



Rules for Everyday Living at LIS

The regulations below enable students to live together, promoting good and discouraging bad behaviour. Lancers International School aims to cultivate ethical development and moral sense along with academic development.

1. LIS students wear his/her school uniform, which is clean, tidy and complete. He/she is polite inside and outside the school. He/she will make an earnest effort in class and complete homework assignments to the best of his/her ability. These attributes are expected and insisted upon. Parents' cooperation is expected in helping the student fulfil these obligations
2. School uniform
 - The school is particular about the appearance of its students.
 - Students should come to school neatly dressed in the prescribed school uniform.
 - Skirts must be at knee length or max not more than 2 inches above the knee.
 - Boys should have short, neatly combed hair. Girls with long hair should keep it neatly tied back. Wearing jewellery (i.e. chains, bracelets, rings, bangles, body piercing etc.) is not allowed. Students may wear a wristwatch (not a smartwatch), and girls can wear a pair of small earrings or studs.
 - Nail polish, henna and other hair colouring or funky hairstyle/haircut are not allowed as it distracts learning. Dreadlocks are not allowed.
 - Tattoos or body-piercing is not permitted.
3. The use or carrying of cigarettes, e-cigarettes, prohibited drugs or alcohol in the school is not allowed.
4. Bullying, either in physical, written or verbal form, is not accepted.
5. Use of offensive and racist language is not condoned in any situation.
6. Students must not bring or burst crackers at school. Holi colours are forbidden, as are any objectionable literature or other similar material.
7. Magazines, periodicals, mobiles, pictures, video, other electronic devices and audio equipment must not be brought to school unless required for class. If confiscated, such items will not be returned, and no appeal will be entertained.
8. Chewing gum is not allowed anywhere in school



9. Students cannot leave the school premises without getting a gate pass duly signed by the principal or coordinator.
10. The school resources are shared for student learning and are under the care of each student. Damage to school property, however small, will lead to disciplinary action.
11. The school is not responsible for goods lost, though every endeavour will be made to find lost articles. It is, therefore, inadvisable to bring valuable articles to school, such as expensive stationery materials, ornaments, friendship bands or any other articles that may be popular from time to time. Students should not bring cash to school. Students are advised to take care of their belongings and not leave them unattended.
12. Students are expected to behave with decorum whilst moving around the school as classes are ongoing. No running in corridors or staircases is allowed. Always keep to the left, walk smartly from place to place, and only whisper.
13. Students must not enter classrooms, offices and other specialised rooms without authorisation or permission. The lifts are only used by those who have specific permission to do so or in an emergency.
14. Student behaviour at school functions should be proper. Students are expected to come on time and remain seated until the intermission or the end of the programme. Appropriate applause is welcome, but “wolf-whistles” or other raucous responses are not allowed.
15. Food or drinks are not allowed anywhere except in the school cafeteria.
16. During the teacher's absence from class, students must obey the Prefect or Monitor appointed to look after the class.
17. Laptops are not required but may be used for IB projects. The IB Projects coordinator will provide guidelines and a schedule for when laptops are permitted to come from home.
18. Loitering on the way to and from school is not allowed. It should be borne in mind that promptness is a distinctive characteristic of a true Lancerian.
19. We need to keep the school campus clean and tidy. Students use the litter bins and waste paper baskets provided for this purpose. Students clean up after themselves. Graffiti is strictly forbidden.
20. Students are answerable to the school authorities for their behaviour both inside and outside the school. Thus misbehaviour in public places justifies the same sanctions as



misbehaviour in school. A school is judged by the conduct of its students, and all Lancerians are expected to behave appropriately at all times.

21. Students are expected to greet teachers and visitors to the school when they meet them. Teachers should also be greeted when you meet them outside the school. Teachers will return your greetings.
22. Dishonesty, irregular attendance, habitual idleness, disobedience, objectionable moral behaviour, and disrespect to teachers are sufficient causes for dismissal from school.
23. Public display of affection is not permitted on the school campus or by students off Campus when on an official school trip or in uniform.
24. Weapons such as slingshots, firearms, knives and any other apparatus that could cause harm to others are forbidden.
25. Students are expected to attend all classes. Students found missing classes for any unexcused reason may be given a failing grade for any work done during that class. This grade will be included in the student's average grade for that subject.
26. Students are expected to treat everyone with appropriate respect, whatever their status, gender, age etc.
27. All students are expected to reach the school premises by 7.55 am but not before 7.40 am. Late arrival after 8.00 am is not permitted, and students will be sent back home if they arrive after 8.10 am. In an emergency, a written request is required from the parent to allow the child to join school late.
28. School ends at 4.00 p.m. Students should leave the premises unless they have a special reason to stay behind. Should a child wish to go home with a peer, then a written request- addressed to the respective Coordinator/School Office- must be submitted.



