STUDENT SPECIFIC INFORMATION

Code of Conduct

JIRS is striving hard to make all students responsible citizens of tomorrow. Citizenship training is imparted in the school. The primary aim of the school is to transform young children into mature, responsible and self controlled members of the society. The CEO and the Management have total authority to maintain order and control in the school campus.

Classroom Conduct

Students are advised to be very attentive in the class and any difficulty they encounter must be brought to the notice of the teacher concerned, so that corrective action is initiated immediately. Students are required to complete their daily assignments without fail. They should make the best use of the morning and evening supervised / remedial classes. The evening supervised study hour is meant for doing home assignments and the morning supervised / remedial for study and preparation for the day's classes. Extra care is taken for weak students during remedial classes. Students must take all the unit tests and preparatory exams seriously as these marks are taken into consideration while computing the final results.

General Discipline

English is the medium of instruction and the language of communication in the school campus. Students are expected to converse with each other only in English. Abusive language is strictly prohibited.

Students must wear school uniform while attending the school, official functions and official outings organised by the school.

Students are not allowed to go out without proper written permission. Out pass is to be obtained from the reception.

Those who return to school after remaining absent without permission will not enter the school without the permission of the CEO / Principal.

Students have to be very careful in looking after their belongings. They must keep them neat and tidy and always in their appropriate places.
**Behaviour**

School gives maximum emphasis on the behaviour of students. A student should stand in attention while speaking to teachers or elders. They should address them appropriately and politely. Boys should not put their hands in their pockets while talking to teachers, elders and senior students. JIRS students should maintain decent standard of behaviour and turnout whenever they go outside the campus. They should always remember that a school is judged by student’s appearance and behaviour.

**Punctuality**

Punctuality forms an integral part of a residential school life. All classes need to be attended on time. Punctuality is also expected in assembly, sports, dining hall, submission of class work, homework, projects and other assignments etc.

**Respect**

Every student is expected to pay due respect to members of management, teachers, staff and other workers.

**Cleanliness**

Students are advised to keep their dormitory, classroom, school building & campus as neat as possible. They are required to arrange books, clothes and shoes neatly in their dormitories. Everyone should make his bed properly before they leave the rooms in the morning. Leftovers to be disposed in waste bins only.

**Integrity**

Any student found stealing or using other’s belongings without their permission or using articles belonging to the dormitories / school without the permission of the concerned person will be asked to leave the school immediately.

**Lending or Borrowing**

Lending or borrowing of money or any other article is not permitted. The school is not responsible for goods lost due to lending / borrowing.

All electrical appliances must be switched off and water taps must be kept closed whenever not in use.
Cash & Valuable Items

The school strictly prohibits pocket money. Parents are requested NOT to send money directly to the children. Students are not expected to have cash in their possession. All cash must be deposited with the school Accounts office only.

Cash, mobiles, VCDs and DVDs, jewellery and valuables are strictly forbidden and the school will not be held responsible for loss of any such items.

In case any of these items are found with students it will be seized and will not be returned. Also a fine of Rs.25,000/- will be charged for breaking the school norms. Any lapses will entail not only fine but removal of the child from school.

Prohibited Items

Any child caught with Cigarettes, Liquor, Tobacco, Gutka etc., will face immediate removal from the school. Possession or consumption of non-vegetarian food items inside the school campus is absolutely prohibited and the offenders will be dealt with severely. Parents are requested not to encourage their ward to bring prohibited items to the campus.

Costly Electronic Items

Parents are requested to discourage their wards to bring any costly electronics items like i-pod, PSP etc., to the school. Any item with a screen is generally misused by the students and hence banned. Further, the school will not be responsible for loss of any such costly item. Incase any costly item is brought by the child, the parents are requested to ensure the child’s name, roll no is inscribed on these items for easy identification.

- **Vandalizing any property** owned by other students or the school or its employees.
- **Possessing weapons** or look-alike in the campus.
- Assaulting, attacking or harassing other students or employees.
- **Possessing or be under the influence of any intoxicant, drug, aerosol or medicines** that are not administered by the school medical staff.
- **Cheat or copy the work of another, malpractice in Test & Examination**, use inappropriate language or gestures, engage in calling names or verbal abuses or make insulting statements about others.
- **Display affection** in an inappropriate way. Public demonstration of affection is inappropriate in a school setup.
- **Fight** or promote fight or any other form of violence.
• Bringing mobile phones, radios, video tapes, DVD and VCD players, video games, cameras, electric iron, transistors, heaters or such other electronic gadgets which are not permitted in the dormitory.

• Making loud and disruptive noise in the school corridors and class rooms

• While using computer – sending or receiving pornographic messages, stories, pictures etc.

• **Damaging or Defacing School Property**: Causing of damage to any property is strictly prohibited. Students are expected to respect the property of others including school property. No student should damage or deface any school furniture, fittings, structure or property. Severe disciplinary action will be taken against students who cause such damage. In addition, a heavy fine would be levied. Damage caused accidentally should be reported at once to the class teacher. Any damage where the offenders cannot be traced, three times the cost of the article will be recovered from the students of the entire dorm or class concerned.

• Absenting from the study class without prior permission.

