

Kohinoor American School

**KAS**

Beyond your best

*STUDENT PARENT HANDBOOK*

*2016 -2017*



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## **Introduction**

### **About us**

Kohinoor Education Trust is a unit of Kohinoor group, which has been in education since 1961 and has over the decades become known as the foremost entity to empower private vocational education for the masses.

Kohinoor American School is the brainchild of the Kohinoor Education Trust. Located in an ideal setting with its state of the art campus, the school promises to individualize the educational process for each child preparing our children for the world of tomorrow. The school prides itself on its affiliations and partnerships from specialists that provide support in sports, music and arts worldwide.

### **Mission Statement**

At KAS, we aim to personalize the educational experience of all our students; to equip all our students with the relevant KNOWLEDGE, appropriate SKILLS, and a commitment to WELLNESS, in order to inspire and prepare them to bring about humane solutions to global issues. Through SERVICE we shall make contributions to WORLD PEACE in pursuit of a Better World.

Each child is potentially the light of the world. Our mission is to let them discover their innate talents, in their own unique manner and leverage it to contribute to the welfare of mankind.

### **Core Values**

**Each of our students is unique, and therefore they will:**

1. Receive a personalized and holistic education.
2. Pursue an education free from failure.
3. Not stop with Good, but will journey from Good to Great.
4. Become Champions of their craft through the Mastery of relevant skills.

**We are the World, therefore we know that:**

1. A positive outlook and a growth mindset, inspires ethical solutions to issues.
2. Mutual respect and trust is essential in the global community.
3. Service for humanity is the core for addressing global issues.
4. The environment is our responsibility to protect.

### **Four Pillars**

The four foundation pillars of KAS are – Knowledge, Wellness, Service and Peace – established with an incisive objective to create sensible world citizens, positively impacting the lives of others.

At KAS, academics transcend the normal methods of education. Here, every child not only learns the invaluable lessons from books but also critical life skills through interactive activities. Apart from making your child confident, our stimulating methods also empower him/her to make the right decisions in every sphere of life.

Taking a holistic approach to your child's growth in every aspect of his/her life, we provide a balanced mix of activities with the right academics that brings about the harmony of mind, body and soul.

We provide young minds an environment for optimal learning and growth in an international setting that fosters understanding, independence, interdependence, and cooperation.

We imbue in our students, humility, gratitude, selfless service through participation in extra-curricular activities that sensitize them about socially relevant issues.

Our staff at KAS takes it as their duty to enable their students to build a strong character and become a true global citizen.

## **Academic Life**

### **Academic Honesty**

Being 'academically honest', means that all your work is your own, unless you have clearly stated that it has been done by or with someone else. The Kohinoor American School regards academic honesty as an essential part of the academic, social and emotional development of all students.

*Please refer to the Academic Honesty policy for IB and the school. (Appendix A)*

### **Academic Performance**

Students have their academic progress monitored closely by their individual subject teachers and family teachers. Subject teachers liaise closely with the administration on issues related to the academic performance of students.

### **Academic program**

As part of the academic program all resources are provided to ensure the effectiveness of the program. One to One computing is part of the academic and residential life. It is the expectation of the school that the students have their own device. Please contact the school for details and specifications for the device.

### **Academic Probation**

When a student's overall performance falls below a minimum standard (achieving below a 4 or in danger of achieving below a 4 in 50% of the courses enrolled) they may be placed on academic probation and monitored by a panel of teachers. The parents will be asked to work with the school to enable the child to perform better. The parents/guardians of all students placed on academic probation will be notified at the onset of the probationary period and will receive regular reports from the school.

#### Process

1. The academic performance of a student is identified and flagged by the subject teacher
  - a. Family teacher and counselor are informed
  - b. Student Study Team (SST) is convened and an Individual Education Plan (IEP) created
  - c. Team members
    - i. Student
    - ii. Family teacher
    - iii. Subject teachers
    - iv. Coordinator
    - v. Administrator
2. A plan is created with benchmarks and a timeline
3. Parent is informed and invited to meet with the SST
4. The academic progress of the student is closely monitored by the Counseling Department and should the student improve then they should be taken off probation.

### **Assemblies**

Assemblies are held on a regular basis for the purposes of presentations, disseminating information and recognition of students. Morning assemblies will be held every Monday morning at 8:00 am.

### **Assessment**

Reports Cards will be given out twice a year at the end of each semester, that will contain grades based on summative assessments.

The school uses Ed Admin as its Student Information System (SIS). Access to one's information and report card may be obtained from the school administration and can be accessed through the school website ([www.kohinooramericanschool.ac.in](http://www.kohinooramericanschool.ac.in))

*Please refer to the Assessment policy for IB and the school. (Appendix B)*

### **Attendance**

Regular attendance is essential to learning. The educational program can accommodate a reasonable number of absences for such things as illness, appointments, college visits and family matters, while setting limits so that excessive absences are exceptional and truly unavoidable. Excessive absences may adversely affect learning and can result in the modification or withholding of academic credit for that course. Families are urged to plan visits and other predictable events during vacations and holidays. The School respectfully requires documentation of doctor's visits or other verification of the exceptional circumstances.

### **Classroom visits/observations**

All requests for classroom observations must be pre-approved by the Administration. We encourage parents to visit our learning environments strictly as observers and support the teacher and students by being observers to the learning taking place.

### **Curriculum**

Within the first week of the school year, all students and their parents will be provided access to the curriculum guides, which gives clear course guidelines, content, concepts, objectives, approaches to learning, assessment criteria and rubric.

## **Examinations (IBDP and IBMYP – Grade 10)**

### Mock Examinations

Mock examinations are scheduled in a special two-week timetable for all external examination candidates (i.e. grade 10 and grade 12 classes). Non-examination year candidates (i.e. grades 6, 7, 8, 9 and 11) are graded on the basis of unit summative assessments.

### Setting of Mock Exam Papers

- All mock exams are set internally by the respective course teacher.
- Mock exams will be prepared, ready for duplication two weeks prior to start of the mock exams.
- Teachers will design their mock exams strictly on the basis of the examination syllabus guidelines and mark them according to the grading criteria supplied by the IBO examining body.
- Examination format, structure, content, wording of candidate directions, etc. shall be identical to that of an actual external exam. Examination questions can be original creations developed by the subject teacher, colleagues or respective department heads and or modifications of questions contained in past paper questions.
- A written grading criteria should be developed, so that it can be adjusted after a small sample of exams is marked. This criteria can later be used as a useful tool with students when teaching about exam-taking techniques.
- The mock exams should be conducted as closely as possible to the manner, which the actual exams are conducted.

