



*Enter to grow in body, mind and spirit.
Depart to serve better your God, your country and your fellowmen.*

STUDENT GUIDELINES 2020-2021

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This document aims to outline the guidelines for students at Anderson Higher Secondary School (AHSS). To uphold the school's core values of Love, Empathy, Discipline and Respect, each student is expected to read, understand and adhere to these regulations. Deviation from these will result in disciplinary action, ranging from mild consequences to dismissal from the school.

Anderson Higher Secondary School does not discriminate on the basis of race, color, gender, creed, religion, national or ethnic origin and socio-economic status in all school-related matters and programs, including admissions and scholarships.

It is important to note that these guidelines are not exhaustive and the school management may, from time to time, reevaluate and update this document. Relevant stakeholders will be notified of any and all changes.

If at any point, as a student you need clarity or direction on any aspects, please reach out to your Class Teacher/ Monitors/ Principal who can help guide you.

STUDENT LEARNING

The regular school working hours are -

Nursery and Lower KG	9:45 am - 12:30 pm
Upper KG - Class I	9:45 am - 2:20 pm
Class II upwards	9:45 am - 3:30 pm

Saturday and Sundays are holidays.

Attendance

- All students are expected to come on time to school for the morning assembly and be punctual in all classes through the day. Attendance will be taken every morning and monitored through the year. Students who take a day of absence from the school will need to have their 'leave diary' signed by their parent/guardian and validated by the class teacher/ Principal-in-charge.
- All medical leaves that are longer than 5 days will require a medical certificate.
- A non-medical leave of absence, of more than 3 continuous days, will require the parent/guardian to visit the school in-person to inform the class teacher/ Principal-in-charge.

Performance

- If a student is underperforming, there will be discussions among the class teacher and the student to help get them back on track. This could involve, but is not limited to, additional classes, tuitions and peer study groups. Parents/ Guardians will be notified of the same.
- In the event that the student is still displaying unsatisfactory academic progress for two years in a row, the student may be asked to withdraw from the school.

Fees

- School fees are normally collected at the start of the academic year through monthly/quarterly/bi-annual/annual installments.
- If a student comes from a low-income family background, the student may be exempted from some part or all parts of the tuition fees. This is decided by the school Executive Body.
- Only those students who have paid all school fees, including those special fees and dues for the month of January, are permitted to appear for the Final Examination.

Cellphones

- The use of cellphones is prohibited on campus during normal school hours and will be confiscated if found.
- If deemed necessary by a teacher, the students may use their cellphones in an educational capacity only.

Homework and Assignments

- Students are expected to complete all of their homework on time, putting in the required effort and quality.
- All materials needed for various assignments will be purchased/ made accessible on time, so that students make the most of all of their lessons.
- Students who take a leave of absence are responsible for catching-up on their missed assignments and homework, to ensure learning isn't compromised.

Community Service

- Active concern for the poor and other community members, in the form of social service, is part of every student's duty. Students are encouraged to work with their schoolmates and teachers to encourage and support everyone around them.

STUDENT SAFETY

School security cameras (CCTVs) have been strategically placed in many classrooms and main areas of the school to ensure students are safe and secure. The school conducts periodic fire drills and all school members are trained on how to evacuate and take shelter during such situations. The parent/guardian is responsible towards ensuring that students arrive at and leave from school safely.

Corporal Punishment

- Corporal punishment, which encompasses different types of physical punishment, is strictly banned. Students should immediately report any such incidents to the Principal/ Vice Principal.

Harassment, Bullying and Fighting

- Harassment of any kind, including sexual in nature, will not be tolerated from any member of the school. Strict disciplinary action will be taken in such incidences. Students should immediately report any such incidents to the Principal/ Vice Principal.
- Bullying a student, teacher, staff member, administrator is not representative of the values of the school. Strict disciplinary action will be taken in such incidences. Students should immediately report any such incidents to the Principal/ Vice Principal.
- Students should not engage in any physical fights. No weapons are allowed within the school campus that could cause violence of any form. Strict disciplinary action, including suspension and dismissal, will be taken in such incidents. Students should immediately report any such incidents to the Principal/ Vice Principal.

While at School

- For their own safety, students are not allowed to step out of the school premises during school hours (including lunch break), without prior permission.
- Students studying between classes Nursery to II, will need to be picked up from school everyday.

Field Trips

- Students going on field trips within the district, inter-state and/or outside of the country, will need to have signed consent forms and completed necessary permission formalities.

STUDENT ETHICS

Dress Code

- Students must come to school clean and tidy in the proper school uniform. The uniform consists of a white shirt, dark grey skirt/trousers, maroon pullover with a white stripe, maroon tie, maroon socks with a white stripe and plain black shoes. In addition, boys are to wear a black or grey belt with their trousers.
- Students are expected to wear their PT shoes and uniform on Wednesday and 'Games Period' days.

Language

- Students are expected to communicate in the English language while at school. Vernacular languages may be used during 2nd and/or 3rd language classes only.
- Foul language is banned within the school premises and students are to refrain from using any curse words.

Academic Integrity

- Cheating and/or plagiarism is prohibited and any students caught doing so will face corrective action.
- Students are strongly encouraged to use their knowledge, unique skills and creativity to complete their homework, projects, assignments, tests and exam papers by themselves, unless otherwise stated so. This will help reflect their abilities and also give them a true sense of achievement and accomplishment.

Substances

- The school and its neighbouring surroundings are a smoke-free zone and this applies to the whole school community. Students are expected to adhere to this rule and abstain from tobacco and any other tobacco-related products.

- Students are not allowed to chew betel nut(s) while in school uniform and at school.
- Consumption of alcohol is forbidden for all students of our school.
- Drugs are illegal and students should stay off drugs.
- Students should not be in possession or supply of the above mentioned substances while at school and in their school uniform. Spot-check and random searches will be conducted from time-to-time by designated school authorities. Disciplinary action will be taken up on a case-by-case basis.

Vandalism

- Any student who wilfully damages and defaces school property will be held responsible for those actions and will have to compensate for the damages in some manner.

Overall Behaviour

- At all times, students are expected to conduct themselves in a manner that reflects the school core values and motto. Any gross misconduct (including public displays of affection) and disrespectful behaviour towards any member of the school community, as well as externals, will be corrected.
 - Students will conduct themselves in a responsible manner on their way to and from school.
 - During the absence of a teacher from the class, students will listen to the appointed monitor/ student leader and maintain classroom decorum.
 - To be community leaders and active learners, students are encouraged to participate in different school activities and collaborate with their schoolmates.
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