



GUIDELINES FOR STUDENTS

1 INTRODUCTION

1.1 PURPOSE

This document is created to provide guidelines to students in order to add value to the Spring Mount Public School.

1.2 GOVERNANCE & DOCUMENT CHANGE MANAGEMENT

This guideline is owned, issued and maintained by the Management of Spring Mount Public School's Document Management department.

Comments and change requests can be provided via the change request form of Spring Mount Public School. Upon review and approval process through the Policy team the change will be decided. The review cycle of the document will be listed

2 GUIDELINES FOR STUDENTS

Objective: Below mentioned guideline document is expected to be followed by the students of Spring Mount Public School.

1. Students should arrive on Time. You must be in your seat when the bell rings to be counted present.
2. Usage of mobile phones and other electronic gadgets without prior permission is prohibited and if identified the items will be confiscated.
3. Eating is purely reserved for breaks and lunchtime. Drinking water bottles can be kept aside the desk and could be used during anytime of the day.
4. Students with medical conditions are allowed to carry necessary items to use (this includes medicines, health drink, protein bars, fruits etc. pertaining to the medical condition requirement) with them and inform the class teacher the same.
5. Any unruly activity by your teachers or fellow students should be immediately reported to the Principle or the Co-Ordinator. The unruly activity are physical hitting, harassment, partial behavior, verbal abuse and targeted discriminations. Any other discomfort if any should be discussed with the Principal or Co-Ordinator.
6. Avoid using restroom during class hours. Upon a need the teacher at

present should be informed and could be proceeded.

7. Try not to forget any items required by you for the class.
8. Submit your assignments on time. If not followed, then late assignments will receive low scores.
9. Polite speech and body language are expected all-time. Behave in a respectful way with your teachers and fellow students.
10. Any unkind, bullying, teasing or impolite behavior is always unacceptable and will lead to disciplinary actions.
11. Speak when you are given a turn. You can raise your hand and wait until the teacher gives you a turn.
12. During group discussion try to be on a quiet talking mode. You need to know when to talk and not talk during class hours. This will be instructed by your class teacher as well.
13. During exam it is important for every student to remain quiet. If exams are completed prior to the time mentioned students can leave early and wait in the lobby, library or guided to do a sports activity without creating noise to the other fellow students.
14. Students should listen and follow the directions of the teachers.
15. Never pack too early to leave the class. You need to wait until the teacher has dismissed you before you prepare to leave.
16. Students are encouraged to use technology for learning. Apt use of technology is permitted in the campus.
17. Arrange with your class teacher in case if you have missed a class or not completed a work
18. Anytime during the school hours, the students are encouraged to contact the respective staff for help related to any confusion or assignment instructions or in the reading materials.
19. Students are supposed to maintain discipline at all times.
20. Maintain cleanliness in public areas and follow proper behavior in the use of toilets.
21. Students are encouraged to express their ideas. If ideas get recognized the student will be supported to come forward with a demo.

22. Students are free to choose their activities within the school. Students are encouraged to perform group activities in building concepts and demonstrating the outcomes.
23. Students can bring new ideas to their respective class teachers that would enhance the student and the school.
24. Students should remain in their discipline without causing any threat or damage to the school structures, staff or fellow students. This act will lead to immediate disciplinary action.
25. Any form of banned food items not to be used under the age of 18 yrs. will not be permitted in the school. This list of banned items will be always banned irrespective of age within school campus.