

THE ASSAM VALLEY SCHOOL

PUPIL'S CODE OF CONDUCT

ATTENDANCE

- All academic lessons, activities, assemblies and games as per the time-table / daily schedule are to be attended. Attendance at all School events and entertainment engagements as calendared is compulsory, unless exemption is granted by the **Deputy Head / Head of School**.
- No pupil may leave the campus without the prior permission of the **Deputy Head or Head of School**.
- No pupil is allowed to leave the Boarding-House after dinner except with the permission of his / her House Staff.
- The School's policy on '**Leave**' must be respected. During the semester, leave should not be sought, except in the case of the wedding of a blood relative, the demise of a close relative or a medical emergency.
- The first port of call regarding leave from parents is the **Housemaster / Housemistress**.
- There will be **no negotiations on pupils' leave** for Beginning & End-of-Semester. Pupils are to return on time after vacation / exeat / leave. In case of a medical problem, the School must be informed and the pupil concerned is expected to return with supporting medical documents which are to be submitted to the **Resident Medical Officer (RMO)**. For common ailments, pupils can come back to School and stay in Hospital to recuperate.
- Sanctioning of leave, cannot be assumed. Students not returning to School on time will face sanctions. For example — in case a student does not return to school on the scheduled day without permission, he/she will have to spend his/her Sports & Activity time in the MSB completing all the work that has been missed owing to the delay. Extra time spent in MSB will be equivalent to the number of days the student reported late.
- Medical leave will only be granted by the **Deputy Head** on the recommendation of the RMO. On return to the School, the pupil must deposit all supporting medical documents and medical prescriptions with the RMO.
- Leave granted will only extend to **two days**, apart from the time taken for travel. Leave during the semester will only be granted for:
 - Wedding of blood relative
 - Demise of an immediate family member
 - Visa appointments
 - Urgent medical treatment
 - Entrance Examinations / Interviews

In all such cases, a scanned copy of relevant evidence needs to be submitted with the request for leave. In case leave is sanctioned for a death, the student is **not permitted** to attend **ALL** rituals. The maximum leave granted will be **3 days**.

- Pupils are not permitted leave just before the formal conclusion of the semester.

- Roll-call is given the highest importance; hence absence without any prior permission will be treated as a violation of School policy.

BASIC ETIQUETTE / COURTESIES:

- Courteous behavior is the hallmark of a good education (i.e. wishing all staff and visitors the time of day, keeping hands outside pockets, being respectful and courteous in interaction with others etc.). It is expected that every pupil conducts himself / herself in a manner that reflects favorably on the School and its insistence on the highest standards of courtesy.
- In the classrooms, pupils must maintain a learning environment which implies that decorum and discipline are to be observed.

BOARDING-HOUSE: INTERNAL:

- All rooms in the Boarding-House must be kept neat and clean during all times of the day.
- Beds must be neatly made and covered with counterpanes when not in use (i.e. except during sleeping hours and the afternoon rest-time as per schedule).
- No pupil is permitted to bolt or lock his / her room at any time of the day or night.
- No curtains are to be hung on the doors and windows facing the inner courtyard.
- Clothes have to be dried/hung in a discreet way. They should not be the first thing that one sees on entering a house.

BOX ROOM:

- The Box-Room is never to be opened unless due permission is sought from the Housemaster / Housemistress. The pupil must be accompanied by the Dame.
- No suitcases, bags or boxes are to be kept inside the dormitories. All baggage is to be kept in the Box-Room. All articles of daily use are to be kept in the Toyé unit / cupboard space provided to each pupil.
- A small suitcase or backpack (cabin baggage size) may be brought to keep home clothes, extra stationery and toiletries in the Linen Room.

BIRTHDAY CELEBRATIONS:

- Parents are **not** allowed to leave parcels or Birthday Cakes for Birthdays at the main gate.
- Parents are **not** allowed to celebrate Birthdays with their ward on School campus.
- Birthday party can be organized by HSMs on the assigned café day of pupil, after getting prior information from parents.

BANNED ARTICLES:

- Pupils are not permitted to keep match-boxes, lighters, candles, incense-sticks, firearms, crackers, knives, paper-cutters, weapons or any other potentially dangerous items.

