



Rules & Regulations for Students

To maintain a disciplined and respectful environment conducive to learning, all students of Amicus International School, Bharuch/ Vadodara, must adhere to the following rules and regulations. Any violation will invite appropriate disciplinary action.

A. School Time and Uniform – Students are supposed to come five minutes before the school arrival time. Please refer to the **Timings & Uniform tab for details.**

B. Students' Etiquettes -

1. Properly combed hair.
2. Washed and ironed School uniform, well-polished shoes
3. Trimmed nails, no nail paint or nail art
4. Boys should have short hair - appropriate as a student; they should get their hair cut at regular intervals.
5. Girls' long hair to be braided, short hair to be clipped or fixed with the hair band (Black colour hair clip, black ribbon or black hair band)
6. Children should not bring anything fancy or expensive - jewellery, stationeries, keys, gadgets, mobiles phones, calculator, laptop, tablet/I-Pad, Bluetooth or any other electronic device, expensive watches or smart watches, no sharp items/objects etc. to the school other than the school relevant things.

C. Misbehavior and Conduct

1. Respect towards teachers, staff, and fellow students is mandatory.
2. Use of abusive language, bullying, or any form of verbal/physical intimidation is strictly prohibited.
3. Repeated misbehavior will lead to suspension or other disciplinary actions.

D. Disciplinary Action Chart

S.No	Description of Conduct	Stage 1	Stage 2	Stage 3	Stage 4
1	Speaking in language, other than the campus language [English]	oral warning	YellowCard	Green Card	Orange Card
2	Indiscipline, cheating and disturbance in Class	oral warning	Yellow Card	Green Card	Orange Card
3	Physical fights	oral warning	Yellow Card	Green Card	Orange Card
4	Improper uniform	Oral warning	Yellow Card	Green Card	Orange Card
5	Talking negative or abusive language	Oral warning	Yellow Card	Green Card	Orange Card
6	Arriving late to class	Oral warning	Yellow Card	Green Card	Orange Card
7	Assembly/ Class bunk	Oral warning	Yellow Card	Green Card	Orange Card
8	Misuse of personal details of other students	NA	Yellow Card	Green Card	Orange Card
9	Misuse of any electronic gadgets like I	NA	Yellow	Green	Orange

	pads/mobiles		Card	Card	Card
10	Misuse of technology	NA	Yellow Card	Green Card	Orange Card
11	Hitting and intimate touch	NA	NA	Green Card	Orange Card
12	Damaging school property	NA	NA	Green Card	Orange Card
14	Bullying young students.	NA	NA	Green Card	Orange Card
15	Bribing teachers	NA	NA	Green Card	Orange Card
16	Inappropriate dressing	NA	Yellow Card	Green Card	Orange Card
17	Commercial transaction in the classroom	NA	Yellow Card	Green Card	Orange Card
18	Indulging in unfair practising on the social media platforms	NA	NA	Green Card	Orange Card
19	Undue arguments and disrespect to teacher	NA	NA	Green Card	Orange Card

#Action taken from stage 2 onwards will comprise of the written explanation by the student
Counselling of the student will be done at each stage
2 nd stage- Green card and meeting with the parents
3 rd staged - Orange card, meeting with parents, issue of warning letter and suspension can be of two or three days
4 th stage - Red card, meeting with parents and suspension for more than seven days
NOTE: * In case the student is found with the SMART WATCH/ MOBILE PHONE in the school, it will be confiscated and will only be given only at the end of the academic session * Any student involved in breaking or damaging school property, whether willfully or due to negligence, is liable to pay the full replacement or repair cost. Failure to do so will result in disciplinary action

E. Brunch & Transportation -Please refer the **Brunch and Transportation tab for details**

F. Assessment Procedure -

Promotion to the next class is granted to the pupil based on his/her subject wise performance during the current academic session; hence regularity in the work and attendance is imperative.

