



## **General School Policies**

### **Uniform Policy**

All students **must wear** school uniforms.

- School uniforms with black shoes must be worn at all times when attending school and students must be smartly presented.
- PE uniforms are allowed only if the students have PE lessons.
- Hair must be neatly tied, no fancy hair pieces allowed.
- No jewelry except a watch and a pair of stud earrings (for girls) should be worn.
- Make up and nail varnish are not allowed.

### **Bring Your Own Device Policy- Grade 4 and Above**

‘Bring Your Own Device Policy’ applies to Grades 4 to 12 students. This policy is implemented to allow the school to integrate current technology into lesson plans and provide access to online learning resources that would otherwise be unavailable within the classrooms.

Students need to bring their own laptops/tablets to school on a daily basis and use them following their teachers’ instructions.

The use of these electronic devices will be for educational purposes only.

### **Personal Devices**

- No cell phone, MP3 player, beeper, toys, card/video games or other electronic devices are permissible unless used as a part of a class or project and are approved by an instructor.
- A student with such device will be given a verbal warning on the first occurrence and a written warning on subsequent occurrences. The device will be confiscated and given to the parent or guardian.
- If a parent wishes to contact his/her child during school hours it must be done through the office.
- School personnel will confiscate any electronic device or toys that they see or is/are brought to their attention regardless of parents’ authorization.

## **Health and Safety Policy**

- Students are not allowed to bring hard or pointed objects / toys like plastic knives / plastic swords to school as they can cause injury.
- Students will be sent home when detected with any communicable disease and will be allowed back to school only if they produce medical clearance certificate.
- Medications, both prescriptions and over the counter, cannot be administered by the nurse without an “authorization to administer medication” / parental consent form. These forms can be obtained from the nurse.
- All medicines must be hand delivered by the parent to the school nurse directly. All medicines must be taken in the school clinic only.
- When there is an incidence of communicable disease, the parent must report it to the school office / health clinic immediately. The school will then notify parents of the other children who were exposed to the condition.
- If a child is found to have head lice/live nits at school, the school nurse will notify the parent / guardian to fetch the child immediately. The child will be permitted to return to school only if he/she is completely free of lice or nits and will be inspected by the school nurse.
- Parents should inform the school administration two days in advance if they would like to celebrate their child’s birthday in school. The food or cake should be nut free. The details of the food should be provided to the administration. Siblings studying in other classes are not allowed to participate in such celebrations.
- School conducts regular fire drill to train students and staff in case of emergencies.