- Whitener in a bottle / Fevikwik or equivalent / Fevicol jars are **not permitted**.
- Medicines not approved by the RMO cannot be consumed by the students.
- No cash, tuck or valuables are allowed in the School. Valuables will not be the responsibility of the School. Any balance of journey money should be handed over immediately (at the beginning of the semester) to the Housemaster / Housemistress to be returned to the parent at the end of the semester against the respective parent's signature. Any student found in the possession of money, during semester, will face sanctions.
- Pupils are not allowed to operate credit accounts with anybody nor use or keep credit / debit cards.
- No expensive personal articles are permitted. Please have laptop and mobile phones of the specified type and get them insured as well.

COMMUNICATION WITH SCHOOL:

- Parents may make calls to Housemasters / Housemistresses on their official cell phones from **2:30 pm to 3:30 pm**. However, the use of email is the best way to communicate with the School.

COSMETICS:

- No nail paint / coloured lip balm / Manicure / Pedicure sets should be brought to School.
- Any cosmetics should be handed over in a pouch to the HSM / Dame.

CLOTHING AND SCHOOL UNIFORM:

- Pupils will wear neat and clean School uniforms at all times in School as well as on the journey home / to School at the end / beginning of a semester, on outings and also when they represent the School.
- After classes, pupils are to change into games kit or '**whites**' after a shower or as advised in the daily schedule / calendar.
- No pupil is allowed to wear '**floaters**' with the School uniform unless allowed by the (RMO) for medical reasons.
- Sikh boys must wear '**turbans**' during classes and on all formal occasions.
- Only plain '**floaters**' are permitted with '**whites**'. No fancy footwear is allowed.
- 5 sets of casual home clothes are permitted. 1 set of formal home clothes and an additional 4-5 home t-shirts are permitted.
- No alteration of School uniform; especially narrowing of trousers or shortening of skirts.

CAUTION:

- Staff Quarters are '**Out of Bounds**' for pupils except during calendared tutorials.

- Pupils are not allowed to travel in cars owned by Staff on or off campus or use any mode of transport within the School without the permission of the School Management. No pupil is ever to ride on a tractor / tractor-trolley.

CAFÉ, FOOD-COURT & VARIETY STORE:

- A Café facility is provided on campus. No pupil is allowed to visit the Café, Food-Court & Variety Store on non-designated days. Infringement of this rule will lead to the serious repercussion of having the facility shut down for the entire House / School.
- All purchases in the Café, Food-Court & Variety Store will be against coupons and no pupil is allowed to use cash / credit / debit cards.
- The premises of Café, Food-Court & Variety Store are to be kept neat and clean by all users.

DINING-HALL FACILITIES:

- Attendance at all meals is compulsory.
- No pupil is allowed to fast during meal-times for any reason, unless permitted by the (RMO) for medical purposes. **Ramzan Fast** is permitted.
- There are no special seating arrangements according to diet or social background and pupils are expected to be seated as assigned by the House Staff.
- Pupils are to serve themselves and no junior or any other pupil will serve anybody at their tables.
- Proper decorum must be maintained during meal-times in the Central Dining Hall.
- No pupil is allowed to get any special meal cooked in the Dining area, unless recommended by the RMO.
- No pupil is allowed the use of the gas-stove provided in the pantry area for any purpose.
- Pupils and Staff are to consume the meals provided by the School in the Dining-Halls only.
- There must be decorum observed when grace is said before and after meals.
- Pupils are not allowed to take any cutlery, serving-dishes or any other utensil / equipment out of the Dining Halls. They may not carry anything served outside the Dining Halls, except hot water, if required.
- In the Dining-Halls, pupils must ensure that vacant places are occupied at the Head of the table / near the Head of the table, as the case may be, engage the Head of the table in conversation, greet visitors entering the Dining-Halls, be polite to support staff and observe table-manners. There should be no wastage of food. Pupils must consume everything that they have served themselves. Vegetarian pupils will serve themselves first.

ELECTRONIC GADGETS AND ELECTRICAL APPLIANCES:

