



IN OMNIA

PARATUS

INDUS ALTUM
INTERNATIONAL SCHOOL
BELAGAVI

BOARDERS' HANDBOOK

Welcome!

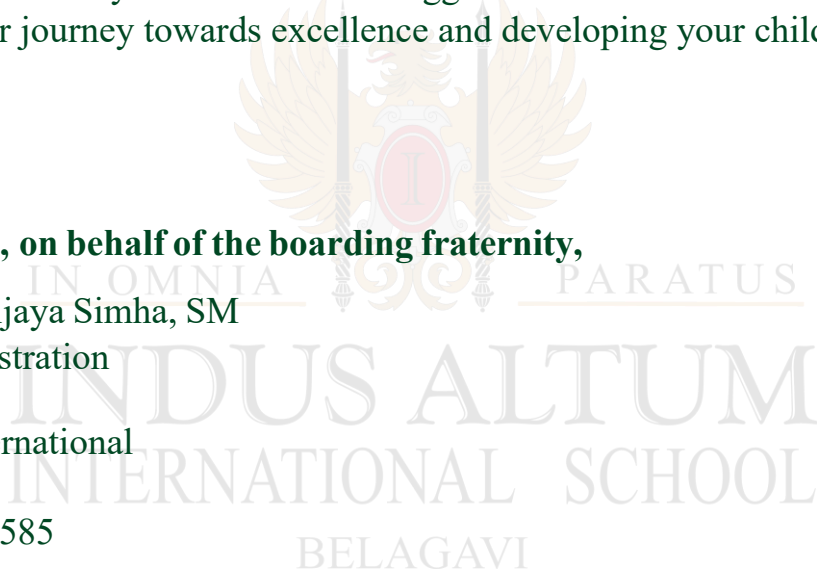
Welcome to Indus Altum International School Boarding. The purpose of this handbook is to provide parents and students with the basic information on the boarding facilities at the IAIS. We intend to furnish the requisite details of the structure of our boarding education program along with the points of contact, should there arise a need to discuss any issue with us, for ease of comprehension. Our goal is to achieve and promote excellence in all our endeavours, by creating an environment of belongingness, which helps our students to develop their leadership potential.

Please feel free to share your comments or suggestions with us. Your valuable input is vital for us in our journey towards excellence and developing your child as a future leader.

Yours sincerely, on behalf of the boarding fraternity,

Col B. Shyam Vijaya Simha, SM
Director Administration

Indus Altum International
School Belagavi
M: +91 8971638585



AGREEMENT

I/We.....Parents of
..... of

Grade....., who is a Week Boarder/ Term
Boarder, have read the IAIS Boarders' Handbook and agree to abide by the
policies of IAIS Boarding.

Parent's Signature:

Date:

Student's Signature:

Date.....

Note: Please sign this form and hand over the same to the respective House Parent on arrival at the respective boarding house.

BOARDERS' INFORMATION SHEET

Please fill in Capitals.

Student's Name. _____

Grade. _____

DOB: _____

Father's Name. _____ **Tel/Mob. No.** _____

Mother's Name. _____ **Tel/Mob. No.** _____

Address. _____

E-Mail I.D. _____

Local Guardian's Name.

Photograph

Address.

Tel/Mob. No. _____

E-mail ID _____

Food Preference N. Veg/ Veg. _____

Any other information: _____

Note: To be filled by the Parent and handed over to the respective House Parent on arrival at the respective boarding house.

ELECTRONIC EQUIPMENT REGISTRATION FORM

Boarder's Name:Grade:

MOBILE PHONE

Mobile Phone Number: Brand and Colour:

Description: SIM Card Number:

TABLET

Brand: Serial Number:

Description.....

Brand: Serial Number:

Description.....

iPAD / LAPTOP

Brand:Serial Number:

Attachments (i.e. cords etc)

Description:

CAMERA

Brand: **Serial Number:**

Description.....

OTHER

Brand: **Serial Number:**

Description.....