### **Extra help and tutoring**

Teachers will be available after school hours to offer help for students who need such assistance. (In the event that a teacher is organizing an after-school activity on a day when a student might need help, the student should make other arrangements with that teacher). Some teachers will schedule formal extra help sessions and encourage their students to attend. At other times, it will be necessary for students to make prior arrangements with their teachers for such assistance.

### **Family homeroom**

All KAS students are placed in a 'family' when they enter school. The family is comprised of students from various grades and a staff facilitator. The group eats lunch together and also meets daily in the homeroom period to discuss school-related issues. The family teacher keeps track of each student's academic progress, extra-curricular activities, discipline record, and attendance. Facilitators may also fulfill a counseling role when students are experiencing difficulties in some area of school life.

### **Field trips**

Field trips are an integral part of the school's educational program. Trips are academically related and the object of the trip is to enhance and strengthen the connection of concepts within the subject and across the disciplines.

### **Homework**

Homework should:

- be assigned on a regular basis to reinforce classroom learning
- not be used as punishment

The School recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences the students' ability to meet the academic standards of the School and the IBO.

### **Library and Media Center**

The school has several satellite library areas designed primarily to encourage students to read. The students may check out the books from any of the staff members who have access to the circulation desk in Ed Admin. The resource section is available for a review in the library.

- Library books are due within two weeks for students.
- Please return books/magazines to the correct place after use.
- If a book is needed past the due date, it should be renewed. It is not necessary to have the book at hand.
- To avoid fines, books should be returned on time.
- New books can be issued only if the previously issued books have been returned.
- Magazines may not be issued out.
- Those magazines on display will be available for loan in the following month.
- If a book is damaged there may be a fine.
- A replacement cost may be charged if a book is returned in an unusable condition or is lost.

### **Report Cards/Grades**

Reports Cards will be given out twice a year at the end of each semester, that will contain marks based on the IB program grades.

*Please refer to the Assessment policy for IB and the school. (Appendix B)*

**Student Portfolios**

All students at KAS have a student portfolio in which they place work that they are particularly pleased with that shows their progress and understanding in a subject group. These portfolios are kept with their Family Teachers and are used for the MYP Student Led Conferences.

**Student Led Conferences**

Student Led Conferences (SLCs) are student-parent-teacher conferences, where the child explains his or her progress, reflects on accomplishments, and sets short/long-term goals. They are held twice a year in time for semester progress reports which are issued mid semester.

## International Baccalaureate

### Mission Statement:

The International Baccalaureate (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### The Learner Profile

The IB defines learning through a **Learner Profile**, which encompasses the aims of the curriculum. We try to develop students that are:

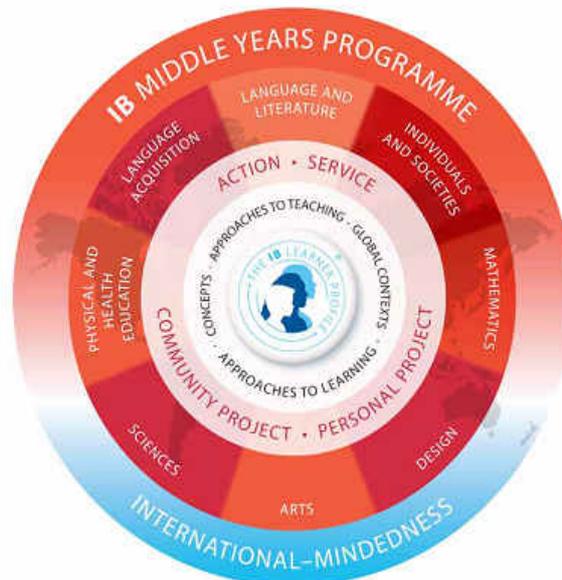
Inquirers	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
Knowledgeable	They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
Thinkers	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
Communicators	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
Principled	They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
Open-minded	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
Caring	They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
Risk-takers	They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
Balanced	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
Reflective	They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner. They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner.

## The IB Programme

There are four IB programmes that run from ages 3 – 19. However here at Kohinoor American School we will be running two of these programmes; the Middle Years Programme (MYP) and the Diploma Programme (DP) respectively.

### MYP

The Middle Years Programme provides a curriculum, which allows students to develop the knowledge, attitudes, and skills they need to participate effectively in life in the twenty-first century. The concept of balance is fundamental to the programme in a number of ways.



**Programme Model**

- The programme provides learning in a broad base of disciplines to ensure that students acquire the knowledge and skills necessary to prepare for the future.
- The course objectives include skills and processes as well as a framework of concepts; the aim is to ensure that students are not only knowledgeable about a subject area, but also develop a genuine understanding of principles and an ability to apply these in new contexts, in preparation for further learning.
- The MYP promotes the principle of concurrent learning, whereby students deal with a balanced curriculum each year. As the students mature and develop thinking skills, they explore the disciplines with increasing depth and realize how they are linked to each other and global issues.
- The programme encourages the use of a variety of teaching and learning methodologies to produce a climate where students discover how they learn best in different contexts.
- The MYP emphasizes the development of the whole child: affective, cognitive, creative and physical; its effective implementation depends on the school's concern for the whole educational experience, including what children learn outside the classroom.
- The programme also encourages a balance between formative and summative assessment, using a range of activities within units to allow students to use and demonstrate a full range of thinking skills. Assessment strategies used by teachers also combine teacher-led assessment, group and/or peer evaluation, and student self-assessment.

## **Guidance and Counseling**

The Counseling Department provides services tailored to meet the special needs of each individual. The counseling office will continually assess student progress and, as needs change; student programs are adapted to provide the most appropriate services. Parents are encouraged to keep the counseling office informed of any conditions at home, which may impact student performance at school.

The counseling office is proactive and student-centered. The counseling office will seek to develop a shared responsibility with parents and students to promote a stronger partnership between the home and the school. Counselors are trained to help students with educational planning, career decisions, understanding assessment marks, and personal concerns. Certain information of a personal nature that students share with a counselor is confidential (private) and told to no one else without a student's permission, with some exceptions.

Students may schedule an appointment with the counselor before school, during lunch and after school.

### **Academic and Career counseling**

Students will develop attitudes, knowledge, and skills that contribute to life-long learning. They will complete school with the academic preparation essential for their chosen post-secondary plans. They will understand the relationship between their academic studies and the world outside of school. Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions. They will learn to employ strategies to achieve future career success and satisfaction. Finally they will understand the relationship between personal qualities, education and training, and the world of work.

