

**ILBC**  
**SCHOOL RULES &**  
**REGULATIONS**

## **ILBC SCHOOL RULES AND REGULATIONS**

- ❖ Students must use English language at all times with each other and with teachers inside and outside the classroom. This includes the journey to and from school, on the school bus and all sports/extra-curricular activities.
  
- ❖ Smoking and use of drugs are strictly prohibited.
  
- ❖ Students who damage the school property will be held responsible for the damage and will be expected to pay for it at the current market price of the property.
  
- ❖ Students are not allowed to carry sharp-pointed objects, knives or any objects that are harmful. If found, they will be confiscated.

- ❖ Radios, electronic appliances, MP3/4 players, iPods, electronic games, card playing and related games serve as a distraction, these items are not permitted in school, on school grounds or at school events. School personnel are authorised to confiscate these items and turn them in to the Division Heads or the Discipline Master. The items will be returned to a parent or guardian only upon his/her request.
  
- ❖ Mobile phones are permitted, but must be switched off during school hours and submitted to respective class teachers at the start of the school day. They will be returned at the end of the day. If mobile phones are switched on or used during school hours, they will be confiscated and only returned to a parent or guardian upon his/her request.
  
- ❖ Students may on occasions be asked by a member of teaching staff to bring in electronic study aids. These can be used only under the supervision of a teacher.

- ❖ No student is allowed to sit behind the reception desk. Office telephones are strictly for school business. Students may use them only in cases of emergency, with the permission of the receptionists.
  
- ❖ Students must take care of their own personal belongings. They are cautioned not to bring a large amount of money or other valuables to school. The school cannot be held responsible for any loss.
  
- ❖ All fees are collected in KYATS on a TERMWISE basis and are non-refundable or non-transferable. Fees are payable in three installments and are to be paid not later than a week before the commencement of each term. Late fees will be charged at the rate of 1000 kyats per day. If fees remain unpaid for more than one term, the student's name will be removed from the school register. Please note that as school fees are not calculated on a daily basis, there will be no refund either for holidays or any other reasons.

- ❖ Students who change their address and telephone number should report these changes to the reception.
- ❖ If any conflict or problem arises among students in class, the decision of the Board of Education will be final.
- ❖ Students must help the school to the best of their ability to maintain the peaceful, friendly and happy atmosphere of the school which is conducive to learning.
- ❖ Students must not be involved in any activity, which can have a negative effect on the political, economic and social objectives of the country.
- ❖ The school cannot accept responsibility for students on the school campus outside of school hours. Parents must come and fetch their children within 30 minutes of school dismissal time. Students should not be on school grounds outside of school

hours unless a member of teaching staff has organized an after school activity.

- ❖ Disciplinary measure will be taken against students who are involved in bullying or cyberbullying whether it takes place on school grounds or not. Action will also be taken against students who use the internet to harm the reputation of the school or its teachers and staff.

## **CLASSROOM BEHAVIOUR**

- All students of ILBC are expected to be of exemplary behaviour while attending class. Students should stand up when the teacher enters the room and wait to be told before sitting down.
- Students must be in time for all classes and wait quietly prior to the arrival of their teacher.

- Students should remain in their seats unless they have permission to get up.
- There should be no eating in class except when the teacher has given special permission.
- Classrooms should be kept neat and clean.
- Students should always pay attention in class, and follow all instructions given by their teachers.
- Students should raise their hands to speak and talk only when permitted.
- It is expected that ILBC students use polite language and respectful body language. All students should demonstrate respect for other students, property, staff and visitors to the school.
- Misbehaviour in the classroom that disrupts teaching and disturbs other students will result in disciplinary action.

- (a) Consequences for misbehaviour will be
- i) verbal warning
  - ii) detention and a warning letter sent home
  - iii) suspension from school
- (b) Chronic misbehaviour inside or outside the classroom or during school activities will not be tolerated and may result in expulsion from school.

## **DRESS CODE**

Students are expected to keep themselves well groomed and neatly dressed at all times.

- (1) Hair cannot be dyed or highlighted
- (2) Long hair is not allowed for boys. Long hair is defined by hair that comes over the collar of the school shirt at the back or that covers the ears. The fringe and sideburns should be kept short.



