

SRI LANKAN SCHOOL – MUSCAT

RULES & REGULATIONS FOR STUDENTS

Children are expected to conform to high standards of behavior, as an important part of education is undoubtedly the acquisition of self-discipline. The code of conduct is designed and implemented to attain this objective. These rules and regulations should be treated as incentives rather than sanctions, encouragement as against criticism, praise not blame. These will help to maintain a calm, caring and harmonious working atmosphere for the majority, which must not be disrupted by a minority of students.

General Rules

- All students should obey the Rules & Regulations of the School.
- All students should be loyal to His Majesty Sultan Qaboos bin Said – The Sultan of Oman.
- All students should respect the Royal Anthem of Oman.
- All students should respect the National Flag (Royal Flag) of Oman.
- All students should respect the National, Social & Cultural values of Oman.
- All students should respect the National Anthem of Sri Lanka.
- All students should respect the National Flag of Sri Lanka.
- All students should respect the traditions of the Sri Lankan School.

1) Attire and appearance

The Sri Lankan School expects strict adherence to the school uniform and the highest possible standards of appearance, which would bring collective pride to the school and its community.

a). Girls' Uniform :

Light blue cotton pinafore 2-inches / 5 cm below the knee level. White blouse with short or long sleeves.

b). Boys' Uniform :

Light blue cotton trousers and white shirt with short or long sleeves

Students of Year 5 and above Long Trousers

Students of Year 4 and below Long or short trousers

No belts should be worn with the uniforms. In exceptional cases a belt made out of trouser material may be used.

c) In winter, students may wear only plain navy blue jerseys.**d). Foot wear :**

Rubber soled black shoes with socks. White socks, Fancy shoes are not allowed.

e) Students may wear a white top, a black bottom and white flexible shoes for sports, after school hours.**f). Students should not wear caps inside the school building.****g). Students should wear uniforms for extra classes held during weekends.****h). Hair :**

All students should keep their hair neat and brushed. Hair styling, dying, bleaching and streaking of any kind is not permitted.

Girls : With long hair must have two plaits and use only black ribbon. No coloured ribbon or fancy slides are allowed. When hair is not long enough to be plaited, it should be tied in two, otherwise cut short.

Boys : Should trim the hair, neither too long nor too short. Cuts such as "mushroom", 'Spike cut', 'step cut' and baldheads are not allowed. Facial hair should be shaved. Boys who do not shave facial hair and who shave their head for religious or health reasons should obtain prior permission by forwarding explanatory letters from their parents or doctor as relevant.

i). Hand and body painting is not allowed.**j). Jewellery & Make-up**

Students are allowed to wear a plain watch but should not wear any jewellery.

Girls with pierced ears may wear small studs, only one on each ear lobe.

Long ear-rings and rings are not allowed.

Nail varnish (Cutex) and make-up is not allowed.

Boys are not allowed to wear ear studs.

(2) Attendance of Students**a). Students must be in school before 7.35 a.m.****b). Students are not allowed to leave the school premises during school hours, except with prior permission from the Principal.****c). An excuse letter must be submitted to the class teacher when absent from school. In case of longer absences the principal must be notified in writing within five days.****d). All appointments, medical and private, should be made after school hours, unless it is urgent.****e). Visits to student's relatives and own country should be planned so as not to disturb schoolwork, unless unavoidable.****(3) Late Comers****a). The class teachers will mark attendance at the end of the 1st period.****b). Students who arrive at school late (after the first period) must report to the Principal or Deputy Principal. The names of late comers will be entered in a register with the reason for their being late.****c). Those who are late to school (for more than three times per term) will be reprimanded and a letter of notification will be sent to the parents.****d). Latecomers will be handled by the PE teacher or POG and reported to the Principal or Deputy Principal as relevant.**

4). Personal & Lost Property

- a). The school does not accept any responsibility for the loss of personal property or money.
- b). Toys, radios, cassettes etc., must not be brought to the school, unless requested by a teacher.
- c). Lost property, if found, will be kept with the receptionist and could be collected with correct and honest identification.
- d). Lost and found property should be handed over to the receptionist.

5). Check List (by Class Teachers)

Class Teachers will check the following in the first 5 minutes each morning.

- a). Uniform & appearance of students.
- b). Tidy appearance of the classroom.
- c). Observing silent prayers.
- d). Tidiness of students
- e). Communication book (This should be brought to school by all students everyday).