Brand: **Serial Number:**

Description.....

Brand: **Serial Number:**

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I. Introduction to IAIS Boarding

The mission of Indus Altum International School is to cater for achieving overall excellence and all-round personality development of the students by kindling their thinking in a way that excites, intrigues, and stimulates the students to probe and discover more about the world around them. The endeavour is to prepare them as lifelong learners and astute leaders on the international arena. A strong orientation towards adherence to discipline, code of conduct and meticulous demeanour is expected in students to align themselves with the above vision. Indus Altum houses students and staff from diverse cultures and places and hence expect all students to be sensitive and respectful while interacting with their peer group and the staff .

II. The Boarding Houses

At Indus Altum , we have separate boarding houses for Boys and Girls. The hostels have shared occupancy of 4 students per room. House parents reside within the hostel premises to ensure 24 hour care and support.

III. Boarders' Code of Conduct

THIS CODE OF CONDUCT WILL BE IN FORCE

On school campus at any time.

While students are attending classes.

At all Schools sponsored or approved activities or events.

While Traveling on the school bus/ Pvt. Bus for any outing.

With respect to misconduct towards any school employee, whether on or off School premises

Dress Code.

- Students shall attend school in School Uniform/P.E uniform as scheduled on all working days between 08:40 AM to 03:30 PM. On special occasions (school events, inter school events) students will be expected to be formally attired which includes the school blazer.
- Hair should be well groomed, dyeing, or streaking hair in any unnatural colours is not permitted. Girls with shoulder length hair or longer should tie it using black hair bands. Hair should not be over the face. Boys' hair should be trimmed to the neck and above the collar. Long hair, sideburns and facial hair are not permitted. Use of styling gel is not permitted.
- Hats/Caps/Sunglasses are not to be worn during school hours.

- No jewellery/ ornaments are permitted, except for a watch. For girls only one small ear-stud in each ear may be worn.
 - Coloured nail polish is not permitted during school hours.
 - When not in school uniform, students will wear neat, decent casual clothes. Pants/shorts/ trousers/ skirts must be fitted to the waist and must be below knee length.
 - Images or words on clothing must not be offensive. If so found, the clothing will be confiscated.
 - Clothes with deep armholes are not permitted. If so found, the same will be confiscated.
 - Provocative or revealing clothes should not be worn on the campus.
 - Footwear: At all times outside the hostel other than the time for classes (8 AM – 4 PM) proper footwear should be worn. No slippers/chappals permitted. Boys may wear sandals and girls may wear leather sandals/slippers. House parents will have the discretion to assess the appropriateness of the same and initiate action accordingly.
 - Piercing of the ear or any other parts of the body by the boys is not permitted.
 - Tattoos/ other skin decorations are not allowed.
 - During Sports time, sneakers are mandatory, unless other footwear is permitted by the Resident Doctor/Houseparent.
 - No track Pants/Short Pants/ are allowed for 1st Study hour and in the dining hall on all days.
- House parents shall judge the appropriateness of the dress and accessories. Students referred by them will be asked to return immediately to the Boys'/ Girls' Hostel to change. Repeated violations of the dress code will lead to disciplinary action.

Student Behavior.

Students are expected to:

- Be honest during tests, examinations, and submissions of assignments.
- Be courteous and polite to every member of the Indus Altum Family.
- Participate fully in classroom and other activities.
- Use computers and laptops responsibly.
- Treat with care and respect school property and the property of fellow students. Any damage to school property will be made good by the student and deducted from the pocket money.
- Have healthy eating and sleeping habits.
- Greet all members of staff.
- Keep the campus clean; use litter bins.
- Switch off lights, fans when not required.
- Turn off taps after use.

No Student will participate in or initiate any form of bullying, intimidation or ragging. Persistent disregard would result in suspension or expulsion. (Please refer to discipline policy in the Student Hand book).

Common sanctions

ALL punishments/ sanctions/ actions on an act of indiscipline will be recorded in the students discipline report and maintained in the student file. A boarder will be awarded the below mentioned sanctions.