Girls may keep either long or short hair. However, those who keep long hair must tie it back neatly behind the head and no hair should be let to fall in front. There must be no hair falling on the cheek. Those who keep the fringe must cut it short so that the face is clearly seen. At all times, the hair must be kept clean, neat and tidy.

- (3) No large dangling earrings for girls. Only one pair of small stud earrings is permitted. No other piercing on any part of the body is allowed.
- (4) No sandals
- (5) No nail polish or long nails
- (6) No necklaces or rings
- (7) No bracelets of any kind
- (8) No badges on shirts

- (9) No hats, caps, bandanas, head scarves or any kind of headdress for any reason.
- (10) No facial hair or sideburns
- (11) No tattoos - permanent or temporary.
- Excessive jewellery may not be worn.
  - Boys are not allowed to wear earrings or do any form of body piercing.
  - Girls are not allowed to wear skirts with back or side slits.
  - All students are expected to wear Plain black shoes only. (Primary IV & above)
  - No heavy make-up
  - The school uniform should not be modified in any way.
  - No jumpers, jackets, cardigans or clothing of any kind should be worn over the school shirt other than the official ILBC cardigans and jackets.

- All students are expected to wear plain black shoes only. (Primary 4 and above)

## **PUNCTUALITY**

- Students must arrive at school in time. When the first bell rings, they should go to their respective classes and wait for the teacher. Late comers will miss their break time.
- Instead of the outpass system, there is a recess or break after every two periods of class during which students may relieve themselves. No student is to leave the class outside of these breaks.
- Students who leave the school premises because of illness or other emergency must report to the reception. It is the policy of the school to obtain permission from a parent or guardian before releasing a student from school.

## **LEAVE**

- Students missing from class more than half of the time the class is in session will be considered as absent from that class.
- The school reception must be informed of any leave, short or long, either by letter or phone.
- Failure to inform the school for being absent for more than two weeks will result in the cancellation of the student's name from the school register.
- ILBC understands that there can be circumstances which would necessitate a student to accompany his/her parents when urgent matters arise. In such cases, students are responsible for all the lessons missed.

## **TESTS & EXAMINATIONS**

Students must meet the 75% attendance requirement in order to take the examinations.

- All tests are held strictly in accordance with the published timetables.
- Students must comply with test timetable arrangements and must take the tests on the prescribed dates. The school will not arrange any extra day or time for the test that the students have missed, except in certain extenuating circumstances.
- Failure to take the final examination at the scheduled time or dates means failure to complete course requirements. Except for very weighty reasons as determined by the Board of Education, no supplementary examinations will be given to any student.
- A student who scores an average of less than 50 for all subjects in the Final Exams will not be promoted and will be asked to repeat the year.

## **EXAM REPORTS**

Reports are issued towards the end of each semester (twice in a year), to notify parents of students' progress.

- At any time, parents wishing to confer with their child's or children's teacher(s) are encouraged to make an appointment through reception to meet with the teacher(s) concerned. Parents/Guardians are advised to read the reports carefully and write their signatures on them.

## **CANTEEN**

All items of food and drink in the canteen are to be bought with coupons. Coupons are available at the accounts department.

- Food must be consumed in the canteen or at designated areas with proper table manners.
- Chewing gum is not allowed anywhere on the school premises.

- Students are expected to throw litter and food waste in the litter bins before they leave the canteen.
- On leaving the canteen, students are responsible for pushing chairs in or returning them to their original location. Throwing food, plastic plates, cans and boisterous behaviour in the canteen or anywhere in school are unacceptable.
- In certain cases, students may be required to eat in their respective classrooms. When eating in the classroom, students should observe the following:
  - Switch off the air-con.
  - Open the windows and doors.
  - Throw all rubbish in the bin.
  - Wipe all the tables clean.
  - Ensure the floor is swept.
  - After lunch, the classroom chairs and tables should be returned to their original positions.

Students are responsible for keeping their classrooms clean to maintain a pleasant study environment.

## **LIBRARY**

- All students are entitled to free membership of the ILBC library.
- Students are encouraged to use the library for reference, quiet study and recreational reading. Library staff are always present to assist those who need help.
- The library is open from 7:30 am to 4:00 pm (Monday to Sunday). Fines are charged on overdue or damaged items.
- At all times, students must adhere to the rules and regulations of the library or else they may have to forfeit access to the library.