### **Personal counseling**

The school provides crisis intervention, evaluation, and short-term counseling sessions as needed. Students may arrange appointments with the Counselor. The School Counselor provides advice and counseling to students who find themselves in difficult personal situations. If a student needs further counseling, the Counselor notifies the parents/guardians to discuss appropriate referral arrangements.

### **University choices and placement**

Students will be helped with university processes of choosing and applying to colleges. The College Counselor encourages students and their families to learn about colleges and universities, invites representatives from colleges and universities, and informs students about standardized tests. It is also the function of this office to give colleges a description of each student's personal and academic qualities, the student's official transcript, a description of the School's marking system, a profile of the School, and information about any changes in status or qualifications after the student has applied to the college. Students and their parents/guardians may request to see the student's official School file. Letters of recommendation are not included in this file. Such letters are the personal correspondence of the individuals who write them and may be released only by them.

### **Personal Plan of Study (PPS)**

Every child at KAS will have an Personal Plan of Study (PPS). Each PPS will be designed for one student and will be a truly individualized document. The PPS creates an opportunity for teachers parents, school administrators, counselor, related personnel and students to work together to ensure that the educational goals are met. The PPS is the cornerstone of a quality education for each child at KAS.

To create an effective PPS, parents, teachers, other school staff and the student will come together to look closely at the student's unique needs. These individuals pool their knowledge, experience and commitment to design an educational program that will help the student be involved and progress in the MYP/IB Program.

## School Life

### Attendance and absenteeism

Regular attendance is essential to learning. The educational program can accommodate a reasonable number of absences for such things as illness, appointments, college visits and family matters, while setting limits so that excessive absences are exceptional and truly unavoidable. Excessive absences may adversely affect learning and can result in the modification or withholding of academic credit for that course. Families are urged to plan visits and other predictable events during vacations and holidays. The School respectfully requires documentation of doctor's visits or other verification of the exceptional circumstances. In line with the philosophy of the IB programme and that of KAS, it is essential that students be part of the whole program including weekends.

### Acceptable use policy (Technology and computer use)

#### Computer, Email & Internet Usage Policy

This Acceptable Usage Policy applies to all students and of the Kohinor American School (KAS), an institution under the Kohinor Education Trust, who have access to computers and the Internet, which are to be used in the performance of their school work. Use of the Internet by students of KAS is permitted and encouraged where such use supports the goals and objectives of the School and the Trust. However, access to the Internet through KAS is a privilege and all users must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including suspension and/or expulsion. Users may also be held personally liable for damages caused by any violations of this policy. All users are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

#### Computer, email and Internet usage

Users are expected to use the Internet responsibly and productively. Internet access is limited to educational activities only and personal use is not permitted during normal school hours. (7:30 am – 5:00 pm).

Educational related activities include research and educational tasks that may be found via the Internet that would help in better grasping or learning concepts.

All Internet data that is composed, transmitted and/or received by KAS's computer systems is considered to belong to KAS and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of KAS and the School reserves the rights to monitor Internet traffic and access the data that is composed, sent or received through its connections. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Emails sent regarding the School should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images. Keep in mind that the KAS owns any communication sent via email or that is stored on company equipment. The administration has the right to access any materials in the emails or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at school. All sites and downloads may be monitored and/or blocked by KAS if they are deemed to be harmful and/or not productive.

The use of VoIP (Skype, Viber, IMO, Facetime etc.) or other video chatting software to communicate with family and friends is allowed, but should be kept to a minimum. It is not allowed while network traffic is heavy (i.e. during school hours). Any such session may be interrupted by the IT Administrator should it be severely impacting the network bandwidth.

Installation of any additional non-standard (pre-installed) software requires the formal approval of a supervisor, and the validation of the IT Administrator prior to being installed.

Any use of removable devices (flash drives) may not be used on school computers, unless prior approval has been obtained and virus scans completed.

Unacceptable use of the Internet by users includes, but is not limited to

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Using, or disclosing another person's password without authorization. Hacking accounts, files, or information belonging to others without their knowledge.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

- Revealing confidential information about KAS in a personal online posting, upload or transmission - including financial information and information relating to other students, parents, business plans, policies, staff and/or internal discussions outside of the organization, without prior approval.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the School, its products/services, colleagues and/or customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing of personal views as representing those of the organizations.
- Undertaking deliberate activities that waste effort or networked resources.

If a user is unsure about what constitutes acceptable Internet usage, then he/she should ask his/her teacher/supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of The Kohinoor American School computer network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by KAS management.

#### iPad Acceptable Use Policy and Student Agreement

The use of an iPad in a one-to-one environment provides an opportunity to enhance each student's overall learning experience. Utilizing iPads at KAS gives the students the ability to enhance their learning both in the classroom and in their residential life. The idea of one-to-one computing promotes individualized learning and the responsible use of technology. KAS reserves the right to confiscate or search a student's iPad to ensure compliance with the Acceptable Use Policy. Students who are in breach of the policy may be subject to disciplinary action, including confiscation and removal of content. Students, who have had disciplinary action against them, remain responsible for the completion of all classwork.

A student should:

- use a protective case on their iPad
- not drop or place heavy objects on the iPad
- use only a soft cloth and approved screen cleaning solution to clean the iPad.
- not subject the iPad to extreme heat or cold.
- have the iPad charged at all times
- have the iPad available for school use
- sync the iPad to iTunes or iCloud regularly.
- back up their work regularly (items deleted from the iPad cannot be "undeleted")
- give priority to academic content
- keep the iPad secure and safe at all times
- report a loss or missing iPad immediately to the staff
- not divulge their user name and password
- access all the social networking sites during the regular designated times only

The iPad should not be used for:

- accessing inappropriate materials. Students are not allowed to send, access, upload, download, or distribute offensive, threatening, and pornographic or obscene material
- for financial and commercial gain or for any illegal activity
- violating copyright laws
- taking inappropriate photography or videos or to embarrass anyone in anyway. The use of the camera and microphone requires the consent of all involved and explicit staff approval.
- Inappropriate media to be used as a screen saver or background photo.

#### Phone:

Students may bring a phone to school to allow them to contact their parents and friends. The phone must be checked in with the Residential Coordinator and checked out during the regular designated times.

#### Camera:

The students may bring a camera, however the AUP policies are applicable to the taking and use of pictures.

#### MP3 Players

The students may have an MP3 player for the playing of music only. Headphones or earphones may not be utilized during school hours.

#### Other electronic and electrical devices:

The use of any other electronic device is contingent on prior administrative approval.

### **After school activities (ASA)**

After school activities take place from 3:30 pm till 5:30 pm Monday to Friday. There may also be activities organized at the weekend, especially for Community Service. Members of the staff in offer activities often varying from year to year.