- ✓ 1 verbal warning (to be recorded)
- ✓ 1 Recordable Warning
- ✓ 3 loss of privileges.(evening sport, tuck shop, outing)
- ✓ 2 gatings (weekdays, weekends)
- ✓ Internal suspension
- ✓ External suspension
- ✓ Expulsion from boarding/ school.

BASIC ROUTINES TO BE FOLLOWED IN THE BOARDING

- ✓ Wakeup call
- ✓ Morning jog
- ✓ Leave hostels at the prescribed time.
- ✓ Make your beds, tidy your spaces daily.
- ✓ Be well groomed and wear the proper uniforms.
- ✓ Return to the hostels in the evening.
- ✓ Leave for evening sports.
- ✓ Return back to the hostels after sports on time.
- ✓ Leave the hostels for 1st prep on time. ✓ Enter the study block.
- ✓ During study hour absolute self-discipline must be maintained.
- ✓ Proper behaviour in the hall ✓ Ring the bell to enter the hostels.
- ✓ Be ready for 2nd prep.
- ✓ On phone call days the designated time to use mobile on the campus.
- ✓ Lights off time to be very strictly observed.
- ✓ No movements after lights out neither will any student be found in any other student's room. ✓ Attend all support classes and study circles.

The specific time for each activity is given separately in the handbook.

ALL students will be lined up & ready at the entrance of their respective hostels by 5.55am sharp for morning activity.

Students will leave their respective hostels after keeping their spaces neat & tidy which includes making their beds, study table, cupboards neat and tidy and overall cleanliness of the room. All lights and fans will be switched off prior to leaving the room. The latest time to leave the hostel is at 7.40am.

On weekends wakeup calls is at 8.00 am and leave the hostel on completion as expected during the week days by 9.10am latest and return back by 9.55am sharp.

Reporting back to the hostels after school will be at 3.40pm sharp.

For evening sports, all students will leave the hostels by 3.50pm.

After sports hour all students will report latest to the hostel by 5.20pm sharp. Sports time is meant for sporting discipline and participation and no socializing will be permitted.

On weekends after sports hour all students will report to the hostels by 6.00pm sharp.

All students will leave the hostels and reach the block for first PREP BY 5.55PM. Doors will close by 6.00pm.

All students will report for 2nd study hour in the common room and Sr grades as permitted from time to time will be seated at their study tables by 8.45pm sharp.

All students lights off will be at 10.30pm barring the call of nature or drinking water.

IV. Schedules Boarding Routine/Schedule:

WEEKDAYS (MON TO FRI)

| | |
|------------------------|--|
| 05:45 am | : Wake Up Call |
| 5.45 – 5.55am | : Wash and Change for Morning Activity |
| 06:00 -7.00am | : Morning Activity |
| 07:00 -7.30am | : Change & Shower |
| 7.30 -7.45am | : Roll call and uniform check in respective hostel common rooms |
| 07:45 -8.30am | : Breakfast |
| 08:30am -3:30pm | : School |
| 3:30-3:40 pm | : Boarders return & change |
| 3:45-4:45 pm | : Evening Sports |
| 4:45-5:15 pm | : Tuck shop |
| 5.50pm | : Leave Hostel for study hour |
| 5.55pm | : Assemble outside the Academic Block for Roll call |
| 6:00-7:30 pm | : First Study Hour |
| 7:30-8.00 pm | : Dinner |
| 8.00-8:30 pm | : Phone calls, as per schedule |
| 8:45-9.30 pm | : Second Study Hour, as per schedule |
| 9:45 pm onwards | : Lights Out as per Grade schedule |

Weekend Schedule:

