

AMANDA LEARNING CENTER

Jl. Galuh Mas Raya Kav Metropolis IV A no. 13 Karawang 41361

kbamanda28@gmail.com FB: www.facebook.com/yayasancintasahabatspesial

SCHOOL RULES AND REGULATIONS

STUDENT EXPECTATIONS

Developmental Discipline

1. INTRODUCTION

The school's approach towards discipline is for every student to acquire self-discipline and be responsible conduct so as to contribute to the overall well-being of all in the school. Every child has the right to expect a conducive teaching and learning environment. Likewise, every student has the responsibility to contribute to that environment.

All students of Amanda Learning Centre are expected to fulfil the 3 Basic Expectations:

	1
3 Basic Expectations	Conduct
1. Respect People and Property	Students are to be respectful in attitude and manner to people and property.
2. Attend School Regularly	Students are to attend all academic programmes, co-curricular activities, school functions and other school related programmes.
3. Do and Submit Work	Students are to work diligently not only on assigned daily class work, homework, projects and others but also have regular self-revision in order to ensure quality work is produced.

2. RULES & REGULATION

2.1 ATTENDANCE AND PUNCTUALITY

- 2.1.1 Attendance in school is compulsory. *Absence from school must be supported by a medical certificate.* Excuse from school may be granted on compassionate grounds and on a case-by-case basis. All medical certificates or letters of excuse must be submitted to the Form Teacher immediately when the student returns to school. Absence without valid reason will be deemed as truancy.
- 2.1.2 Parents need to apply for leave of absence for their child from the homeroom teacher to leave or absent themselves from school for urgent private matters. Permission to leave school early may be granted for special cases.

2.2 DAILY ASSEMBLY

- 2.2.1 All students are expected to be in school by 7.30 a.m. All Form Teachers will then mark attendance.
- 2.2.2 All students must be following morning briefing of each classroom

2.3 FACILITIES

- 2.3.1 Do leave the areas in school in a better condition and state of cleanliness after use.
- 2.3.2 Take good care of school properties and premises. Cost of replacement for vandalized items will be borne by student(s) responsible for the damage.

2.4 CLASSROOM CONDUCT

- 2.4.1 All students are expected to work with all classmates and teachers to achieve optimal outcomes.
- 2.4.2 All students must be punctual for lessons. Attendance will be taken before the start of each lesson.
- 2.4.3 Students must not to leave the classroom without permission by teachers.

2.5 MAINTAIN A CONDUCIVE ENVIRONMENT FOR TEACHING & LEARNING

- 2.5.1 Keep the classroom clean and neat at all times..
- 2.5.3 Show consideration to others by keeping the noise level low.

PERSONAL GROOMING

2.6 School Clothes

- 2.6.1 Students must wear the prescribed clothing schedule, including scheduled uniform day (Tuesday and Friday).
- 2.6.2 Students are to wear white school shoes or predominantly black (>95%) track shoes.

For Boys

- 2.6.4 Hair length is allowed only to nape length.
- 2.6.5 Fancy hair styling, tinting, dyeing, highlighting and bleaching of hair are strictly not allowed.
- 2.6.6 Male students must be neat in appearance and clean-shaven at all times. No facial hair is allowed.

For Girls

- 2.6.7 Shorts are strictly not allowed.
- 2.6.8 Hijab for Muslim girls is mandatory.

Class Committee

A Class Committee is set up in every class. This is one of the platforms for the students to exercise leadership in a safe and nurturing environment.

1. AIMS AND OBJECTIVES

To provide students the opportunity to develop their leadership potential

To promote a sense of responsibility among students by encouraging them to serve their classmates as well as the school

To foster class spirit by enabling students to deal with the day-to-day affairs of their class

2. DUTIES & RESPONSIBILITIES

2.1 CHAIRMAN

Helps maintain discipline of the class at all times

Assists in conveying information from school to his/her classmates

Ensures that lights and fans are switched off when classroom/facilities are not in use

2.2 VICE-CHAIRMAN

Assists the Chairman in all his/her duties

Prepares the class duty roster and ensures the cleanliness of the classroom

2.3 SPORTS REPRESENTATIVE

Assists PE teacher during PE lessons

Is responsible for drawing out and returning equipment for PE lessons

Assists teacher during emergency evacuation