6). Canteen : Food, Water & Drinks

- a). Students are advised to bring their own food & drinks from home. Especially a bottle of water.
- b). The canteen is open at break times for students. Students can buy snacks & drinks from the canteen. No students should go to the canteen during school hours. The students should line up as they come and wait for their turn, be well behaved and not disturb others.
- c). All food must be consumed in the classroom and not outside.
- d). All litter must be disposed of in the litterbins.
- e). Bubble gum & chewing gum are prohibited.
- f). Water from the cooler is only for drinking purpose.
Students should refrain from washing hands and containers with cooler water. The taps in the washrooms could be used for this purpose.

7). Prohibited Material

Students are prohibited to bring material that could affect the discipline, cultural values, moral norms etc. of the school. These include:

- a). Obscene literature, videocassettes etc.
- b). All types of equipment that could be used in violence.
- c). Cigarettes, drugs, intoxicants etc.
- d). Any items for sale to the school community.
- e). Cellular phones (GSMs).
- f). Pagers.
- g). Perfumes & toiletries, make-up, chewing gum & tippex.

8). Environment

Students are expected to keep their environment inside the classroom as well as the school compound clean.

- a). Pieces of paper, drink cans etc. should be dumped only in litter bins.
- b). Walls inside the classroom as well as outside should be kept clean without any marks.
- c). Opening and closing of the doors should be done with care, such that no damage is done.
- d). Running, shouting and loitering in corridors and staircases is strictly prohibited.
- e). Students should take care that trees and plants in the school compound are not destroyed.
- f). Throwing litter and water out through the windows is an offence.

9). Discipline in the Laboratories

- a). Idling in the laboratory is not permitted.
- b). Students should not touch any equipment in the laboratories without the permission of the teacher.
- c). Any act of indiscipline in a laboratory will be treated as a punishable offence.
- d). All students should abide by the rules and regulations of the laboratory.
- e). Damaging laboratory furniture and equipment is a punishable offence.

10). Discipline in the Library

- a). Absolute silence should be maintained in the library.
- b). Students should not bring any printed books to the library.
- c). No books or material should be taken out of the library without the permission of the librarian.
- d). Students will abide by the rules and regulations of the library.
- e). Damaging library books and materials is a punishable offence.

11). Discipline in the Playground.

- a). Students should take maximum care of the each other's safety while playing.
- b). Playing cricket with the hard ball should be done only under the supervision of a teacher. It is considered to be a serious offence to violate this requirement.
- c). Students should take good care of the sports facilities provided by the school. Any material damaged deliberately by a student should be replaced by him/ her.
- d). Students are prohibited to use the playground during class time, unless accompanied by a teacher.

12). Discipline in School Buses

Students should maintain the high standard of behavior expected while travelling. They are not allowed to use foul language, make unnecessary noise and shout.

Students should refrain from disturbing the driver and conductors by forcing them to play cassettes & CD's. Students are not allowed to bring cassettes etc. to be played in buses. They should not damage the seats etc. and must use the buses with care.

13). Use of Toilets

- a). Toilets should be used with concern about the convenience of other students.
- b). Students should use only toilets assigned to their classes.
- c). Toilets should be flushed and kept clean after use.
- d). Students should refrain from going to the toilets while lessons are going on unless it's urgent.
- e). Playing with water and disturbing others' privacy is strictly prohibited.
- f). Water taps and other equipment should not be damaged and must be turned off after use.

14). Main Foyer

- a). Students are not allowed to loiter around the school offices and the lobby without a valid reason.
- b). Talking is not allowed in the main foyer. This is a common area for visitors and parent. Students should leave this area as soon as possible.
- c). Students should not use the chairs in this area unless unavoidable.
- d). During weekends students should enter classrooms through the main door only.

15). Use of Telephone

- a). Students are not allowed to use the public telephone during class hours.
- b). Use of the school telephone by students has to be limited to urgent requirements. This has to be done with permission of the class teacher and the receptionist. A register will be maintained for this purpose.

16). Conversation

- a). Students can converse amongst themselves only in English. The language should be pleasant and acceptable.
- b). Foul language, or slang, un-parliamentary language is not allowed in the school.
- c). Students can speak in Urdu, Tamil or Sinhala only during those respective lessons.
- d). Private conversations during lessons are not allowed and are punishable by the teacher.
- e). Language used in corridors, playgrounds, toilets and anywhere in the school premises should be decent, pleasant and respectable.