SATURDAY (Except working Saturdays):

| | | |
|----------------|---|---|
| 8:00 am | : | Wake Up Call |
| 8.00 – 8.50am | : | Change & Shower |
| 8.50-9.00am | : | Roll call in respective hostel common rooms |
| 9:00-9:45 am | : | Breakfast |
| 10:00-11:30 pm | : | Study |
| 11.45 – 1 pm | : | Weekend activity |
| 1:00-2:00 pm | : | Lunch |
| 2:00-4:00 pm | : | Rest in hostels |
| 4:00-6:00 pm | : | Sports/Tuck Shop |
| 6:00-6:30pm | : | Shower |
| 6:30-7:30 pm | : | Recreation/Personal Time |
| 7.30-8.00pm | : | Dinner |
| 8:00-10:45 pm | : | Phone Calls/Leisure/T.V. |
| 10:00 pm | : | Bed Time for Grades 4 to 8 |
| 10:45-11:00pm | : | Preparation for bed |
| 11:00 pm | : | Lights Out |

SUNDAY :

| | | |
|----------------|---|---|
| 8:00 am | : | Wake Up Call |
| 8.00 – 8.50 am | : | Change & Shower |
| 8.50-9.00 am | : | Roll call in respective hostel common rooms |
| 9:00-9:45 am | : | Breakfast |
| 10:00-1:00 am | : | Program as scheduled from time to time |
| 1:00-2:00 pm : | : | Lunch |
| 2:00-4:00 pm : | : | Rest period in Hostel |
| 4:00-6:00 pm : | : | Sports/Tuck Shop |
| 6:00-6.30 pm : | : | Shower/change |
| 6.30-7.30pm : | : | Recreation time/ TV |
| 7:30-8:00 pm : | : | Dinner |
| 8:00-9:00 pm : | : | Phone calls, as per schedule |
| 9:15-9:45 pm : | : | Preparation for School next day |
| 9:30 pm : | : | Bed Time for Grades 4 to 8 |
| 9:00-9:30 pm : | : | Quiet Time/Preparation for bed |
| 10:00 pm : | : | Lights Out |

Morning Activity / Sports

- Morning activities will consist of jogging, yoga, team games, mass drill & exercises.
- For evening Sports, students will be allowed to choose their sport and coaches will supervise and organize coaching in the evening after school.
- Swimming will be held for all boarders as per schedule.
- Use of the gym will be permitted for Grades 9 and above only.
- Students who take up individual sports need to bring their own Sports equipment.

V. Things to carry

All students will be provided with uniforms on payment, for which measurements will be taken at the school stores. Date and time can be coordinated by telephone. Such items must be clearly marked with the student's full name and class.

Resident students are expected to bring the following items apart from the uniform, stationery and books:

| | | |
|-----|---|-------------|
| 1. | Sports Shoes | 1 pair |
| 2. | Sandals with a strap | 1 pair |
| 3. | Formal Shoes | 1 pair |
| 4. | Boys Swimming Trunks | 1 pair |
| 5. | Girls Swimming Suit (1 piece) | 1 |
| 6. | Night Suit Boys | 3 sets |
| 7. | Night Suit Girls | 3 sets |
| 8. | Girls/Boys Handkerchief | 12 |
| 9. | Girls/Boys Coat Hangers | 4 |
| 10. | Girls/Boys Bathrobe | 1 |
| 11. | Girls/Boys Inner wear | 6 sets |
| 12. | Girls White Camisole /half-slips to be worn under the uniform | 4 |
| 13. | Boys Cotton vests | 6 |
| 14. | Socks (white) | 6 |
| 15. | Skirts for girls | 6 sets |
| 16. | Formal wear (Light colored shirt & dark Trousers for boys and Saree/salwar kameez/ Formal suit- western wear for girls) | 2 sets |
| 17. | Table lamp | 1 |
| 18. | Toiletries (hair color dyes and makeup kits not allowed) | As required |
| 19. | Torch with batteries | 1 |
| 20. | Nail clipper | 1 |
| 21. | Brown shoe polish | 1 |
| 22. | Stationary | As required |
| 23. | Lock with keys | 2 sets |
| 24. | Laundry bag labelled | 1 set |

Note – Linen, bedsheets, blankets, pillows and pillow cases will be provided to students.