At the start of the academic year each student signs up for “After school activities” designed for the semester and are expected to attend it every week for the entire term.

### **Alcohol/Drug/Tobacco/Firearm Free School**

The school is an alcohol and drug free area. We ask that all staff, students, parents and visitors to respect and follow this policy. Use of all alcohol/drugs, tobacco or firearms are strictly prohibited on the school campus. This prohibition applies to all employees, students, visitors, and other persons at any activity or athletic event on property owned, leased, or rented by or from the school.

Please refer to the KET policy on alcohol and controlled substances

### **Blogs**

We encourage students to maintain blogs to enhance the learning that is taking place in the school. Care should be taken that these blogs are not of a personal nature but rather one that promotes learning and the bettering of practices. Please consult the administration for guidance and assistance.

### **Calendars**

#### Annual calendar

The annual calendar is available for viewing on the school website.

<http://www.kohinooramericanschool.ac.in/>

#### Community calendar

For a detailed list of monthly events and happenings visit the school website.

<http://www.kohinooramericanschool.ac.in/>

### **Character Development**

Alongside caring for the daily needs of the students the main goal of the Residential Program at KAS is Character Development. This is achieved through one on one work with each student, hand in hand with several collective activities (Gatherings, Quality Jug, Junior Youth Program/Service, Workshops etc)

### **Cultural activities**

The students will be involved in cultural activities. Cultural evenings, cultural fests and other programs will be integrated throughout the year. Through this we aim at fostering the importance of understanding and relating to the various cultures represented at the school.

### **Daily Schedule**

#### Daily Schedule

The Daily Schedule is available for viewing on the school website. <http://www.kohinooramericanschool.ac.in/>

### **Damages**

Damage to any part of the buildings, school grounds, furniture, or to any other school property must be reported to a staff member immediately. Depending on the circumstances, students may be required to pay for damages. The same goes for damages to the property of other students or staff.

### **Discipline Policy**

The primary goal of the discipline system of KAS is to assist students to become self-disciplined. Self-discipline, in turn, is an important aspect of the process of what can be termed “self-actualization”.

Along with its educational goals relating to the cognitive, physical and social development of its students, KAS also places emphasis on moral development and spiritual transformation in its student programs. All four aspects (physical, mental, social and emotional) of human development rely heavily on the creation or activation of self-discipline and the proper functioning of the volitional capacity of an individual.

Students at KAS are provided with a clear set of expectations regarding acceptable behavior when entering the school and each student is required to meet the minimum standards set. Beyond this however, students are encouraged to set positive behavior goals for themselves and to pursue these goals during their stay at KAS, constantly seeking to improve their personal standards of conduct.

To support teachers in this endeavor, the school has a clearly defined, systematically applied, set of discipline procedures in place. It is based on the principles of Reward and Punishment. This is essentially done through the “Accolades and Progress Slips” system. It is also important to recognize from the outset that the design and functioning of such a system is fundamental to the creation of a positive ethos within the school.

The philosophy of KAS is against any type of corporal punishment. The action of anyone carrying out any form of corporal punishment will not be tolerated and dealt with accordingly. Care is taken within the school to avoid shame-based systems of discipline, which are regarded, as potentially damaging to the students' sense of self.

#### *Basic Principles*

- Each individual is a unique creation of God and, as such, has a dual nature. (Lower/higher, animal/human, material/spiritual)
- Each individual has a rational faculty and a conscience and each possesses the volitional capacity to choose between right and wrong, good and bad, appropriate and inappropriate, etc. (free will)
- What each student believes about himself or herself is vital as to how he or she will be affected by the influence of others. It is particularly important that teachers take this fact into account: it is one of their prime functions to foster the development of a positive self-image within each pupil.
- Discipline must be based on principles of justice: positive behavior should be rewarded and negative behavior discouraged.

First and foremost all staff will communicate and demonstrate the standards and values of KAS by modelling the desired behaviours to the students. Teachers should relate to each student within the school with "unconditional positive regard". This means that, when unwanted or unacceptable behaviour occurs, the teacher will clearly differentiate between the undesirable behavior and the student. In other words, students are to be given the message that they themselves are worthy, loved, accepted etc, but that the particular undesirable behavior, which has been identified, is not acceptable. Additionally, pupils will be led to a rational understanding of where the behavior in question will or could lead, if not checked. It is imperative that staff use virtues based language when communicating with students in this regard.

#### *A Rational System Which Maintains Mutual Respect*

As far as possible, students have the long-term consequences of their misbehavior explained to them when being disciplined. For any minor offences a simple verbal guidance, along with a statement or question about the effects of the misbehavior, may be sufficient. When sanctions or punishments are applied, the corrective measure taken is appropriate for the infraction (i.e. fair) and communicated in a manner that will allow the words to have maximum effect. Asking the child to reflect on their behavior is an effective way of analyzing one's actions.

#### *Logical and Natural Consequences*

As far as possible "natural consequences" should be allowed to operate. However, in many situations, the natural consequence may not be the most desirable outcome or may have too negative an impact on the student's life or on the school itself. In such cases "logical consequences" are to be applied by the teacher or the administration.

#### *Scenario A*

A student who fails to board a school bus by the designated departure time should be allowed to remain behind and suffer the natural consequence of missing the trip. However, a student who consistently fails to prepare for academic classes or assessments cannot be allowed, over the long term, to continue in such a pattern and suffer the natural consequence. Such a student should have logical consequences applied to their misbehavior so as to ensure ultimate success and learning. An appropriate action could be that the student might lose their free time or the dorm privileges.

#### *Scenario B*

A student who is a member of the school sports team and exhibits rudeness towards a teacher, might entail a loss of the privilege to travel to the next "away" sports event – logical because good sportsmanship includes respect for other people generally, and respect for authority.

#### **Accolades:**

Each staff member is encouraged, in their work with students, to recognize and reward positive behaviour and attempts to overcome challenges. This is done by giving Accolades. Accolades have two parts. The first is naming the Virtue/s demonstrated by the student. The second is the awarding of points. There are several levels of points awarded, based upon the behaviours being recognized (5, 10, 25, or 50 points).

The Virtues collected will be noted in each report card. The points collected by each student can be redeemed for prizes.

#### **Progress Slips:**

The purpose of the Progress Slip is twofold. The first goal is to create a plan of action to assist the student to develop the virtues identified. Second, the Progress Slips are a means of tracking a student's development over a period of time.

The staff member who issues the Progress Slip may decide that loss of privileges are a natural outcome of the incident being addressed. More importantly, they will be making a plan to help the student learn the skills and qualities needed to overcome their challenges.