17). In the Class rooms and other areas

- a). Student's behavior should conform to ethical standards expected in the classroom.
- b). It is prohibited to indulge in personal conversation during lessons. Disturbing, disobeying and violence is strictly prohibited.
- c). Students should not come out of class or go out to toilets etc. between lessons. If very urgent they may go to toilets during a period with permission from the subject teacher.
- d). Students should have their food inside their classroom, not on corridors etc.
- e). Physical contact between students of same sex or opposite sex (except for hand shake) is not allowed.
- f). Acts of physical intimacy like walking with arms on shoulders, pinching etc., are not allowed within school premises.
- g). Willful damaging of school equipment such as furniture, shelves, writing boards, doors, windows, laboratory and library equipment (Vandalism) is a punishable offence. Students will be punished for misbehavior and costs recovered.
- h). All lights, Ac's etc., should be switched off when leaving the classroom.
- i). Unhealthy relationships between girls and boys or same sex are strictly prohibited.

POSSIBLE OFFENCES

| | Punishment on occurrence Refer | | | | |
|---|--------------------------------|-----------------|-----------------|-----------------|-----------------|
| | 1 st | 2 nd | 3 rd | 4 th | 5 th |
| 1). Type 'A' Offences | | | | | |
| (a) Arriving late to the School (In a term) | d | d | e | f | j/m |
| (b) Arriving late to the class or lesson | b | b | d | e | j/m |
| (c) Non adherence to uniform and appearance | d | d | e | f | j/m |
| (d) Littering classroom, library, playground etc. | g/b | g/b | g/b | g/b | j/m |
| (e) Misbehaving in class or PE period etc. | b/c/n | b/c/n | b/c/n | b/c/n | j/m |
| (f) Misbehaving in school bus | a | a | e | f | j/m |
| (g) Failure to do assigned homework | b | b | d | e | j/m |
| (h) Disturbing other student in class during sessions | a/b/c | b/c | b/c | b/c/n | j/m |
| (i) Disobeying prefects and class monitors | a | d | e | f | j/m |
| (j) Not bringing excuse letters after being absent | a | a | b | i | j/m |
| (k) Loitering | a | d | e | f | j/m |
| 2). Type 'B' Offences | | | | | |
| (a) Use of foul language | d/h | e | f | j/m | k/o |
| (b) Disobeying the subject or class teachers | a/h | n | f | j/m | k/o |
| (c) International damage to school property | a/h | e | f | j/m | k/o |
| (d) Un-excused absence (without parent's knowledge) | d/h | e | f | j/m | k/o |
| (e) Un-excused absence from class during the day | i/h | e | f | j/m | k/o |
| (f) Defacing books, notice board etc. | a/h | d/h | f | j/m | k/o |
| (g) Any complaint from a perfect or a teacher | a/h | d/h | f | j/m | k/o |
| (h) Unhealthy relationship with same or opposite sex | a/h | e | f | j/m | k/o |
| (i) Indulge in unexpected physical contact | a/h | e | f | j/m | k/o |
| (j) Vandalism | i/h | e | f | j/m | k/o |
| 3). Type 'C' Offences | | | | | |
| (a) Violence against fellow student or teacher | k/m/p | l/q | r | | |
| (b) Challenge school rules or staff | k/m/p | l/q | r | | |
| (c) Smoking, theft and violence | k/m/p | l/q | r | | |
| (d) Challenging social, religious or national values | k/m/p | l/q | r | | |
| (e) Bringing outsiders to the school | k/m/p | l/q | r | | |
| (f) Bringing prohibited material to school | k/m/p | l/q | r | | |
| (g) Sexual abuse | k/m/p | l/q | r | | |

PUNISHMENTS

- (a) Verbal advice by Teacher in charge, DP or Principal.
- (b) Keep standing in class.
- (c) keep students seated away from others.
- (d) Keep in Deputy Principal's/ office or close to office for maximum of 2 Periods.
- (e) Retain as (d) above and inform parents through communication book.
- (f) Retain in DP's or Principal's office full day or until parents collect and record in communication book.
- (g) Impositions (odd jobs such as cleaning, sweeping etc).
- (h) Get student to obtain recommendation of behaviour from teachers (in a format).
- (i) Inform parents through communication book..
- (j) Call parents and warn verbally and enforce sanctions.
- (k) 1st letter of warning - file.
- (l) 2nd letter of warning - file.
- (m) Reprimanding and de-badging for leaders.
- (n) Suspension for periods and record in communication book.
- (o) Suspension of school for not more than one week and record.
- (p) Suspension of school for not more than two week and record.
- (q) Suspension of school not more than a month and record.
- (r) Dismissal.