- Pupils can keep only those electronic gadgets which are permitted by the School Management (laptop / tablets / MP3 / camera), with specific configurations as notified by the School and at specific times only. These gadgets may be used during leisure time in the **Boarding-Houses** only. If such gadgets are used in any other area, they will get confiscated.
- Cell phones will be made available to tutees by their tutors on **Saturday** or **Sunday** (or otherwise as directed by the School Management for some special purpose) and **60 minutes calls** are only to be made to / received from parents.
- The calls will be supervised by tutors without invading the tutee's privacy. Such calls will be initiated in the presence of the tutor.
- Pupils are not allowed to keep or possess cell phones / SIM cards except the one given to the tutor.
- Only Mobiles with specifications given from School will be permitted. (**Nokia 105 / Nokia 130 / Samsung E-1207 / Samsung Guru Music/ Motorola W-160**).
- Laptops / mobiles / chargers should all be labeled such that it is visible. Laptops to have name and Roll Number of Child on the top, bottom and on the battery of the Laptop.
- Pupils are not allowed to keep their personal laptops in their possession after **6:15 pm on all days allotted for the purpose**, unless they have online prep.
- Pupils are not allowed to upload any content, related to the School or events happening in the school on Social Networking and Streaming Media (e.g. YouTube) websites without the prior permission of the System Administrator.
- MP4 / iPods are **not permitted**.
- **All external storage devices** have to be registered with the Systems Administrator.
- The Internet facility is to be used for educational purposes and healthy communication only and with parents or universities, as advised by the Careers Department. In the event of any computer being misused, the facility will be withdrawn from the House concerned.
- Pupils are not allowed to keep or use any electric gadgets such as an electric kettle, room heater, iron, cooking appliance or any other electrical appliance.
- **Hair Trimmers for boys are not permitted**. For facial hair, boys have to bring shavers or razors.
- Pupils are not allowed to bring to the School speakers or any other equipment / gadget that create a disturbance.

FIRE-FIGHTING EQUIPMENT:

- Tampering with fire-fighting equipment is prohibited. Such action will call for strict disciplinary action.

HOSPITAL AND MEDICINES:

- Hospital Out-Patient Department (OPD) timings are to be strictly followed.
- The School Ambulance will be commissioned only for a medical emergency on / off campus.
- All medicines brought from home should be handed over to RMO with prescription.
- No pupil is allowed to keep any medicine in his / her room or possession, except for Asthma inhalers. Vicks Vaporub and Vicks inhalers, headache balms are permitted to be kept with the pupil, after getting permission from the RMO. Only Dames are authorized to administer any other medicines prescribed by the School's RMO.
- In case of a medical emergency, the RMO / Hospital Warden is to be immediately contacted. The **School's emergency numbers** reads as: **(0)9435383277 / (0)7896000491**.
- Pupils who wear glasses or contact lenses should give the Resident Medical Officer (RMO) a copy of the ophthalmologist's prescription as well as a spare pair of spectacles / contact lens.
- Parents are required to inform the RMO of serious medical conditions such as a recent surgery, allergy, asthma or any other important medical information. The School will not be held liable for any untoward incident, if such information is not shared with the School.
- The School refers pupils to doctors on its panel of specialists. Parents who wish to refer their ward to another doctor must request this in writing to the School RMO.
- Every pupil visiting the Hospital from Boarding-House should carry the House Medical Register with him / her. During academic transaction hours, a referral slip signed by the subject teacher and **Dean of Studies** (DOS) is mandatory. During morning break the mobile medical facility will be available in the Main School Building.
- If any pupil needs to visit the Hospital after dinner, he must take the House Medical Register from the Housemaster / Housemistress and the same must be handed over to the RMO.
- Naphthalene balls are **not permitted**. Except for Odomos, **no other** mosquito repellents or Sprays are permitted.
- Dettol may be kept after getting permission from the RMO. Any other antiseptic liquid such as Savlon is not permitted.

INTER-HOUSE MOVEMENT:

- No pupil is allowed to enter another House without the permission of the Housemaster / Housemistress concerned.
- No senior pupil is permitted to enter any junior boys' dormitory / room. Likewise, no junior pupil is permitted to enter any senior pupils' room.

JEWELLERY:

- Pupils may not wear any jewellery except wrist-watches. Girls are permitted a pair of simple ear-studs only.
- No gold chains are permitted. If a stone is to be worn for religious reasons, the pupil must string it on a strong black thread and wear it under his / her uniform.
- Sikh pupils are permitted only thin '**karas**'.
- Finger rings / nose rings / fancy earrings / chains / bracelets are **not permitted**. Religious rings may be worn on a chain inside the shirt and out of sight.
- Tattoos are discouraged.

LEAVING SCHOOL AFTER THE BOARD EXAMINATIONS:

- On completion of their last examination, ICSE / ISC pupils are to leave the campus with their parents immediately after the examination.
- Alumni are welcome to write to the **Alumni Co-ordinator** to enter the School campus only during visiting days / hours. The Alumni Co-ordinator will seek clearance from the **Deputy Head / Head of School** and revert.