#### *Creating Opportunities for Success*

Staff are urged to continue seeking ways of creating opportunities for students' success in dealing with corrective measures.

#### *Example A*

A student is consistently forgetting their school supplies in the dorm. The teacher gives a few warnings but when the student shows up for the fourth time without all of their supplies, he is given a Progress Slip.

#### *Example B*

A student is consistently forgetting their school supplies in the dorm, so their teacher gives them a gentle reminder when seeing the student at breakfast. When the student shows up for class prepared, the teacher takes this opportunity to praise the student. The next day there is a good chance the memory of this praise will inspire this same student to bring their supplies unaided.

### **Suspension**

For severe breaches of school rules and regulations, students will face suspension from classes or be suspended from school. The duration of the suspension from school will vary depending on the severity of the offense.

### **Expulsion**

In extreme cases of student indiscipline, the Director has the authority to suspend a student from school pending a decision by the school's Board of Governors to expel the student.

### **Change**

We recognize that change can be very challenging for many people. When a student comes to KAS they have changed their home, school and often, their language, culture, and country. Along with these changes also comes a shift in, values, standards and adult expectations. Some students adjust easily to these changes while others struggle.

As a condition of enrolment, we take good care to advise students that KAS is an educational institution dedicated to creating positive change in students and to assisting them to develop in all aspects of themselves for later life. Students are asked during their initial interview if they are willing to freely commit themselves to the transformational process in all its dimensions. There will be occasions, however, when the rate of positive change in students is not rapid enough to maintain stability or unity within the school.

In such instances the administration, acting in consultation with the staff have other options open to them. In order to best support students who struggle to adapt to the school environment, an extended period of counselling is offered to them (including both elements of encouragement and frankly expressed feedback) before these other options are explored.

The ultimate sanction, which can be applied in cases where an individual student remains clearly uncommitted to the transformation process and where that lack of commitment threatens the well-being of the school in some way, is removal from the school community. This can occur by a temporary suspension from either academic classes or the school itself for a designated period of time or, in the most severe case, expulsion from the institution. A major goal of an effective school discipline policy is to prevent any of these eventualities from occurring.

### **Dress Code**

During school hours the students are required to wear the school attire. Outside of school time students are free to wear modest and appropriate clothing of their choice. We ask students to wear clothing free from offensive slogans and pictures.

#### School Attire

- Blue polo shirt, with school logo
- Closed shoes – No sandals or flipflops

#### P.E. Kit

- House Colors- T-shirt with long short to the knee

#### Others

- Swimwear
- Track Suit (Colors of Navy blue and green)
- Full Sweatshirt or Hoodie

### **Drug free and smoke free environment**

There is a “zero tolerance policy” for illicit drugs, alcohol, and tobacco. This means that, even for a first offense, a student may be expelled for being in possession of such substances. Students are not allowed to have prescription drugs in their rooms. All medications are kept and dispensed by the nurse.

### **Duty Teacher**

Every day that the school is in session and students are present, a staff member is responsible and in charge of the day. They are the point person and act as a liason between the administration, students and parents. A schedule for the teacher on duty is available and posted around the school.

### **Families**

The school will be divided into multi-aged, multi-grade “families”. Each family group will have a staff member who is responsible for them, known as their family (If the teacher’s last name is “Smith” the family will be known as the “Smith Family”. The staff member and family members will sit together at the family table during lunch. The family teacher should strive to be aware of their family member’s academic and social welfare. As well as advising the students directly, they should remain in contact with the administration concerning problems or issues, which the students may be facing.

### Purpose

- To build a sense of unity within the family, the students and staff at the Kohinoor American School.
- To counsel students in their conduct, academics and morals

### Lunch

The Duty Teacher will be available in the dining hall and allow the students to sit at their family table. At the discretion of the Duty teacher each family table will be invited to get their food. Usually, the tables are invited alphabetically beginning with the family table right after the table whose teacher is on duty, but the teacher may invite tables that are on time and seated.

Lunchtime should be used to develop and cultivate table manners and have relevant meaningful conversations. All members of the family must remain seated until everyone is finished and then the whole family can leave the table. The family members should be encouraged to share their thoughts and daily happenings at mealtime.

### Family Time

This time (usually 15 minutes per day) should be used to build unity and be aware of any issues that the family members are facing. Daily attendance must be taken and updated in the SIS. The administration or school counselor may be informed about any concerns that need addressing. The families can also plan activities such as picnics and outings. Other families maybe invited to join the activities.

### **Harassment/Bullying/Ragging**

Sexual harassment and bullying are against Board Policy and the law. The school will take all necessary steps to prevent and deal with this issue.

### **Health Office**

A nurse is available on campus 24 hrs.a day and is available to discuss any health issues regarding a student. A doctor is available on campus and for emergencies.

### **House system**

All students at KAS they are allocated a house. Students usually remain in the same house throughout their time at KAS. The four houses are:

- a) House of Knowledge (Red)
- b) House of Wellness (Green)
- c) House of Service (Yellow)
- d) House of Peace (Blue)

### **I.D. Cards**

Students are issued an I.D. card at registration. It is absolutely essential that students carry this card with them each school day and at all school activities.

### **Internet Usage**

An Internet connection is provided for employees and students to conduct research and communicate with others on academic topics. Individual users on the school provided service are responsible for their behavior and communications on those networks. It is presumed that users will comply with the standards and will honor the agreements they have signed. Violations of the policy described in the Student Acceptable Use Policy (AUP) for Internet access will result in access privileges suspended or revoked as well as other disciplinary action. All staff members and students must have a signed form on file in order to access the Internet. Teachers should immediately report to the administration any breach of the policy or any inadvertent log-on by a student on to a restricted website.

Please refer to the Acceptable Use Policy (AUP).

### **Parking**

All staff and visitors are to park in designated parking spaces only.

### **Prep**

Prep is individual study time held in the family teacher's classroom

This time is independent study time to be used for individual work or homework. Some prep time maybe used for collaborative work. Should a child not have any homework, they should then READ

Weekdays	Saturday & Sunday	Public holidays	Visiting Family day
6:00 pm to 7:30 pm	10:00 am - 11:30 am	10:00 am - 11:30 am	No prep

### **Printing**

Student printing is allowed, if students have done work that a teacher wants printed. However, the teacher must approve the print job prior to it being printed. Print charges may apply. Emails (personal or school) should not be printed unless necessary.