Pastoral Team at LIS

The responsibility for administering student discipline lies with the Head of the School assisted by the Pastoral Team. The Pastoral Team at LIS consists of Principals, Coordinators, Tutors/Co-Tutors and Counsellors. This team works together to ensure that we maintain a healthy, disciplined and happy environment in the School. The Students Council works with the Pastoral Team in this endeavour.

The Homeroom Teacher

The Homeroom Teacher is the cornerstone of Pastoral care, and each teacher is responsible for the students in his/her class. The HRT will know each of his/her classes well and keep parents informed of the student's progress in school. The HRT is the student's first point of contact in the school should he/she face any difficulty or problem. The HRT is there to guide, encourage, support and admonish the group and ensure they are happy, efficient and productive members of the LIS community.

When a student is facing difficulties, it is appropriate for Tutors to discuss student problems with parents, suggest solutions, and work with the parents to help the student. These interactions will be recorded with the main points/conclusions and placed in the student's file.

Discipline

We believe that the most effective forms of discipline are setting an example, consistently high expectations and firm insistence on good behaviour. We value honesty, politeness, respect for others, international mindedness, good manners, tidiness in appearance and how we work, punctuality and genuine hard work in all we do.

Sanctions

The school rules are designed to inculcate these values in the students. The sanctions, should the rules be broken, reinforce the message the previous section gave regarding the guidelines for student behaviour. The following section gives the student the possible path the school will follow should he or she repeatedly challenges school rules.

Corporal punishment of any kind is not adhered to at LIS. This includes any kind of physical gesture or contact that may be seen as aggressive by the student, the inappropriate language used to lower the student's self-esteem in front of his/her classmates or label him/her in a derogatory manner.

In the classroom or other location where a teacher has direct responsibility for a student, the teacher concerned will deal with any inappropriate behaviour by the student. Sanctions can include counselling, reprimand, placing on Report, extra work, and detention after school and on Saturdays. The sanction chosen will depend on the problem's extent and reflect the lapse's



severity and frequency. Students are expected to respond positively and consciously change their behaviour.

Repeated misbehaviour, which has not responded to any of these, will be referred to the Principal.

In situations where the student is not the direct responsibility of any particular teacher, any teacher observing the misdemeanour will deal with the problem on the spot and give an appropriate sanction. The student's homeroom teacher will be informed of the incident.



Level A Offenses

Disciplinary Response

Rough or boisterous behaviour, including running, shoving, pushing, and shouting

Causing a disturbance in a classroom (behaviour that interferes with teaching and learning)

Failure to complete an assignment

Failure to follow a direction by a teacher or other authorised staff member

Lateness to class, school or activity (after the second bell)

Graffiti

Repair or cleaning cost is to be paid for by the parents.

Violation of LIS uniform policy

1st – Verbal and written warning
2nd – After school detention

After School Detention is held on Wednesdays and Fridays from 4:15 to 5:15 pm. The parent and student would be notified a day before the detention, and he/she must arrange transportation. Regular detention is usually given for Levels A and B offences.



Level B Offenses

Disciplinary Response

The commission of a third Level A Offense within the quarter

Third unexcused lateness to school within the quarter

Profanity or other abusive language - not directed at the administrator, teacher, or other staff members

Causing a disturbance in a hallway, lobby, lavatory, or other common areas (including lawns, sidewalks, and playgrounds)

Unauthorized use and possession of mobile phones, electronic recorders or players, cameras, video cameras, computers, cell phones or other similar devices

Electronic gadgets will be confiscated for the entire quarter. Additional fines can be charged. Parents will be required to collect confiscated gadgets from the school office.

**Failure to turn over cell phones to a staff member will result in a Level C offence.*

Loitering in bathrooms, hallways, lobbies, offices or other common areas

Failure to serve a detention.

The unauthorised access or use of another person's account or files. Sending an email using someone else's name

Misuse of IT facilities

A student who commits a Level B Offense will receive two regular detention.



