohibited at all times. Boys' should always sport short hair. No trendy haircut will be allowed
7. The usage of fountain pens is allowed only from Grade V upward. Usage of Fine Point pens should be discouraged as they spoil the handwriting of the children.
8. Students must come to the school with lessons revised and homework done. All the books required for the day, a properly equipped pencil box and material for drawing should be brought to school as per the Time Table.
9. **Students should take care of their personal belongings and are advised not to carry any valuables to school. The school shall not be responsible for any loss or damage of the student's personal belongings.**

10. Students should help maintain their own class and the school premises spotlessly clean, using the bins provided for trash.
11. All students are responsible to the school authorities for their behaviour in the school premises. **Rude Behaviour in the form of foul language, slang, violence or aggressiveness will entail disciplinary action.**
12. Children should come to school every day – **A leave application duly signed by the parent must be send to the class teacher, if absent for more than two days, clearly specifying the reasons for the leave.**
13. Availing leave during working days is strongly discouraged. Parents are responsible to make up for the loss of the studies in case of leave availed. The school expects these students to be at par with class in every way and that must be ensured by the parents.
14. Any damage done to the school property in and around the premises will have to be replaced /repaired by the defaulter(s), as required by the school. The decision of the Principal in this matter will be final.
15. **Children are required to communicate in English at all times except during language classes when they are expected to use the language being taught. Students should use only decent and polite language.**
16. Students are required to be attentive in the class, work quietly and follow the instructions of the teachers.
17. Students are not allowed to leave the school premises during the school hours without the Supervisor's / Vice – Principal's / Principal's written permission.
18. Parents and Guardians are not allowed to see their children or meet the teachers during school hours without prior permission from the Principal. Parents may take an appointment to meet the teachers at a mutually convenient time.
19. Trust is an integral part of Al Khozama International School and should exist between parents, teachers and students. Lying, cheating or stealing will be treated as a serious offence.
20. Students availing transport facility should follow transportation rules and regulations.

Things not to be carried to school:

1. Electronic items like iPads, iPods, Mobile Phones, PSP, Game boy, Hand held video games, Toys etc.
2. Inappropriate books, magazines, videos, etc. with racist, communal or obscene literature or images.
3. Lighter/Match boxes/electronic cigarette/cigarettes

Attendance:

Regular attendance is crucial in implementing quality education. Each student is expected to attend school regularly and to be punctual. In case of absence, the reason should be stated by the parent in the absentee record in the school diary and shown to the class teacher. According to the CBSE norms, students are required to have a minimum of 75 % attendance to be promoted to the next grade.

Important Note:

Contravention/violation of the above school rules/ norms and misbehaviour will be seriously viewed and recorded. In case of recurrence of such acts of indiscipline, serious disciplinary action will be taken including suspension/expulsion.