

THE ASSAM VALLEY SCHOOL

CODE OF CONDUCT

Attendance

- All academic lessons, activities, assembly and games as per the time-table / daily schedule are to be attended. Attendance at all school events and entertainment as calendared is compulsory, unless exemption is granted by the **DHM (EA)**.
- No pupil may leave the campus without the prior permission of the **DHM (EA)** or Headmaster.
- 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 brother / sister, the demise of a close relative or a medical emergency.
- Pupils are to return on time after vacation / exeat / leave. In the 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)**.
- Medical leave will only be granted by the DHM (EA) 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. In the case of a marriage, the invitation card must be attached.
- Pupils may also be given leave for college-related entrance tests with the permission of the DHM (EA) on the recommendation of the **Careers Cell** and on submission of supporting documents i.e. registration card / admit card.
- 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.

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 must take prior permission from the **Alumni Co-ordinator** to enter the campus and only during visiting days / hours.

Electronic Gadgets and Electrical Appliances:

- Pupils can keep only those electronic gadgets which are permitted by the School Management (laptop / mp3 / camera), with specific configurations as notified by the

School and at specific times only. Mobile phones should not have recording or video technology. These gadgets, if brought, are to be deposited with the respective Housemaster / Housemistress. No pupil is allowed to sleep with music ear-plugs on. These gadgets may be used during leisure time in the Boarding-Houses only.

- 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 **30 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.
- Pupils are not allowed to keep their personal laptops in their possession after **6:15 pm on all days of the week**.
- 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.
- The Internet facility is to be used for educational purposes and healthy communication only and with parents or universities, if advised by the Careers Department. In the event of any computer being misused, the facility will be withdrawn from the Common Room of the House concerned.
- Parents may make calls to Housemasters / Housemistresses on their official cell phones from **2:00 to 2:30 pm**. However, the use of email is the best way to communicate with the School.
- Pupils are not allowed to bring to the school televisions, speakers or any other equipment that creates a disturbance.

Personal Hygiene:

- Pupils must 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.
- 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 is allowed except for girls who can get their ears pierced. Only a set of small ear-studs may be worn.

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 may 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.

Dining-room 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.
- 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 Dining-Rooms.
- No pupil is allowed to get any special meal cooked in the Dining-Room area.
- 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-Rooms 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-Rooms. They may not carry anything served outside the Dining-Room, except hot water, if required.
- In the Dining-Rooms, 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-Rooms, be polite to non-teaching 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.

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:

- A Café facility is provided on campus. No pupil is allowed to visit the Café 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 will be against coupons and no pupil is allowed to use cash / credit / debit cards.
- The Café is to be kept neat and clean by all users.

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.
- 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) only at the discretion of the Housemaster / Housemistress. However, complete '**Lights Out**' is to be maintained after **11:00 pm**.
- After 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 DHM (EA) informed of such special circumstances.
- '**Lights out**' timings are to be strictly followed.

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 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.

Entering another House:

- No pupil is allowed to enter another House without the permission of the Housemaster / Housemistress.
- No senior pupil is permitted to enter a junior boys' dormitory and no junior is permitted to enter a senior pupils' dormitory.

Infirmary and Medicines:

- Infirmary Out Patient Department (OPD) timings are to be strictly followed.
- The School Ambulance will be commissioned only for a medical emergency on campus.

- No pupil is allowed to keep any medicine in his room / cupboard. Dames may only administer medicines prescribed by the School's RMO.
- In case of a medical emergency, the RMO is to be immediately contacted.
- Pupils who wear glasses or contact lenses should give the Resident Medical Officer (RMO) a copy of the ophthalmologist's prescription.
- Parents must inform the RMO of serious medical conditions such as a recent surgery, allergy, asthma or any other important medical information.
- 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.
- Every pupil visiting the Infirmary should carry the House Medical Register with him / her or a referral slip signed by the subject teacher and **Dean of Studies** (DOS), except during morning break when the medical mobile facility is available in the Main School Building.
- If any pupil needs to visit the Infirmary after dinner, he must take a note from the Housemaster/ Housemistress and the same must be handed over to the RMO.

Banned Articles:

- Pupils are not permitted to keep match-boxes, lighters, candles, incense-sticks, firearms, crackers, knives, weapons or any other potentially dangerous items.
- 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.
- Pupils are not allowed to operate credit accounts with anybody nor use or keep credit / debit cards.
- No expensive personal articles are permitted.

Fire-fighting Equipment:

- Pupils are not allowed to tamper with fire-fighting equipment.

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.
- No nose-rings or finger-rings or bangles are to be worn. Sikh pupils are permitted only thin '*karas*'.
- No pupil is allowed to have tattoos on his / her body.
- No make up or nail-polish is allowed.

No-Tolerance Policy:

- Parents are requested to personally supervise their ward's packing before the start of the semester. Banned articles, if found, will result in strict disciplinary action.
- The School follows a policy of '**No-Tolerance**' which implies immediate expulsion for the following:
 - a) Possession / consumption of contraband such as cigarettes, alcohol, drugs, tobacco or any other intoxicant.
 - b) Bullying, including physical / verbal abuse and running '**favours**'.
 - c) Sexual contact with another pupil.
 - d) The possession and viewing of pornographic materials.

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.

Sanctions:

- The School captain can give a boy 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 Housemaster / Housemistress / Staff member may recommend that the Headmaster 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 complaint to the parents by the DHM (EA). Two '**Yellow Cards**' in one semester 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, a '**Red Card**' will be given by the Headmaster on the recommendation of the Dean of Studies (DOS). A '**Red Card**' issued to a pupil results in formal written information to the parents by the DOS. '**Red Card**' holders may not represent the School / House in any activity / event until the pupil satisfactorily improves his / her performance in the next testing cycle. He / she will also have to attend extra academic classes in the Main School Building (MSB) as per the schedule.

Out of Bounds:

The following places are out of bounds:

- School laboratories / computer centres without the presence of an adult.
- Roofs of all school buildings.
- Water-tanks.
- The Swimming-Pool except during swimming hours. The Life Guard must be present during this time.
- Staff Quarters, except during calendared tutorials.
- Sessa area, the Service area or any other area next to the school fencing.
- The Central Avenue is only to be used for commuting from one place to another as per the daily schedule.

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 Toye unit / cupboard space provided to each pupil.

Rooms:

- The school reserves the right to conduct searches of rooms, lockers, Toye units, cupboards, clothing, bedding, boxes or any other personal effects of pupils.
- Pupils are expected to clear their Toye units, lockers 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 / locker / room is found locked, it will be broken open.

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 Headmaster 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 Headmaster 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 behaviour.
- 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.

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 Manager, 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 a 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.

Basic Etiquette / Courtesies:

- Courteous behaviour 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 favourably 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.

D. N. A. Mountford
Headmaster

1st May, 2010