



## ESSENTIAL EXPECTATIONS AND NORMS IN THE BOARDING

We at Lancers International School endeavor to provide you with a caring, ethical and comfortable environment that is congenial to your overall development towards achieving your life goals. Therefore, the following norms are to be regarded as guidelines and must be followed with due diligence.

### 1. Time Management

All students are required to be punctual and respect the school and boarding timings for various activities. The boarding schedule is to be followed in all earnestness without any delays. This is the most essential component for life and holistic development. A record of lapses will be maintained and corrective measures will be sought for any deviations. Any delays would attract detentions.

### 2. Baggage Checks

Routine baggage checks will be facilitated at the time of arrival(home/weekend/school/trip) to the dorm. Students are advised to declare all items/belongings along with their gadgets. At times frisking may also be conducted by the dorm parent to ensure that prohibited items are not brought to the dorm.

### 3. Gadgets

All gadgets like laptops, cameras, mobile phones; IPODS, etc must be neatly labeled and kept in the custody of the dorm parents. They may be requested for at specifically allotted times from the respective dorm parent and duly returned. Delays in submission would attract confiscation of the gadgets. All boarding students are to note that it is their duty to submit their gadgets and not the Dorm Parents duty to collect. Repeated delays or failure in submission will attract the gadgets to be handed to the parents or to be confiscated till the end of term.

### 4. Attire

The school uniform shall be worn smartly and in it's entirety during school hours and whenever required. Boarders are to leave the boarding in full uniform during school days. Uniform checks would be carried out routinely. All students are expected to be modestly and appropriately attired even during weekends. Wearing shoes is a must during sports. PE uniform is to be worn for all outings without exception unless otherwise instructed. Any deviation to this would attract punitive measures and may also result in permanent withdrawal from all outings.

### 5. Courtesy

All students must relate to each other with mutual respect and maintain a healthy distance. They must greet the staff of the school (including support staff) with respect. One must always keep in mind the community we are all a part of and that each individual deserves respect. Appropriate and decent language is to be used at all times while on campus. Any foul language will attract consequences.



## 6. Grooming

All students are to note the following norms:

- a. Short and neat haircuts
- b. Nails are to be well clipped
- c. No hair coloring, streaks, body piercing, tattoos, etc will be allowed.
- d. Uniforms and home clothes must be well ironed and clean.
- e. Special attention is to be given to personal hygiene.

## 7. Accommodation

- a) All students are to tidy up their rooms before leaving for breakfast.
  - i) The beds have to be made as instructed.
  - ii) The study workstations, cupboards and bathrooms must be neatly left.
  - iii) Students can be withheld from school and called back to tidy their room. This will be considered a detention.
  - iv) All electrical switches and shower knobs must be turned off before leaving the room.
  - v) All trash is to be binned.
- b) Students are to occupy rooms and beds allotted to them. They are not allowed to change their rooms and beds or shift any items of furniture from the standard given layout.
- c) As responsible citizens, each student is required to tidy up his/her room, bed and cupboard before leaving for school in the morning.
- d) Any damage to boarding property will be charged to the occupant/s of the room/floor with a fine. Stern corrective measures may also be initiated.
- e) **Substance abuse, possession/consumption of alcohol, intoxicating substances, vapes, smoking, chewing of tobacco and any of its related products are strictly banned in the boarding. This will attract strong disciplinary measures and may also amount to expulsion from the boarding and school.**
- f) Playing any kind of outdoor games in the dorm/corridor/room is not permitted. The sports equipment in use might be confiscated.
- g) Students are not permitted to carry food/cutlery/crockery from the cafeteria to the boarding.
- h) Students are not allowed to visit the dorm during school hours for any purpose. In exceptional cases, a slip duly signed by the coordinator must be presented to the dorm parent or Head of Boarding.
- i) Students are not permitted to take any non boarders to the boarding.



## 8. Furniture and Fixtures

All furniture and fixtures in the rooms allotted to the student must be cared for properly. The student will be required to bear the cost of damaged items and penalty besides disciplinary action in case of carelessness/negligent handling/misuse or unjustified wear and tear.

- a) No interchange of furniture/fixtures is allowed.
- b) Theft/damage to boarding assets will be recovered from all students of the concerned floor.
- c) Each boarding student is to sign a Boarding Indemnity Form and agree to abide by the terms and conditions thereof.