All items of toiletry required by students are readily available in the Tuck Shop for purchase. Children may carry their own if they so desire. No items to color body or hair are permitted.

Eye Care

Students who wear spectacles or contact lenses are required to bring three pairs to School along with the prescription for their glasses. Two pairs will remain with the student and one pair will be kept with the house parent in case of breakage. Lenses must be the natural color of the eye.

VI. General Information

a) Study Hours. Subject Support

Subject teachers will be available to provide support for the weak students as per the schedule informed to them.

First Study Hour (Monday – Friday)

- Roll call in front of the Academic block at 5.55pm.
- The first Study hour will be held from 6:00pm to 7:30 pm in the Academic Block.
- Students will be assigned specific classrooms for the study hour.
- Duty teachers and resident teachers will supervise students in the classrooms and also dine with the students Monday to Thursday.
- Usage of laptops during study hour is permitted, however ear phones are strictly prohibited. ☐ Only individual study is permitted and no discussions will be allowed.

Second Study Hour

- The second study hour is for Grades 6 to 12 and will be held in the hostel Common Rooms/ Academic Block as per the schedule below

| Grade | Start Time | End Time | Lights off |
|---------|------------|----------|------------|
| 4-8 | 8.45pm | 9.30pm | 9.45pm |
| 9-10 | 8.45pm | 9.45pm | 10.00pm |
| 11 – 12 | 8.45pm | 9.45pm | 10.30pm |

- House parents will supervise the second study hour.
- Use of laptops is permitted only during the second study hour as per schedule. ☐ Students are allowed to discuss their lessons with their classmates.

Weekend

Study hour will be conducted for all grades on Saturday & Sunday from 10.00 am to 12 noon.

b) Dining Hall

- All meals are mandatory unless prescribed otherwise by the Doctor and the timings are to be strictly followed:

| | Monday to Friday | Saturday and Sunday |
|---------------|-------------------------|----------------------------|
| Breakfast | 7:45 – 8:30 am | 9: 00 – 9:45 am |
| Lunch | As scheduled | 1:00 – 1:30 pm |
| Evening Snack | 4:45 – 5:15 pm | 5:30 – 6:00 pm |
| Dinner | 7:30 – 8:00 pm | 7:30 – 8:00 pm |

- Students are required to observe correct etiquette at all meals, queue up properly for service & clear their own trays at designated places.
- Students will be seated according to their respective grades.
- Students are urged to serve themselves only as much food as they can eat and refrain from wasting food.
- Complaints regarding the food may be forwarded to the House Parent/Student Food Committee.
- No food or drink is to be taken out of the Dining Hall.
- Students are not allowed to enter the store room or kitchen.
- Each student shares the responsibility of keeping the Dining Hall clean and orderly. Therefore, every student must ensure that after each meal, the chairs and tables are properly placed; used plates, spoons, forks, tray etc. are put into the proper slots.
- No electronic gadgets or laptop usage is allowed in the dining hall.
- No outside food will be allowed inside the Dining Hall unless special permission is obtained from the HOB.
- No food will be permitted into the hostel unless it is for medical reasons.

(c) Tuck Shop

The Tuck Shop on the school premises stocks sweets, biscuits, cold drinks, toiletries, stationery etc. Students' account for tuck will be maintained in separate registers, hostel wise, at the tuck shop. These will be monitored by House Parents.

• Tuck Shop Timings:

Weekdays: 4.45- 5.15pm

Saturday: 5:00 – 5:30pm

Crisps will be allowed only during weekends.

- Stationery & toiletries to be purchased on permission from the House Parent.
- Tuck Shop will not accept cash from boarders.
- Students of all Grades will be permitted to use their mobile phones thrice in a week to make or

These items MUST be deposited with the House parent on arrival.

Usage: Electronics items will be issued to the students on **Saturdays** after weekend activity and will be collected for safe keeping on Sunday before dinner.