Level C Offenses	Disciplinary Response
The commission of a second B offence within a quarter	A student will be placed on Saturday Detention from 8:00 am – 12:00 pm
Bullying or harassment	
Throwing food or other objects	
Failure to serve detention	
Fighting - no punches thrown or no apparent injury	
Misbehavior on transportation (rough or boisterous behaviour causing disturbance to the driver) (Discipline may include loss of transport service)	
Fourth unexcused lateness to school <input type="checkbox"/> within a quarter	
Vandalism can be cleaned and requires no expense for replacement or repair	
Cutting class (absence from class, <input type="checkbox"/> study hall, lunch, or activity for ten minutes or more) <i>Work due during the period will be given a '0'</i>	
Leaving class or assigned activity without permission	
Inappropriate PDA	
Breaking bounds	
Visiting Pornographic/derogatory and other prohibited websites	



Level D Offenses

The commission of any Level A, B or C Offense when a student has committed a Level C Offense within a school year

Disrespect of an administrator, teacher, or other staff member

Vandalism causing damage that can be repaired for \$100/ Rs. 10,000 or less.

Repair or cleaning cost is to be paid for by the parents.

Possession or use of fire-crackers, lighters or matches

Fifth unexcused lateness to school within a semester

Leaving the building or grounds without permission

Forging notes, excuses, or early dismissal slips or altering school-related documents

Mooning, depantsing, or making obscene gestures

Damaging a person's property or violating a person's right to privacy

Gambling (participating in any game or activity involving chance and the payment of money)

Sharing or discussing inappropriate content on social media

Harassment/Bullying, not including physical contact or threats of harm or sexual harassment

Violation of academic honesty guidelines

Unauthorized use of school communications systems

False accusations

Disciplinary Response

A student who commits a Level D offence will be placed on Probation for a quarter.

One to three days suspension.

Each teacher must sign the behavioural form at the end of the period.

Removal from school teams or representative positions.



Level E Offenses

The commission of any level A, B, C, or D offence when a student has committed a Level D Offense within a school year

Fighting punches thrown, kicking, slapping or apparent in jury

Possession or use of alcohol, cigarettes including e-cigarettes or any other kind of substance abuse

Theft

Derogatory remarks against someone's race, ethnicity or religion

Harassment/Bullying involving physical contact or threats of harm or sexual harassment

Extortion (obtaining or attempting to obtain something of value from another by force or intimidation of forcing or trying to force another to take action or not take action).

Failure to serve a Saturday detention

Six or more unexcused latenesses to school within a quarter.

Failure to follow directions of an administrator

Profanity or other abusive language directed at an administrator, teacher, or other staff member

Possession, distribution, or exhibition of sexually provocative materials

Disciplinary Response

A student who commits a Level E Offense will receive a suspension from school for a period of at least three days. Any student who commits a Level E Offense within the last twenty days of school may be subject to loss of the privilege to participate in any school activity before the end of the year (including field trips, week-without-walls or any other social activity).

The student would also be placed on Probation for the quarter in which he would have to attend a minimum of 2 Saturday detentions a month.

Discipline may include an informal hearing with a student's parents and the school coordinator.

- Details will be recorded in the student's records and may be included in official references.



Level F Offenses

The commission of any Level A, B, C, D or E offence when a student has committed a Level E within a school year.

Possession or use of weapons or hazardous chemicals

Setting off a false fire alarm

Failure to cooperate with a search

Striking or assaulting a teacher, administrator or other staff member

Vandalism causing damage over \$100 or Rs.10,000

Repair or cleaning cost is to be paid for by the parents.

Bullying (second offence)

Theft (second offence)

Disciplinary Response

A student who commits a Level F Offense will be excluded from the school and, at a minimum, a suspension for ten days.

After completing the suspension period, the student would be placed on Probation for a quarter in which he/she would have to attend a minimum of 2 Saturday detentions.

Additionally, the administration may seek a student's expulsion by the Head of the School.

The Administration has final authority and responsibility to determine suspension and expulsion consequences for any behaviours listed and not listed herein.



Right for Search

The school reserves the right to search any student, his/ her person, belongings, bag or locker who is under suspicion of carrying forbidden items or substances to school; such searches will be conducted by a member of the teaching staff, one other adult and a member of the student council. These searches are carried out with the approval of the administration.

Random searches of a student or a group of students' belongings are conducted as part of general measures to keep dangerous items or substances off the school campus. They may be conducted with or without any concrete suspicion. Teachers or other school staff members may recommend such a search to a member of the SMT, who will inform the Head of the School. Once approval is obtained, at least two staff members and one student council member will search. More extensive searches would include more searchers from both categories.

Should an investigation need to be carried out immediately, then the teacher/staff member who instigates the search should call an additional member of staff to assist and the Head of School should be informed immediately after the search, whatever the result.