



MOVEMENT PLAN FOR STUDENTS, STAFF, SUPPORT STAFF

Norms of Behavior

To ensure an atmosphere of conducive education, the students are expected to adhere to the following norms of social behavior:

1. Politeness, Courtesy and Respect. In all dealings with the school officials, faculty members, staff, fellow students and visitors the norms of politeness and courtesy like proper greetings and offering needed assistance are expected.
2. Utmost Cooperation. Students are expected to perform to capacity and cooperate fully in all class and school activities.
3. Self Discipline while in Transit. When moving from one room to another, the students should walk in an orderly fashion so as not to disturb other classes that are going on.
4. Care of School Property. Classroom equipment is to be used carefully. Equipment broken or lost is to be replaced immediately at the expense of the student.
5. Classroom at Break Time. While the students and teachers are having their break period, the classroom doors should be locked and students are not allowed inside during recess and lunchtime and even after class hours unless authorized and accompanied by the homeroom teacher.
6. Respect for Property of Fellow Students. Students are expected to be fully equipped for all subjects and to take care of their own belongings. Lost and found items to be handed to the elementary secretary for safekeeping and claims. Unclaimed lost and found items after one semester will be donated to charity.

All students, at the beginning of the year, have a quick school trip to re-orient students to the rooms and learning areas at the school. HRTs are expected to incorporate this in the transition programme for students throughout the year.

Out-of-Bounds Areas

1. Swimming pool, lifts and auditorium without Teacher supervisor
2. No Access: Rooftop, vacant rooms/unused washrooms.

Buddy System

1. Students are not allowed to go to the washrooms/outside the learning area without a buddy and a hall pass. This is to be followed from Kindergarten to Grade 5.
2. Grades 5 and 11 students also organise the Lancerian Buddy - an informal interaction between grade levels to improve on rapport in the school and build a feeling of security against possible bullying among peers.

Movement

The class leaves any area/location together. A quick roll call must be made to ensure everyone is in the group. It will be useful to assign a fixed line order for the class using songs, rhymes, alphabetical order, height order, etc. Teachers can use any tool they wish.

Constant supervision of children is exercised.

1. Teachers are expected to engage with the children even during break times.
2. Continuous vigilance is expected from all supervisors inside and outside the school (i.e. field trips and excursions).
3. To take important control during duties, teachers are not allowed to engage in a chat with another teacher/or group of teachers while supervising children. A chat is defined as a sustained conversation more than a minute.
4. In an open space, Teachers stand where they are easily available and visible to all the students. They must move about in large areas like the playgrounds, sports halls, etc. to show presence.
5. During dismissal at the gates, the teacher checks that the person receiving the student is authorized to receive the child. Those without exit cards or without prior information through email, phone call or the student almanac will be asked to wait.
 - a. The teacher has to confirm with the parent before allowing the child to leave the school premises with someone else. Teachers can ask the school office to call the parents.
 - b. No child will go home with a sibling or another adult apart from the parent without prior information from the parent of the child.
 - c. This practice is strictly observed.
6. During bus dispersal, teachers are assigned to manage a group of students. Teachers need to ensure that the students are sitting with their seatbelts on in the correct buses.
7. Teachers are assigned to monitor bus routes and are expected to ensure that young students are attended and managed well. When needed, Teachers in the bus will remind children to adhere to the bus essential agreements.
8. Non Teaching staff is not allowed in the school building during working hours. The admin staff has limited access to the dinning hall and only for the lunch timings.