SANCTIONS (Loss of privileges)

- (1a) Stop or reduce pocket money for a period
- (1b) Stop computer usage for a period
- (1c) Stop going out for a period
- (1d) Stop sports and other activities
- (1e) Stop pastime that the child finds most interesting for period
- (1f) Debar from sports and PE

REWARDS

- (2a) Prize for discipline at the prize-giving
- (2b) Appreciation and communication for good behavior
- (2c) Leadership considered as credit for and promotions in the prefect system
- (2d) Recognition for captaincies
- (2f) Recognize and award responsibilities
- (2g) Appreciation in presence of parents
- (2h) Announce at the assembly
- (2i) Use of 'red' and 'black' star charts as relevant

PUNISHMENTS**1). Type 'A' Offences**

| | 1 | 2 | 3 | 4 | 5 | Total Points | Lost Points | Balance Points |
|--|---|---|---|---|---|--------------|-------------|----------------|
| (a) Arriving late to the School (In a term) Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (b) Arriving late to the class or lesson Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (c) Non adherence to uniform and appearance Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (d) Littering classroom, library, playground etc. Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (e) Misbehaving in class or PE period etc. Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (f) Misbehaving in school bus Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (g) Failure to do assigned homework Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (h) Disturbing other student in class during sessions Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (i) Disobeying prefects and class monitors Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (j) Not bringing excuse letters after being absent Teacher in-charge/Dep. Principal/ Principal's Signature | 1 | 2 | 3 | 4 | 5 | 15 | | |
| (k) Loitering | | | | | | | | |

2) Type 'B' Offences

| | | | | | | | | |
|---|---|---|---|---|---|----|--|--|
| (a) Use of foul language Teacher in-charge/Dep. Principal/ Principal's Signature | 2 | 3 | 4 | 5 | 6 | 20 | | |
| (b) Disobeying the subject or class teachers Teacher in-charge/Dep. Principal/ Principal's Signature | 2 | 3 | 4 | 5 | 6 | 20 | | |
| (c) Intentional damage to school property Teacher in-charge/Dep. Principal/ Principal's Signature | 2 | 3 | 4 | 5 | 6 | 20 | | |
| (d) Un-excused absence (without parent's knowledge) Teacher in-charge/Dep. Principal/ Principal's Signature | 2 | 3 | 4 | 5 | 6 | 20 | | |
| (e) Un-excused absence from class during the day Teacher in-charge/Dep. Principal/ Principal's Signature | 2 | 3 | 4 | 5 | 6 | 20 | | |
| (f) Defacing books, notice board etc. Teacher in-charge/Dep. Principal/ Principal's Signature | 2 | 3 | 4 | 5 | 6 | 20 | | |
| (g) Any complaint from a perfect or a teacher Teacher in-charge/Dep. Principal/ Principal's Signature | 2 | 3 | 4 | 5 | 6 | 20 | | |
| (h) Unhealthy relationship with same or opposite sex Teacher in-charge/Dep. Principal/ Principal's Signature | 2 | 3 | 4 | 5 | 6 | 20 | | |
| (i) Indulge in physical contact Teacher in-charge/Dep. Principal/ Principal's Signature | 2 | 3 | 4 | 5 | 6 | 20 | | |

3). Type 'C' Offences

| | | | | | |
|-----|---|----|----|----|-------|
| (a) | Violence against fellow student or teacher | 15 | 20 | 25 | 60 |
| | Teacher in-charge/Dep. Principal/ Principal's Signature | | | | |
| (b) | Challenge school rules or staff | 15 | 20 | 25 | 60 |
| | Teacher in-charge/Dep. Principal/ Principal's Signature | | | | |
| (c) | Smoking, theft and violence | 15 | 20 | 25 | 60 |
| | Teacher in-charge/Dep. Principal/ Principal's Signature | | | | |
| (d) | Challenging social, religious or national values | 15 | 20 | 25 | 60 |
| | Teacher in-charge/Dep. Principal/ Principal's Signature | | | | |
| (e) | Bringing outsiders to the school | 15 | 20 | 25 | 60 |
| | Teacher in-charge/Dep. Principal/ Principal's Signature | | | | |
| (f) | Bringing prohibited materials to school | 15 | 20 | 25 | 60 |
| | Teacher in-charge/Dep. Principal/ Principal's Signature | | | | |
| (g) | Sexual abuse | 15 | 20 | 25 | 60 |
| | Teacher in-charge/Dep. Principal/ Principal's Signature | | | | |
| (h) | Vandalism (act excess of 2c) | | | | |
| | Teacher in-charge/Dep. Principal/ Principal's Signature | | | | ----- |

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Approved By :

Class Teacher

Dep. Principal/TIC of Discipline

Principal