## 9. Sickness

- a) In case of sickness, students will report to the dorm parent who will ensure immediate attendance by the staff nurse on duty.
- b) Self medication and possession of any medicines is not permitted. All medicines along with their prescriptions are to be kept with the School Nurse. In case any medicines are found, they will be handed over to the nurse immediately.
- c) Students that are unwell will be kept under observation in the medical room or referred to Max hospital but they will not be allowed inside the Boarding.

## 10. Exit

- a) Long weekend Exit will be allowed from Friday 1630 hours to Sunday 1700 hours after obtaining a boarding Exit Slip from dorm parents.
- b) Dorm parents must be informed by Wednesday of that week in regarding Exit.
- c) Due to security reasons, only parents and authorized local guardians are permitted to take students out on weekends. Permission will be granted upon presenting the Exit card.
- d) No Exits will be permitted during weekdays unless exceptional permission is granted by the Course Coordinator.
- e) The dorm gates will be closed at 18:00 hours and no entry/exit is permitted after that. The students should be picked up and brought back on the date and time given to them.
- f) Any uninformed delayed arrivals or misbehavior would attract the cancellation of Exit for that week or even for a whole month. Such students will serve a detention at school and would lose their privileges to outings.

## 11. Tuck

- a) Students are permitted to bring tuck in limited quantity to the boarding.
- b) All tuck upto grade 10 will be handed over to the dorm parents in charge of them.
- c) There will be a specific time allotted for tuck to be consumed.
- d) The following items are banned:
  1. All fizzy/flavored sugary drinks and Colas
  2. All chewing gums
  3. Protein shakes up to grade 10
  4. All kinds of sodas
  5. All outside food - home cooked or ordered (unless specifically permitted by the dorm parent.
  6. Any deviations will attract the all the tuck to be confiscated or even distributed for charity.



## 12. Prep

**All boarding students are to note that prep is an essential component of the boarding life. This practice is aimed at helping you improve your academic performance. Hence no deviations are expected to this end.**

- a) All students, irrespective of their grades are to report for prep as scheduled. There will be no exception for prep unless it is a medical emergency.
- b) All prep norms are to be followed meticulously.
- c) All homework has to be completed on time and preparation for the next lesson in class must be done.
- d) Failure to comply by prep norms will attract prep detentions.

## 13. Complaints

- a) All maintenance / housekeeping issues should be recorded in the complaints register placed with the guard. You can also inform your dorm parents about the same.
- b) Any other complaints or suggestions should be put in the suggestion box placed in the dorm.
- c) Any incident/irregularity/medical emergency must be brought to the dorm parent's notice immediately.

## 14. Outings

- a) PE dress code must be followed in all earnestness for outings.
- b) All outings and disbursement of pocket money will be dependent on behavior and responsibility towards academics.
- c) All students on outings will abide by the instructions laid out by the staff on duty.
- d) Seat belts are to be worn mandatorily during the bus journey.
- e) Any kind of misbehavior will result in withdrawal from the outing. Repetitions will result in permanent withdrawal from outing and stronger disciplinary action may be taken.

## 15. Evening/weekend sports and co-curricular activities

- a) Attendance and participation in evening sports and co-curricular activities over the weekend is essential.
- b) Students can register their interest in co-curricular activities with their dorm parent.
- c) Non attendance will be regarded as non compliance of school norms and corrective measures may be taken. Repeated cases may also involve withdrawal from the school team.

## 16. Discipline

**No boarding student will indulge in any of the following:**

- a. Disregard of expectations and norms/ instructions.
- b. Disregard of instructions of dorm staff.
- c. Any kind of vandalism
- d. Substance possession or abuse.
- e. Rowdy behavior / racial comments, slurs or gestures, rude behavior or use of foul language.



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- f. Bullying of any kind – verbal or physical.
- g. Failure to report any kind of misconduct.
- h. Failure to ensure dress code.
- i. Theft of any kind.
- j. Vulgar or inappropriate gestures or actions.
- k. Misconduct of a sexual nature.



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All boarding students are to note that their parents will be notified about any misdemeanor. Any deviation from these norms may attract strong corrective measures as per the school discipline policy.