### **Publications and School projects**

All publications, projects, Internet based postings (Facebook, Twitter, Youtube etc), or other student-generated work are subject to administrative approval before printing and/or distribution. Such projects that may be considered to be questionable or violates school policy will need administrative approval prior to lesson introduction or activity. Board policy states that staff shall use professional standards and maintain topics within the boundaries of good taste when supervising student publications/projects ensuring the publication/projects is free from topics that are obscene, libelous, slanderous, or incites students to commit unlawful acts, violates school rules, or disrupts school operations. Final responsibility and control over the content of student publications/projects rests with the Director of the school.

### **Resources, photocopying and printing**

The school has several satellite library areas designed primarily to encourage students to read. The students may check out the books from any of the staff members who have access to the circulation desk in Ed Admin. The resource section is available for a review in the library.

Students must seek permission from staff before printing or photocopying. We encourage the use of e-documentation wherever possible to be more eco-friendly as a school.

Students must use the school printer for printing only school related documents with the permission of a teacher

When printing from the Internet, material should be selected and then printed to avoid unnecessary information.

The copy machine in the library should be used only when the librarian or other member of staff is present and only with staff authorization.

### **School trips and field trips**

The school plans overnight field trips from time to time. Consent will be sought for regular trips at the beginning of the school year, however some trips may require additional information to be desemated and consent sought beforehand. Trips that have financial implications will be optional.

### **Service projects**

Service projects form an integral part of the KAS philosophy. In collaboration with the United Nations, KAS is working to have its students adopt a UN Millennium Development Goal (UN-MDG ) and serve the community by giving their time and resources towards helping India and the world achieve it. This would be one of the requirements of a graduation diploma that would be awarded to all KAS graduates. The school holds that students should serve their community, placing others before themselves. Students choose from a wide range of service projects and devote time every week towards their project of choice.

### **Sports and wellness**

Students at KAS will participate in activities of cricket, volleyball, football, badminton, hockey, swimming, basketball and athletics. A full inter-school sports program is held every term. Daylong sports trips, academic field trips and other outings are a part of KAS's regular program.

### **Student Information System**

The Student Information System (SIS) is a online database that holds all student records, including but not limited to personal data, attendance, grades, activities, health, behavior, library, maintenance. It is essential

that all records are maintained and updated on a regular basis. All students, parents and staff have access to the system. The current SIS used by the school is Ed Admin.

### **Student Recognition**

Academic achievement is an important part of the schools' instructional program and the school takes is honored to recognize those students who maintain high academic achievement during the school year. A committee consisting of administration, faculty and students will be responsible for policy and its implementation.

#### Academics

*Suma Cum Laude* - Students with grade 7 in all subjects.

*Magna Cum Laude* - Students with grades of 6 and 7 in all subjects.

*Cum Laude* - Students with grades of 5, 6 and 7 in all subjects.

#### General

Criteria based awards are given in inter house and co-curricular events.

*The Citizenship Award (CAS)* is given to the student in every grade who has shown an inclination to serve society.

#### Four Pillar Awards

*Wellness Award* - A student who demonstrates cleanliness, organization, healthy life choices and contributes to the wellness of others.

*Knowledge Award* - A student who demonstrates a love of learning, strives to better themselves, and shares their knowledge with others.

*Service Award* - A student who embodies a spirit of selflessness and service to others.

*Peace Award* - A student who demonstrates skill in consultation and collaboration.

#### Athletics

Sportsmanship awards are given to the students who embody the qualities of sportsmanship in various team and individual games.

Recognition will be given for Inter house competitions

#### Residential

*Room of the Month* - Based on room check sheets, given to the students who do not have an "X" in the month and the students who have the highest number of checks for maintain their dorm responsibilities.

#### Senior Awards (Grade 12)

An award given to the student who has imbibed the four foundation pillars of the school throughout his/her tenure at the Kohinoor American School.

### **Student resources/Personal Items**

Students should be responsible for the resources checked out to them and also their own personal items. Our staff will strive to assist them in instilling a sense of responsibility and respect their own as well as the property of others.

### **Visitors**

All visitors must sign in with the security for a visitor's pass as they enter campus. The visitor ID must be appropriately displayed at all times.

### **Zero Tolerance Activities**

Smoking, alcohol, illegal drugs, violent behavior, bullying, theft and sexual activity. Engaging in any of these behaviors or accompanying someone engaging in these behaviors can lead to expulsion. Possession of cigarettes, alcohol, illegal drugs, weapons or pornography (including watching online pornography) is not permitted and will lead to administrative referral.

## **Residential**

The KAS residential program strives to create a safe and healthy environment that inspires students to: strive for excellence, both in their intellectual and character development, actively participate in an inclusive and diverse community and go beyond their best by integrating the four pillars of KAS: KNOWLEDGE, WELLNESS, SERVICE, PEACE into their daily lives.

### *Knowledge*

Dorm life at KAS provides opportunities to increase knowledge by having set study periods, supervised by staff who are there to assist the students with their personalized learning needs and help them develop independent and effective study skills. We also have regular workshops focused on enhancing their critical thinking abilities. These workshops encompass a wide range of topics (media, arts, global issues, etc), where students can gain knowledge and skills to make independent, meaningful choices in life.

### *Wellness*

Dorm staff are available 24/7 to care for the emotional, physical and intellectual well-being of each student. Proper nutrition, hygiene, and regular physical activity are an integral part of our program. Each student is encouraged to make choices that promote their own personal wellness along with the well being of the community as a whole. KAS provides a zero tolerance environment for smoking, alcohol, and illegal drugs.

### *Service*

The residential program at KAS strives to increase each student's capacity to serve others. Both on campus and in the larger community, students are taught and are given opportunities to identify and carry out projects that improve the lives of those around them. Altruism and a spirit of generosity are encouraged and greatly valued.

### *Peace*

Students are taught the skills involved in promoting peaceful communities. They are given regular opportunities to practice consultation, collaboration and the art of making compromise in pursuing peaceful solutions. Students are taught to value cultural diversity and see themselves as members of a global society.

## **Arrival and Departure**

Arrival and departure policy (students)

Student

- Students must be wearing their school shirt when leaving campus.
- Students must surrender their school ID card and permit to leave to the security office.
- Students must sign out using the biometric system.

### **Arrival**

Students must be back on campus between the hours of 3 pm and 6 pm. Any variance from the pre-mentioned times must have prior approval by the administration.

Students must be wearing their school shirt when returning back to campus.

Students must collect their school ID at the gate and sign in using biometric system.