Use of electronic items will not be allowed during study hour on weekends and meal times

Safety: Any electronics items found with the boarder during weekdays will be confiscated. receive calls as per the schedule.

- The students have to make their arrangements for the SIM cards. Airtel has the best connectivity on campus.
- All Mobile Phones have to be submitted to the respective House parent on arrival. The HPs will issue the phones on scheduled days and collect them. Any phone found with a student at any other point of time will be confiscated and returned at the end of the academic session.
- Parents are permitted to call their wards on the days mentioned below, between 8.00 – 8.30pm.

d) Phone call

Boys Hostel: Tue & Thu (8.00 to 8.30pm) SUN (8.00 pm to 9.00 pm).

Girls Hostel: Mon & Wed (8.00 to 8.30pm) SAT (8.00 pm to 9.00 pm).

e) Laptop usage (Grade 5-12)

- A Student is responsible for the safety of his/her own laptop while carrying it to school and in his/her room. It must be kept under lock and key when not in use.
- During first and second study period, Laptops will be permitted for use.
- Weekly Boarders may take their laptops home for the weekend.
- The school is Wi-Fi enabled and students may not use the laptops outdoors on the campus. Use is permitted only in Classrooms, Academic Blocks, Library, Resource Centre and the Hostels.
- No borrowing/ loan/exchange of laptops is permitted. Violation of any rules will result in confiscation of the laptop for one week.
- **All boarders will deposit their laptops in the designated room under the charge of the House Parent, as per schedule. Laptops may be collected every morning between 7:15 and 7:30 am.**

f) Electronic Gadget usage

- **Items Allowed:-**
 - a) Cameras
 - b) I. Pods
 - c) tablet/ iPad

These items MUST be deposited with the House parent on arrival.

- Usage: Electronics items will be issued to the students on Saturdays after weekend activity and will be collected for safe keeping on Sunday before dinner.
- Use of electronic items will not be allowed during study hour on weekends and meal times in the Dining Hall.
- Safety: Any electronics items found with the boarder during weekdays will be confiscated.

g) Laundry

- There is a designated laundry room for students in their respective boarding houses.
- Each student will maintain record of their respective clothes being given and on receiving will check & sign the same from the laundry room where the House Parent will be present.
- Boys' Hostel will deposit soiled clothes to the laundry on Tuesday, Thursday & Sunday, and they will be returned next evening.
- Girls' Hostel will deposit soiled clothes to the laundry on Tuesdays, Thursdays & Saturdays, and they will be collected in the evening of the same day.
- Students must deposit soiled clothes in Laundry bags on the previous evening in the Laundry room.
- Any clothing found damaged or faded must be reported to the House parents the same day.
Parents are kindly informed that number tags will be placed on all their children's clothing by the laundry staff.

h) Weekend Outings

- Saturdays (other than Working Saturdays) will be devoted to participation in activities / clubs such as **Music, Art & Craft, Dance, Cooking, Pottery, Communication skills, Etiquette classes, Health & Hygiene, visiting historical & places of interest etc.**
- Students will be chaperoned to the city for outbound activities such as, Theatre, Movie shows, Concert, etc. On no account will students be permitted to go out of the campus alone.
- All Term Boarders are permitted to avail of their monthly outing only on the **Third Weekend** of every month. Their travel to and fro will be the responsibility of the parent/local guardian. Term boarders are permitted to go out on the 3rd weekend ONLY with their authorized local guardian/driver.
- All Weekly/Term Boarders must return on **Sunday by 6:00pm** without fail. In case a student is unable to return on Sunday, parents must intimate the House Parent or the Head of Boarding in advance and permission would be granted only in case of emergency.
- Baggage of students returning from an outing will be checked by the Security/House Parents.
- Weekly boarders can avail days school bus prior permission from Manager Transport on payment basis. Parents can contact transport manager for further allotment of seat if the seats are available in the Days scholar bus.