**Breach of Discipline**

The school authorities will inform parents of any severe breach of discipline by their wards.

**Disciplinary Actions**

• Students will be counseled on minor indisciplinary acts. On major indisciplinary acts they will be issued with a warning letter and parents will be informed of the same.

• On issue of three repeated warning letters for major indisciplinary acts, the disciplinary committee will recommend the matter to the Chairman for handing over of TC to the child.

• The school reserves the right to suspend or to take strict disciplinary action against a student whose conduct is harmful to other students.

• Smoking, chewing tobacco, gutka, pan etc., is strictly prohibited. Students indulging in such activities will be removed from school immediately.

• Any student found in possession of obscene books, pictures, video, audio cassettes etc., will be dismissed from the school immediately.

**Removal from School**

The management reserves the right to the removal of a student from the school. The following category of students will be removed from the school:

• Who in the opinion of the Management, Disciplinary Committee is not likely to benefit from continuing his / her education at the school.

• Whose conduct is considered detrimental to other students in the school.
• Whose fees are not paid within the stipulated period.

**General Instructions for Student**

JIRS provides education from Grade IV to XII. Therefore, it is expected that the juniors are treated with love and affection. Changing of classrooms between periods should be done in silence and in an orderly manner. Students should be clean and neatly dressed. The school uniform is to be worn everyday and for all functions. Students who are sloppily dressed or not in complete uniform will be sent back to dorms to change and come properly dressed.

• There should be perfect harmony between the students. The juniors will respect seniors and seniors will guide the juniors as brothers and sisters.
• No shouting and whistling is allowed in the school building.
• To throw anything at any one is strictly forbidden.
• Using unparliamentarily language is absolutely forbidden.

**Dress Code**

JIRS is a co-educational residential school with students coming from various backgrounds. It is necessary to follow a clear dress code to maintain the sanctity of the school. JIRS has designed very graceful uniforms to ensure comfort and uniformity. The dress code should be strictly adhered to. Any violation will attract strict punishment. Parents are requested to take care while sending casual clothes with the children. These dresses should not display risqué prints or symbols, advertisements that promote drugs, alcohol, tobacco or violence they are prohibited on all apparels. The dress should be for comfort and not for attracting unnecessary attention.

**School Uniform**

The purpose of a dress code is to maintain an atmosphere conducive to discipline and uniformity. Students are expected to keep themselves well groomed and neatly dressed at all times.

Cont...
The following dresses are provided by JIRS to maintain uniformity (Both Seniors and juniors):

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jogging dress</td>
<td>Track Suit</td>
<td>Track Suit</td>
</tr>
<tr>
<td>School Uniform</td>
<td>Pant, Shirt, Tie, Blazer</td>
<td>Skirt, Shirt, Tie, Blazer</td>
</tr>
<tr>
<td>Belt</td>
<td>Black leather school belt</td>
<td>Black leather school belt</td>
</tr>
<tr>
<td>Shoes</td>
<td>Adidas School Shoes</td>
<td>Adidas School Shoes</td>
</tr>
<tr>
<td>Sports dress</td>
<td>T-shirts and shorts</td>
<td>T-shirts and shorts</td>
</tr>
<tr>
<td>Arathi &amp; Bhajan</td>
<td>Sky blue Kurta and Pyjama</td>
<td>Sky blue Kurta with Jacket and pyjama</td>
</tr>
<tr>
<td>Nightdress</td>
<td>Green Pyjama suit</td>
<td>Pink Pyjama suit</td>
</tr>
<tr>
<td>Ceremonial dress</td>
<td>Suit with tie</td>
<td>Ladies suit</td>
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**Sports Shoes**

This is to be purchased by the parents as it is specific for each child depending on the games they plan. Any make/colour is acceptable to the school.

**Casual Clothes**

The school permits a maximum no. of 8 set of casual dress. Please do not keep sending dress parcels as these will be seized and kept in store. At any given time the child must not have more than 8 sets. All clothes should be tagged with the child’s Roll No.

**Belt**

School belt is compulsory and students are not permitted to wear any private belt with school uniform.

**Spectacles**

If the child wears spectacles, please send minimum 3 pairs of unbreakable spectacles and latest prescription copy with the child.

**Dress code specific for Girls**

Parents are requested to stick to ethos of pleasant dressing. In case of girls, the variety of dress option is so large that the parents are requested to choose such dresses that preserve the ethos of the campus. Any dress considered revealing shall not be permitted and it shall be confiscated and not returned. Eg: Spaghetti, tight, sleeveless and short T-shirts and any sleeveless and transparent dress is not permitted.
The girls should bring with them three white and three black slips and six black cycle shorts. Girls are not allowed to wear Low waist pants, short skirts and skirts with long slits, girls should tie their hair with black color hair-band.

**Haircut**

Student's hair should be clean and well groomed at all times and should not obstruct vision. Extreme styles, usage of gel and hair colouring are not permitted. Colouring of hair will be treated as an offence and disciplinary action will be taken against defaulters. Boys should maintain short hair at all times.

**Girl's Hairstyle**

Girls will not leave their hair open. They have to tie their hair at all times. Clutch clips are not allowed.

**Jewellery**

Boys are not allowed to wear any jewellery (Be any religion).