NO-TOLERANCE POLICY:

- Parents are requested to personally supervise their ward's packing before the start of the semester. Contrabands, if found, will result in strict disciplinary action. **Parents are requested to scrutinize the digital content in the laptops / I-pads / External Storage device.**
- The School follows a policy of '**No-Tolerance**' for the following:
 - (a) Possession / consumption of contraband such as cigarettes, alcohol, drugs, tobacco or any other intoxicant. **Breach will lead to immediate suspension.**
 - (b) Bullying, including physical / verbal abuse and running '**favours**'. **Breach will lead to immediate suspension.**
 - (c) Sexual contact with another pupil. **Breach will lead to expulsion.**
 - (d) The possession and viewing of pornographic materials. **Breach will lead to issuance of a Yellow Card and a repeat of the same will result in suspension.**
 - (e) **Possession of Cash is not permitted and will lead to issuance of Yellow Card and a repeat of the same will result in suspension.**

OUT OF BOUNDS:

The following places are out of bounds for all pupils:

- School laboratories / Computer Centres / Media-Centre / Publications Room / Music Cells without the presence of an adult.
- Roofs of all School buildings.

- Water-tanks.
- The Swimming-Pool except during swimming hours / activity. Presence of a **Life Guard / Swimming Instructor** is mandatory during this time.
- Senior Common Room, unless invited for an event.
- Staff Quarters, except during calendared tutorials.
- 'Lachit Ville' area, the Services area or any other area next to the School fencing. For Social Service / Literacy Programme, pupils are permitted to visit 'Lachit Ville' only with the teacher-in-charge.
- The Central Avenue is only to be used for commuting from one place to another as per the daily schedule.
- Pavilion and Sports Fields including Riding-School area after sunset. The Riding School is out of bounds on Sundays as well, unless called by the Riding Instructor.

PERSONAL HYGIENE:

- Pupils are expected to bathe every day. Boys must have a neat short hair-cut (above the collar and ear-level). Girls with shoulder-length hair must tie up their hair. Long hair must be braided. Parents are to ensure that on returning from vacation the pupils have the appropriate hair-cut.
- Girls are only permitted black ribbons or black bands to tie up their hair.
- Cult haircuts are **not permitted**.
- Nails must be cut regularly and kept short and clean.
- Pupils are not allowed to colour, dye or bleach their hair. Use of henna is not permitted on the hair or body.
- No piercing of any visible part of body, including nose piercing, is allowed except for girls who can get their ears pierced. Only a set of small ear-studs may be worn.

PREP TIME AND 'LIGHTS-OUT':

- Prep time is to be strictly followed as per daily schedule.
- Prep (pre-dinner and post-dinner) is to be conducted in complete silence and pupils are not allowed to consult each other during this time.
- '**Lights-out**' timings are to be strictly followed.
- Prefects and pupils of Class 12 are permitted a maximum of **30 minutes** of extra study-time after '**Lights-Out**' (in their room with the use of the Toye unit light). However, complete '**Lights-Out**' is to be maintained after **11:00 pm**.
- Post dinner, pupils are not permitted to move out of the House except in special circumstances / emergency with the permission of the House Staff who will keep the Deputy Head informed of such special circumstances.

ROOMS:

- The School reserves the right to conduct searches of rooms, box-room, Toye units, wardrobe, clothing, bedding, boxes or any other personal effects of pupils.
- Pupils are expected to organize clearing of all articles from allocated Toye units, wardrobe and other spaces occupied on the last day of each semester. The School will not be responsible for any article left behind.
- No pupil is allowed to lock any space allocated to him / her. If a Toye unit / cupboard / room is found locked, it will be broken open by the School authorities.

SANCTIONS:

- The School Captain can issue a '**Blue Card**' for unpunctuality, slackness, untidiness or any other minor non-compliance of the School Policy. The Housemaster / Housemistress must be informed of this and all punishments by Prefects must be recorded in the Punishment Book monitored by the Housemaster / Housemistress.
- The Assam Valley School believes in assisting a pupil to learn acceptable behaviour in a community living and our endeavour is to promote good behaviour. Our belief is that good behaviour is a prerequisite to effective teaching and learning. For major acts of Misbehaviour like disrespectful, argumentative, rude, confrontational, intimidating etc. the Housemaster / Housemistress / Staff member may recommend that the **Head of School** issue a '**Behaviour Card**'.
- The Housemaster / Housemistress / Staff member may recommend that the **Head of School** issue a '**Yellow Card**' to a pupil for non-compliance of School Policy or use of unfair means during tests / examinations. A '**Yellow Card**' issued to a pupil will result in a formal written information to the parents by the Deputy Head. Two '**Yellow Cards**' in one academic year will **lead to the removal of the pupil from the School**. In addition, the Housemaster / Housemistress may curtail Common-Room rights, Café visits and Outings.
- For Academic underperformance, an '**Academic Card**' will be given by the **Head of School** on the recommendation of the Dean of Studies (DOS). An '**Academic Card**' issued to a pupil results in formal written information to the parents by the DOS. An '**Academic Card**' holder will additionally attend morning prep, everyday instead of morning conditioning as well as extra study time on Sunday in the morning. An '**Academic Card**' holder may also be barred from representing their House or School if it is deemed to be interfering with their studies.