i) Socials / Dinner Nights / Birthday Celebrations

- Formal Dinner Nights will be conducted **once a term** and will be attended in **Formal Uniform** at the Dining Hall. The HOB, House Parents and all campus Teachers will attend.
- Socials will be held once a term.
- Students may celebrate their birthdays in the Dining Hall from 4.30pm to 5.00pm. The House Parent will place an order for a cake with the catering staff a day in advance and also supervise the celebration.

j) Visitors to the Campus:

- The timings for visitors (Parents/ Grandparents/ Legal Guardian) are scheduled only on **Weekends & Holidays** from **1400 hrs. – 1800 hrs.** Parents who come from overseas must get **prior permission** to visit.
- All visiting hours must be **strictly** observed.
- Parents/Grandparents/L. Guardian who wish to meet a student must seek permission to do so from the Head of Boarding / House Parent by Friday, to facilitate the necessary arrangements.
- Parents/ Grandparents/L. Guardian, are requested to meet the Boarders in the **reception area of the school**, and are requested not to insist on entering the Hostels.
- Parents are required to restrict the number of visits to **twice** a term. This is in the interest of our students.
- Parents/ Grandparents/ Local Guardian are the only authorized persons who are allowed to take their wards out of school. Photographs, along with an authorization letter of the relevant persons should be handed over to the House Parents at the beginning of the new term. Boys are not permitted to enter the Girls' Hostel and vice versa & neither found in the vicinity.

k) Pocket Money policy

- Purpose for a) **Tuck** b) **Toiletries** c) **Medical** d) **City Outings** e) **Phone recharge** f) **Stationery** g) **Grooming & Haircut**. h) **Repair of damage to school property.**
- No dealings **in cash** by any boarder will be allowed.
- **Rs.150/- per week for Tuck shop and Coffee day .On weekend** is permitted for tuck and stationery inclusive. **No carry forward** of this money will be allowed or entertained.
- **Boarders may purchase Books worth Rs1000 per annum from the regular Book Fairs held at school.**
- **Rs.500/-** will be provided to the Boarders on a **weekend outing** once a month. No **cash** will be allowed to be kept with a Boarder. Parents are requested not to give cash to their wards during their return after Holiday Breaks.
- **For outstation travel, boarders will be given Rs 500 for domestic and Rs 1000/-** for school transport using international travel per trip. Should a parent wish to give any extra amount to the ward, the same has to be transferred to the School account a week in advance and the respective House Parent must be informed about the same.
- Pocket Money Accounts will be sent to the Parents End of Nov, End of February and Final end of term.

- Any damage to school property by a student will be recovered or replaced from the pocket money account of the student.

l) Health & Hygiene:

- Parents are requested to brief the House Parent on any past medical history of their ward at the time of admission.
- A detailed history of a student's health has to be communicated at the time of admission (see medical history form), in order to guard against any kind of mishap.
- Any student feeling unwell must report his/her condition to the House Parent, who will then provide a written slip for a visit to the Infirmary. In case a student feels ill during school hours, permission must be sought from the respective Coordinator. No student will be permitted to the Infirmary without a permission slip.
- No **self medication/Diet** should be taken by any student.
- Parents must seek permission for leave on **medical grounds** from the **House Parent/ HOB/ DA**
☐ The resident doctor will contact the parent in case of any medical emergency.
- We do initiate orthodontic treatment too but parents have to be present for the first consultation to understand the treatment.
- Only review and follow up visits can be under taken or by request from parents.
- The appointment for the treatment will be arranged for Saturdays only and the cost on transport will be borne by the parent.
- Any Medical consultation outside school costing beyond Rs 1000 will be charged separately to the student's account and the Resident doctor will send the details of the amount to be paid to the Accounts department within a week's time.
- Any personal medication needs to be handed over to infirming staff.
- Every Sunday, head check for lice and nail cutting sessions will be organized in the hostels by the house parents.

m) Grooming

Hair Cut & Shaving:

- Hairstyles should be neat and of a modest style, neither excessively long or Short. Side burns length is up to the lower part of the ear lobe.
- Boys' hair must be off the collar at the back and off the ears.
- Students' hair must be of natural color. No hair dye, bleach or streaking is permitted.
- The barber will be available at the Boys hostel twice in a week. ☐ Boys must shave once in three days, depending on the growth.