### **Departure**

Parents

- Parents must submit a request to take their child out of campus at least 24 hours in advance. The request should be made via an email from the email contact in the school's data base. An email from an account other than what the school has on file will not be accepted. The school will accept phone calls; however, the administration reserves the right to obtain additional verification.
- Only legal parents, guardians and those listed in the schools database are permitted to take the child out of campus.
- Parents may proceed to the administration office during office hours and to the waiting area after office hours to meet the Duty Teacher and to pick up their child. Parents should not proceed to the residential area as it is off limits for visitors. Should there be a need to go to the dorms, prior approval must be obtained.
- Parents must show a valid picture ID to leave campus with their child.

### **Closing Days**

All closing days are the last day before the break or end of semester. All students may leave after 11:30 am and no later than 3:00 pm. All cases of pickup before or after these hours should be dealt with in consultation with or by the administration.

Before departing the students have to hand in a "check out slip" to the Residential Coordinator, that clears them of:

- Dorm duties completed and rooms cleaned
- Academic classrooms and duties completed (Family Teacher)
- Finance and administration

Only after the clearance, should the "Permit to Leave" be issued. The "Permit to Leave" may be issued to the parent and not the student.

Only authorized individuals may pick up the child. The administration must be consulted with any discrepancies.

### **Cafeteria**

KAS has a clean and a well-equipped cafeteria. The food is prepared at the school premises using quality ingredients under the most hygienic conditions. The menu comprises of Continental and Indian meals.

### **Dorm Facilities**

The students will be living in a dorm. There will be three students per room. The dorm rooms are well furnished. The dorm parents help in the supervision, counseling and monitoring the progress of the students.

### **Family Visiting Day**

As part of the mission and vision of KAS, the involvement of parents and extended family is vital to the overall academic and social development of the child. Visiting days are usually on the last Sunday of the month

To help us preserve the learning environment, we ask all visiting parents and family to adhere and follow the Family Visiting Day Policy as outlined below.

- Visiting hours are from 10am – 4pm. All children must be back on campus and all guests are requested to leave campus by 4 pm. This allows the staff and students to prepare for the next school day. There is limited parking available on campus and vehicles must be parked in designated parking areas. Additional parking is available off campus.
- Parents, guardians and visitors may only be in designated areas.
- Should the parents wish to take their child/children of campus, they must complete a request with the Staff Member in charge and obtain a permit to leave (PTL). The PTL must be surrendered at the security gate, along with the student's ID.
- Students must be in the school t-shirt while on campus and when leaving campus
- Students returning back to school may not bring items that are not allowed in school or the residential facilities. Students and their belongings may be searched by school personnel before they are permitted to enter the campus. Parents must not leave items that are not permitted in the school with their children. Please refer to the Residential Policy for details.
- The school is not responsible for any student who leaves the campus with a parent or a guardian on Family Visiting Day
- Any objectionable items that are brought back to campus may be confiscated by school personnel.
- The school campus is drug, alcohol, tobacco and weapon free. We ask your assistance in keeping the environment free of any items that would be detrimental to the education and well being of the children.
- Should a parent wish for their child to go out with another child's parents/family, an email must be sent to [admin@kohinooramericanschool.ac.in](mailto:admin@kohinooramericanschool.ac.in) prior to the day, requesting that the school allow their child to do so. Under no circumstances will the school administration entertain requests made over the phone or in person.
- Please refer to the school website dates of the Family Visiting Day.

### **Gatherings**

Gatherings take place five nights per week before the students go to bed. The purpose of Gatherings is to help create a family atmosphere in the dorms. Positive relationships are consolidated as the dorm comes together to close the day on a good note, share the successes of the day, consult about issues of importance and gain inspiration from one another. Students and staff are encouraged to share songs, poetry, stories, words of wisdom etc.

### **Infectious Disease**

Students suffering from infectious disease will be under the care of the school nurse and doctor. Staff will consult with these qualified medical professionals to determine the best course of action to take. In some cases students may be asked to return home to heal, in order to ensure the wellbeing of the school community.

### **Laundry**

The dorms are equipped with washing machines and dryers. Students are taught how to do their own laundry are given a time slot to do so. Student bedding is washed regularly by our housekeeping department.

### **Meal Attendance**

Students are required to attend all meals and snacks in the school cafeteria. Students must have permission from their family teacher or the Duty Teacher to be absent from a meal.

**Medical/First Aid**

The school has a number of staff members that are trained in first aid. Cuts and scrapes can be dealt with in the appropriate way from the First Aid cabinet in the sick room. Drugs, such as aspirin, should not be administered without parental permission. If a student feels unwell during the day he/she should seek permission from the class teacher or inform the Duty Teacher that they are unwell. The student should go to the medical room. The school nurse or the appointed First Aid Assistant will assess the situation. If it is decided the student should be sent home the student's parents will be contacted and arrangements made accordingly.

**Mobile Phones**

While cell phones are now a standard means of communication, they should be only used for emergencies while on duty in the classroom. It is neither professional nor appropriate to use a cell phone for personal matters while teaching or working at your workstation. Cell phones are disruptive, distracting and intrusive in the classroom and workplace. All sites have procedures for contacting employees in case of an emergency, and employees should inform family members of these procedures.

**Opening Days**

Students are expected to arrive between 3:00 pm. and 6:00 pm on the day before the start of school. Dinner will be at the normal time. There is no prep on opening days.

If a student arrives after 6:00 pm. they may not automatically be accepted at the school on that day. It is up to the discretion of the Residential Coordinator to accept the child or ask the parents to return the next day during regular office hours. In cases such as car trouble, or when the school has been notified, the students are usually allowed to enter the campus. Showing up late to school more than two times a year may result in the child performing community service and the parent paying a late fee.

**Parent visitation**

KAS welcomes parents to visit the school and learn more about its programs. We ask that parents respect the value of the program and restrict their visit to no more than two nights if they are staying in the guest rooms provided by the school.

Parents are welcome in all common areas, however, visiting their child's dorm room requires approval.

Visiting classes also requires administrative clearance. We ask that parents be respectful of the program and policies and try stay only for a night or two.

All items brought for the students must be cleared through the Residential Coordinators

**Personal electronic items**

- Students are permitted to have iPads and phones. They are taught the responsible use of these devices including the use of social media.
- Students are allowed to carry smart phones. Phones must be checked into the Dorm Parents and may only be used during calling time. To be in possession of a phone or other device such as a dongle is against school policy.
- iPods and cameras are allowed. The students are allowed to use cameras with the permission of the authority/Teacher on Duty.

Any other electronic items other than the ones mentioned above are not allowed on campus. The students are solely responsible for any kind of damage or breakage to the electronics.

