

SANSKAAR INTERNATIONAL SCHOOL, ALLAHABAD.

DO'S

In order to ensure the smooth running of the school and so that every student may reach his/her full potential, we should like them to understand and apply the following code of conduct which is applicable to all students and hostel inmates:

- i. Show consideration and respect to all.
- ii. Be punctual.
- iii. Try conversing in English at all times.
- iv. Dress appropriately for school, with neat cloths and tidy hair.
- v. Walk quietly and sensibly around the school buildings, holding doors open for those who might be following.
- vi. Wait in an orderly fashion before entering a room and enter classrooms quietly and sensibly, setting down quickly in preparation for the lesson.
- vii. Leave the classroom only after the class being dismissed by the teacher and leave the furniture arrangement in order for the next class.
- viii. At the indication of the teacher, stand when a member of the staff or an respectable visitor comes into the classroom.
- ix. Bring all specialized equipment to each lesson and activity as per direction.
- x. Always follow the procedures for singing in and out of school activities. If a student's signature is not found, this will be considered a serious breach of the code of conduct and his/her parents will be informed.
- xi. Food and drinks should only be eaten in the dining hall.
- xii. Littering not allowed.
- xiii. Respect each other's possessions and should report any unidentified items to the school authorities.
- xiv. Strictly follow the daily schedule.

DON'Ts

- i. Do not swear or use language which others will find offensive or hurting.
- ii. Do not take anyone else's property without permission, or damage anything which belongs to another person or the school.
- iii. Chewing gums should not be brought to school.
- iv. Under no circumstances should any food or drink be taken inside the buildings where not permitted.
- v. A student should not invite anyone onto the school premises/ hostel without asking permission from the principal.
- vi. The use of mobile phones is strictly prohibited by students on campus.
- vii. All prohibited items as listed below should not be brought into the School. Failure to comply with this may result in being asked to leave the school and might involve the police.
- viii. Students should never meet or communicate with School visitors or strangers without permission.
- ix. Students or hostel inmates are not supposed to speak poorly of the school, teachers, staff or facilities.
- x. No bullying junior students, speaking lies, evading sporting or extra curricular activities.
- xi. No wasting water, electricity, food stuff. Refrain from causing damage to school property, hostel property and fellow students properties.

Outings Rules

- i. The School reserves the right to grant or refuse the permission for outings, based on student's performance and behavior or sanction applied to him. Parents should confirm with their warden whether they are likely to be granted permission for an outing before setting out for Allahabad.
- ii. Students proceeding on such outing must be neatly dressed in the school's designated outing uniform.
- iii. While in town, they must remember that they are to consider themselves ambassadors of the school and conduct themselves accordingly.
- iv. Students returning to school more than 15 minutes later than the appointed time may be deprived one or more of their remaining outings by their house master. Parents should kindly note that it is therefore better to return early to school and spend the remaining time on campus with their students rather than risk being late and arriving at the last minute.
- v. Each student is permitted Day/Night out only as per School annual Calendar.
- vi. Day outings might get curtailed owing to a busy School schedule in particular month.

Communication

- i. It will always be our aim to communicate clearly and effectively with you.
- ii. As a general rule, for information regarding your ward the first point of contact should be the house master. If the information required relates to academic matters, contact the class teacher.
- iii. The office of the Principal/Vice principal should be contacted for appointment with them, for any other confidential matter, serious problem or any other information.
- iv. The School offices are open from 8:00 hours to 2:00 hours. After this you may correspond on the school hostel e-mail.

ANTI-BULLYING POLICY

Every student at Sanskaar International School enjoys equal rights and access to resources, teaching and learning irrespective of his/her background, race, religion, region or casts. The schools endeavor to provide a safe and happy environment for every student.

AIMS

The aim of our anti-bullying policy is to make it clear to all member of our community that bullying in any form is unacceptable, and out of keeping with the ethos of the school every individual has the right to be safe and happy in school and to be protected when feeling vulnerable. We aim to foster tolerance of difference and individuality.

DEFINITION OF BULLYING

Bullying is repeated behavior which makes other people feel uncomfortable or threatened whether this is intended or not. It is abuse of power over a period of time and bullying of any sort is viewed as most serious offence against the community of the school and its rules. Bullying may include behavior, which uses modern forms of electronic communication, generally referred to as cyber- bullying.

There are different sorts of bullying but the three main types are:

1. Physical: hitting, kicking, taking or hiding belongings
2. Verbal: name calling, teasing, insulting, writing unkind notes
3. Emotional: Showing unfriendly body language, being unfriendly, excluding, tormenting, spreading rumors and taunting looks.

Verbal and emotional bullying may be manifested through the use of modern technology as well as, or instead of, usual forms of communication, bullying may include bullying on the grounds of race, religion, culture, gender, or homophobia.