Beauty Services for Girls

- Girls are permitted to avail of the services of a beautician.
- A beautician from Belagavi city will visit the Girls hostel once a month. Students can spend upto Rs 1000/- a month for maximum of Rs. 5000/- per year.
- The following services will be provided by the beautician:

- Full legs waxing
- Full arms waxing
- Underarms waxing
- Under lip threading / waxing
- Chin threading / waxing
- Eyebrow threading ▪

Haircut

- Parents are required to confirm to the House Parents what services may be used by their wards, through email and the same would be billed to the student's account.

n) **POLICY ON PHYSICAL CONTACT OR TOUCHING**

- Physical violence, however mild or spontaneous it may be, is a criminal offence. Moreover, it goes against the very grain of self-discipline, tolerance and non-violence which are values that we are trying to instill in our students. Violence is invariably used for dominance over and bullying of weaker people and speaks ill of any society that condones it. Moreover, it is the most ineffective penalty that can be given to correct a misdemeanor.
- No public display of affection will be permitted between students. This extends to touching, holding hands, linking arms or putting arms around shoulders. Even the most harmless intent may be construed otherwise, so it is best to avoid it.

o) **General Rules:**

- All students will make their own beds and ensure that their room spaces are **neat and tidy** at all times.
- House Parents will have access to all rooms at all times for monitoring purposes.
- Students will not lock doors from inside & will not cover the peepholes.
- Students will only bring articles that fit into the wardrobes, bookshelves and desks provided by the School and will be responsible for the safe custody of their belongings.
- Students shall not bring valuable articles into the school; the school will not be responsible for any items stolen or lost.
- No borrowing and loan of personal belongings is permitted.
- Students are not permitted to be in possession of large amounts of money, maximum Rs.100.00. In case they carry the same, it should be handed over to the accounts department for safe custody and will be returned to the students when leaving for the term breaks or collected as and when the need arises from the hostel office.
- Students may use a power strip to increase the number of outlets. Heat producing electrical devices such as heaters, electric blankets and halogen lamps are prohibited. Small cooking appliances such as rice cookers, hot pots and electric grills may not be used in rooms. The Residential Staff will confiscate any devices not in compliance with fire and safety codes and regulations. Use of candles and incense sticks are prohibited.
- After lights out students are not permitted to enter another student's room or loiter inside the boarding premises.

- Parents/Guardians/Weekly Boarders are strictly prohibited from bringing food Into the school campus for distribution to their wards or friends.
- No inter hostel visits by any boarder will be permitted unless prior permission Is given by the House Parent.
- Parents are requested to avoid sending tuck to their children for the following reasons:- □
Students store eatables in their cupboards/ rooms which attract insects / ants in the hostel.
- The student is tempted to steal one another's tuck due to which discipline issues arise.
- Students avoid eating regular meals in the Dining Hall.

Surprise Cupboard inspection by the respective House Parent will be held from time to time in the presence of the student.

VII. Weekend Activities

- Study Hour ○ Yoga ○ Plays, Movies, Music concerts etc.
- Educative workshops:
 - Gender Sensitization.
 - Cyber safety.
 - Table manners & Etiquette.
 - Dressing and grooming.
 - Substance abuse.
- More life skills.
 - Time management.
 - Peer pressure.
 - Exam fear
 - Bullying
- Boarding Social events:
 - One formal dinner per term.
 - One social per term
 - Staff versus student matches on holidays.
 - Festival celebrations like; Diwali.
- Boarders 3rd weekend outing:
 - Amusement parks.
 - Places of historical interest.
 - Visit to Zoo and safari.

VIII. Administration

Contact details

Director Administration – Major Mayank Jauhari(Retd.)
Email: director.administration@iaais.in

Welcome Once Again!