*Please see the Computer, Email & Internet Usage Policy for additional information.*

**Pocket Money and Spending**

All students will be given the option of charging up to a maximum fixed amount, each week towards their tuck shop expenses. The tuck shop will be open two or three times a week. Please see the daily schedule for more information. The only time students will require cash is when they are on planned weekend shopping trip. Money, up to a limited amount, can be signed out from the finance office with permission from the residential staff. It is preferable that families use the school's finance office to supply their children with pocket money.

The school is unable to bear any responsibility for cash not given to the finance office or credit/debit cards in the students' possession.

**Relationships and Chastity**

At KAS we encourage students to foster healthy and meaningful relationships. They are encouraged to ever-widen their circle of friends. Students are not permitted to enter into exclusive or romantic relationships nor may they engage in any sort of sexual activity (this includes sitting on each other's laps, isolating themselves from other people, etc).

**Room Allocation**

At the beginning of each school year students will be assigned a room. Room assignments are decided by the dorm staff. Room assignments usually change mid-year, after the winter break. Before winter break students can fill out a room request form. The final decision remains with the dorm staff.

**Room Checks**

Student's rooms are maintained and cleaned regularly by our janitorial department. Students are responsible for keeping their personal living space clean and well organized. Rooms are checked and marked daily by dorm staff to encourage students to learn responsibility, orderliness, and cleanliness. Points collected can be used towards their Accolade points. (see Discipline Policy)

**Room Furniture, Decor & Safety**

Students are encouraged to beautify and personalize their space. Respectful and appropriate posters, photos and art can be put on personal cork boards above their desk. Lighters, candles, irons and cooking appliances (kettles, rice cookers, toasters etc) are not permitted in the rooms.

**Safety**

Students who engage in behaviors that harm themselves, others, or the school community, whether it be physically, emotionally, or in reputation will be given support to develop the skills and understanding to overcome these challenges. In extreme cases disciplinary action may be required.

**School dress code**

The school dress code is part of the program at KAS. Certain items are issued to a child through the school store. Proper care of items are essential and a child may be asked to replace the damaged or dirty items at their own expense. Please see the list of equipment and supplies in Appendix C.

**Security**

The school takes the issue of the security of all the students and staff seriously. We ask that everyone follow and comply with their directions and allow the school to maintain and safe and secure campus.

**Sleep Habits**

Good sleep habits are an essential part of a healthy lifestyle. Students are expected to be in their rooms, in their beds, with their lights out at the times allotted for their age group. After lights-out students must refrain from making loud noises, playing music, reading, studying, exercising, using their electronic devices or doing anything that will prevent themselves or others from sleeping.

**Appendix A – Academic Honesty**

Please see KAS IB Policy on Academic Honesty

## Appendix C – List of items to bring

### GIRLS

ITEM	NUMBER	
KAS T – Shirts (Blue)	4	Provided by the School (As needed)
PE Kit (House color)	2 Sets	Provided by the School (As needed)
Sweatshirt/Hoodie	1	Provided by the School (As needed)
Pants/Trousers	4	Provided by Student/Parent
Socks	6	Provided by Student/Parent
Shoes	1	Provided by Student/Parent
Dress – At or below the knee	2	Provided by Student/Parent
Skirts– At or below the knee	2	Provided by Student/Parent
Punjabi	3	Provided by Student/Parent
Blouses	3	Provided by Student/Parent
T – Shirts (Appropriate writing)	3	Provided by Student/Parent
Casual/Pants	2	Provided by Student/Parent
Shorts – At or below the knee	2	Provided by Student/Parent
Undergarments	7	Provided by Student/Parent
Socks	6	Provided by Student/Parent
Nighties	3	Provided by Student/Parent
Light jacket	1	Provided by Student/Parent
Sweater	1	Provided by Student/Parent
Tennis shoes	1	Provided by Student/Parent
Flip Flops/Chappals	1	Provided by Student/Parent
Sandals	1	Provided by Student/Parent
Alarm clock	1	Provided by Student/Parent
Flashlight	1	Provided by Student/Parent
Personal Hygiene products (Powder/Perfume)	As needed	Provided by Student/Parent
Hairbrush/Comb	1	Provided by Student/Parent
Toiletries supplies (Toothpaste, toothbrush etc.)	As needed	Provided by Student/Parent
Water bottle	1	Provided by Student/Parent
Backpack	1	Provided by Student/Parent
Bath towel	1	Provided by Student/Parent
Hand towel	1	Provided by Student/Parent
Bedsheets and pillowcase – (6' 3 " x 2' 10" x 5")	3	Provided by Student/Parent
Pillow	1	Provided by Student/Parent
Duvet/Blanket	1	Provided by Student/Parent
Bed cover	1	Provided by Student/Parent
Umbrella	1	Provided by Student/Parent
Hangers	20	Provided by Student/Parent

## BOYS

ITEM	NUMBER	
KAS T – Shirts (Blue)	2	Provided by the School (As needed)
PE Kit (House color)	2 Sets	Provided by the School (As needed)
Sweatshirt/Hoodie	1	Provided by the School (As needed)
Pants/Trousers	4	Provided by Student/Parent
Socks	6	Provided by Student/Parent
Shoes	1	Provided by Student/Parent
T – Shirts (Appropriate writing)	8	Provided by Student/Parent
Casual/Pants/Jeans	4	Provided by Student/Parent
Shorts – At or below the knee	3	Provided by Student/Parent
Undergarments	7	Provided by Student/Parent
Button down or Polo shirts	3	Provided by Student/Parent
Light jacket	1	Provided by Student/Parent
Pajamas	2	Provided by Student/Parent
Sweater	1	Provided by Student/Parent
Tennis shoes	2	Provided by Student/Parent
Slippers/Chappals	1	Provided by Student/Parent
Sandals	1	Provided by Student/Parent
Alarm clock	1	Provided by Student/Parent
Flashlight/Torch	1	Provided by Student/Parent
Personal Hygiene products (Powder/Cologne)	As needed	Provided by Student/Parent
Hairbrush/Comb	1	Provided by Student/Parent
Toiletries supplies (Toothpaste, toothbrush etc.)	As needed	Provided by Student/Parent
Water bottle	1	Provided by Student/Parent
Backpack	1	Provided by Student/Parent
Bath towel	1	Provided by Student/Parent
Hand towel	1	Provided by Student/Parent
Bedsheets and pillowcase – (6' 3 " x 2' 10" x 5")	3	Provided by Student/Parent
Pillow	1	Provided by Student/Parent
Duvet/Blanket	1	Provided by Student/Parent
Bed cover	1	Provided by Student/Parent
Umbrella	1	Provided by Student/Parent
Hangers	20	Provided by Student/Parent