



Guidelines of Tonrak Ananda Marga School for students and guardians

Uniform;

To maintain Tonrak Ananda Marga School's system and to practice self-discipline students are expected to come to school dressed in *Proper uniform* as required for each particular day. If a student is not properly dressed the guardian will be informed with a request to support their child with required home preparation before coming to school each day.

Exceptions are kindergarten students who are allowed to school without proper uniform, case to case.

During rainy season on days with heavy rain students may not be able to wear their proper uniform or shoes as they may be too wet. This will be an acceptable reason for not wearing the proper shoes.

This does not apply to the high school. High school students are expected to wear their uniform in full including shoes every day during rainy season.

Safety;

Students must never leave school grounds at their own. Students should also not climb trees, hurt each other, bully or in any way put self or others in danger. Co-students, the student Council and teachers are all responsible to report to the Administration or responsible teachers if the safety code in any way is broken.

Students are given time every day to express their fears and feelings and share their heart with their classmates and teachers that gives ample scope for practicing communication skills and problem-solving skills.

Teachers and students practice fire and earthquake drills twice yearly and drills about safe play in water.

In the event that an accident occurs to a student, the school will take reasonable responsibility for that event on the condition that accident insurance has been purchased with the school.

Manners;

Students are expected to adhere to and develop self in accordance with the goals and policies of the school. When this is not so a student will be met with consequences.

- Reminded on school rules and what is expected. Guidance and warning of consequences.
- Time out in another class room, controlled area or office. Writing down school rules/creating a follow-up notebook.
- Cleaning bathrooms or do repair work.
- Referral to the administrative office.
- Calling in guardians for a meeting with administration, class teacher and child for the best solution.
- Suspension (up to 5 days), Exclusion (for one term), Expulsion



Guidelines of Tonrak Ananda Marga School for students and guardians

In some severe cases only the last two to three points apply: Use or possession of any drugs, alcohol, cigarettes and betel nut are strictly forbidden at Tonrak School. So are weapons like knives etc. Any student carrying or using these items will be suspended and, in some cases, expelled. The same applies to a student who repeatedly behaves threatening, intimidating and violent towards others.

Homework;

Homework is at times assigned by the teacher for the benefit of the students. Students are expected to complete their homework and return it to their teacher on the specified date and time given. Students who are not able to do the work by themselves can consult with guardians or their teacher or ask assistance from fellow students.

Jump grades;

This support is usually given to students who are older than the grade level they are in and who achieve high marks in their behavior and academics due to sincere effort and good attitude.

To proceed each case will also need to pass the educational management regulations of the Ministry of Education.

Absences

According to National Standards a student is not permitted to take the final term exam or pass the term if absences during the term exceeds 20% of full term. Exception is when a student has been ill and has a hospital confirmation.

Absences due to illness; if a student is too ill to come to school, a note from the caregiver must accompany the child on returning to school. If a student does not bring such note the absence will be counted as an unexcused absence.

New material is taught at school daily so any absence will cause a student to miss out on something learnt that day. Students are themselves responsible to get the information on what was taught on the days of absence and with the help of fellow students and/ or teacher, to hand in their finished work if any as soon as possible.

Failing

If a student has more that 20% of unexcused absences during a term, the student may not be able to pass



Guidelines of Tonrak Ananda Marga School for students and guardians

Relation School/Home;

It is clear to us that children are more successful, both academically, emotionally and socially, when the school and the student's parents/guardians regularly communicate and cooperate with each other. When there are problems with a student's behavior the school (teacher/administrator) will speak with the child's guardian in order to develop and implement a coordinated plan to help the child. This is also an opportunity for parents/guardians to inform the school of significant challenges the student may be dealing with that are affecting his/her behavior. Please remember that physical punishment and verbal abuse are harmful to children and are not permitted at Tonrak School.

Guardians will be regularly informed about their child's progress.

School properties and materials;

Students are expected to understand the value of school property and material and treat all such properties with care and respect. If any property or school materials are damaged due to negligence or intent students will be responsible for replacing the item. The school will send a letter to the guardian and ask to compensate for the damage.