- **For Grade 5 and 8** - Any child scoring less than 36% marks in any subject in Grade 5 and Grade 8, will get a second chance to appear in the retest in maximum 3 subjects. If the child is unable to score above average marks, then he/she shall repeat the same class.
- **For Grade 9 and 11** - Any child scoring less than 33% marks in any subject in Grade 9 and less than 33% in theory and practical respectively in Grade 11 will have to appear for a re-test which would be for maximum two subjects. The marks obtained in the retest must be more than 33% to be promoted to the next class.

G. School Library Rules -

The school library is open for the students of class 1 onwards during the school hours. Students must observe the following rules:

1. Students must maintain silence in the library.
2. Books issued should be returned to the library in a good condition. If a book is marked, disfigured, lost or damaged, the borrower will have to either replace the book with its new edition or pay double the recent price of the book.
3. Students can borrow books from the library as per below mentioned rules:
 - a. Reference books will not be issued to the students.
 - b. Books are issued for 7 days and periodicals for 3 days, a fine of Rs. 500/- per book and per periodical will be charged for returning books/periodicals after the due date.

H. Laboratory Rules -

1. In the laboratory students must abide by the instructions given by the teacher.
2. Students will be responsible for any breakage or loss of apparatus.
3. Every breakage or loss should be reported immediately to the Principal/Section Head and the student should deposit its penalty.

I. Leave and Attendance -

1. A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate of fitness to attend classes. Students suffering from the following diseases must observe the period of quarantine before returning to class:

○ Chicken pox	Till the scabs fall completely.
○ Cholera	Till the child has completely recovered.
○ Measles	Two weeks after the rash disappears.
○ Mumps	Until the swelling has gone
○ Whooping Cough	Six weeks
○ Jaundice	Six weeks.
○ Conjunctivitis	One week.

2. Every student is expected to have 80% of attendance failing which he/she may not be allowed to appear for the final examination.
3. Whenever a child is absent, parents/guardians are to notify the class teacher through a note with reason in the query section of the School Portal/App.
4. If a child is unwell and absent for more than 3 days, the above must be furnished along with a medical certificate from the family doctor. The note should indicate any restrictions on the child's participation in normal school activities due to illness/injury.
5. Families who decide to take their children out of school for extended periods are responsible for sustaining their child's educational programme during that period. The parent can take a prior appointment with the class teacher and get information on the work missed.
6. Parents are requested not to take their child home earlier than their usual time. If the child is unwell, please do not send to school. In case of unforeseen circumstances, exceptions will be made based on the situation.

I. Other Important Rules -

1. Student should maintain silence during transition period when teacher is not there.
2. Other than textbooks or library books, no other books, magazines or papers should be brought to school without the principal's permission.
3. Lending or borrowing money or any article is not permitted.
4. Care must be taken of all School property for e.g. the desk or chairs or any School furniture.
 - Damage done even by accident should be reported at once to the class teacher or sectional head.
 - Any damage done will be made good by the concerned student with a fine imposed for such an offense.
 - Anyone who notices something damaged should report even if he or she does not know who has done it.
5. Students should be polite wherever they go. They should always remember that the school is judged by their conduct.
6. Bullying and use of foul/abusive language is strictly prohibited and is a punishable offense.
7. Student Council members should wear their respective badges daily.
8. Students who are coming by two-wheeler should have the learning license and must wear helmet and park their vehicle in an appropriate manner.

J. Tours and Excursions-

We, at Amicus International School, believe that learning cannot be confined to the four walls of classroom but goes far beyond that. So, picnics, field trips and industrial visits form an integral part of teaching & learning process at AISB/AISV, hence a good number of exposure trips, picnics and excursions will be organized based on the demand of the class curriculum, as and when required, to equip the learners with first-hand experience of the place.

Dates and venues for the same will be communicated to the parents beforehand. Children will have to wear School uniforms during the tours and excursions.