SPORTS:

- All pupils are expected to participate in sports on a regular basis as scheduled by the School. However, if a pupil is unfit for any medical reason, due sanction needs to be taken from the **Head of School** on the recommendation of the (RMO) with supporting medical documents.
- Organized House practice sessions or matches are not allowed on Sundays / holidays / working-days or early morning without permission from the **Head of School** and the recommendation of the **Director of Physical Education** (DPE).
- Playing outdoor games in the House quadrangle / courtyard is not permitted.
- Special playing-fields are to be used for a specific sport.

- No pupil is to be punished for underperformance in any sport.
- If a pupil has been medically excused prior to a match, permission has to be sought from the RMO before allowing the pupil to participate in the match.
- The School will not tolerate dangerous play or unsporting behavior.
- If a pupil has been exempted from sports due to medical reasons, under no circumstances will such a pupil be allowed to participate. Housemasters / Housemistresses need to take special care on this front.
- No staff member / pupil / outsider is allowed to swim alone in the pool or dive off the diving-board. Swimming is only allowed with an official Life Guard present.
- Sports equipment is to be kept with the Sports Department or Housemaster / Housemistress and is not to be kept in the dormitories.

STATIONERY:

- Whitener in a bottle / Fevikwik or equivalent / Fevicol jars / paper-cutters are not permitted.
- Correction pens / small tubes of fevicol (single use) will be permitted. For Classes 5-8 child proof scissors and for Classes 9-12 small round top scissors are permitted.

TRAVEL AND EXIT FROM SCHOOL:

- Pupils are only allowed to travel with School Escorts sanctioned by the School Management.
- Pupils may go out only with their parents or with local guardians carrying a letter of authority from the parents of the child concerned. Under no circumstances will pupils be allowed to leave with drivers. Should a parent not come to collect his / her ward, the pupil will be detained in School till the parent arrives.
- Parents may not stay in the School after **5:00 pm**.
- Parents / guardians are not permitted inside the Boarding-Houses at any time, except on the first and last day of the term.

TUCK:

Pupils must adhere to the following guidelines in relation to keeping food / tuck:

- No pupil is allowed to keep food in their dormitories / rooms.
- Dry tuck such as Jams, Pickles, Coffee, Tang, nutritional supplements such as Horlicks / Bournvita and Cereals may be kept on the dining table in the dining-hall, or in the Box Room.
- Chewing Gum is **strictly prohibited**. Instant Noodles of any kind / Aerated drinks / Energy drinks are also **not permitted**.

- At the beginning of each semester, all tuck should be stored in the dining-hall and consumed within 3 days of the School reopening. Any remaining tuck will be given to the Social Service League for distribution.
- Pupils are discouraged from bringing cooked food as this poses a health hazard.
- Meat pickles, being perishable, must be consumed within a week of the start of the semester.
- Food bought from the Food Court / Cafeteria must be consumed immediately, and is not permitted inside the House.

VEHICLES:

- No vehicles, including motorbikes / scooters are permitted on the Central Avenue and outside Boarding-Houses, except for those belonging to the staff and these must be registered with the Administration. Parents and Guardians are allowed to bring in their cars on the first and last day of semester or any other day specifically mentioned in the School calendar.
- Pupils are strictly prohibited from driving on the School campus.

VIOLENCE AND VANDALISM:

- Violence against any member of the School community will not be tolerated.
- Destruction or damage by a pupil to any School / Boarding-House / another's property on the School campus will lead to strict disciplinary action.
- The School upholds a '**Zero-Tolerance**' policy towards any attempt to disparage another person's religion, caste, culture or social or economic background. This also extends to any attempt to hurt the sensitivities of a person who is differently-abled.
- No pupil is to boycott another pupil socially or organize any such boycott.


 Sonya Ghandy Mehta
 Head of School

HEAD
 THE ASSAM VALLEY SCHOOL

10 March, 2016