## **PARENT-TEACHER MESSAGE BOOK**

- Students must have their parent-teacher message books with them at all times. If lost, a new book will be issued with a fine of 1000 kyats.
- Important notices are sent home through message books. Parents are advised to check their children's message books every day.
- Parents are also encouraged to use the book for communication between home and school as well as sharing the responsibilities of their child/children's study matters and be involved in their child/children's physical, social, emotional, moral, intellectual and aesthetic development process.

## **SCHOOL BUS**

- Students taking the school bus, must arrive punctually at the appointed time and place to and from school.

- Improper conduct can result in exclusion from the bus service. Any misbehaviour that distracts the driver is a very serious violation and is a danger for the safety of everyone.
- While on the bus, students are under the authority of the driver and the bus attendant. The driver reports all discipline cases to the transportation supervisor who will then consult with the school administrators.
- Only school bags and lunch baskets are permitted on the bus.

## **COMPUTER LAB REGULATIONS**

- Computers can be used within school hours at the Computer Labs.
- The users must sign in the user log book before they use the computers.
- Apart from the study of educational materials, other uses of the computer are

not permitted; playing games is strictly prohibited in the Computer Labs.

- Computer accessories such as keyboard, mouse, headset, etc. must be handled with care.
- A fine will be levied by the Head of Department for damaging any of the computer parts.
- Loud conversation, shouting and any form of disturbing others must be avoided.
- Taking in food or eating inside the Computer Labs is forbidden.
- One must not enter the Computer Labs with dirty hands or in wet clothes.
- At all times, students must obey the rules and regulations of the ICT Department or else they may have to forfeit access to the Computer Labs.

## **SCIENCE LAB RULES AND SAFETY PRECAUTIONS**

- ❖ Do not enter the laboratory without the teacher's permission.
- ❖ Open all doors and windows unless otherwise instructed by your teacher.
- ❖ Do not carry out any test or experiment without the teacher's permission.
- ❖ Read the instructions first and understand them before starting your experiment. If in doubt, always ask your teacher.
- ❖ Handle all apparatus and chemicals carefully and correctly. Always check the label on the container before using the substance it contains.
- ❖ Do not taste any chemical unless otherwise instructed by the teacher.
- ❖ Do not eat, drink or play in the laboratory.

- ❖ Do not tamper with the electrical mains and other fittings in the laboratory.
- ❖ Work tidily. Wash up all used apparatus and dispose of waste correctly.
- ❖ Return the apparatus to its proper place after cleaning.
- ❖ Do not remove any apparatus or chemical from the laboratory.
- ❖ Wash your hands after all laboratory work.
- ❖ Wear goggles when mixing or heating chemicals.
- ❖ Do not place flammable substances near naked flames.
- ❖ Do not point the mouth of a test tube or a boiling tube which is being heated towards yourself or your friends.
- ❖ Report all accidents, injuries, breakages and spillages immediately to your teacher.

- ❖ Should a chemical get into your mouth, spit it out into a basin and rinse your mouth with plenty of water. Similarly, if any chemical comes into contact with other parts of your body or clothing, wash thoroughly with plenty of water and report to your teacher.

## **WORKSHOP RULES**

1. Always listen carefully to the teacher and follow instructions.
2. Do not run in the workshop, you could 'bump' into another student and cause an accident.
3. Learn to know where the emergency stop buttons are positioned in the workshop. If you see an accident at the other side of the workshop you can use the emergency stop button to turn off all electrical power to machines.
4. Always wear an apron/workshop uniform as it will protect your clothes and hold loose clothing such as ties in place.

5. Wear good strong shoes. Training shoes are not suitable.
6. When attempting practical work, all stools should be put away.
7. Bags should not be brought into a workshop as people can trip over them.
8. When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.
9. Do not use a machine if you have not been shown how to operate it safely by the teacher.
10. Always be patient, never rush in the workshop.
11. Always use a guard when working on a machine.
12. Keep hands away from moving/rotating machinery.

13. Use hand tools carefully, keeping both hands behind the cutting edge.
14. Report any damage of machines/equipment as this could cause an accident.

***Repeated failure to observe the school rules, despite warnings, may result in suspension or expulsion.***

***ILBC reserves the right to alter or change the aforementioned rules and regulations in response to any unforeseen circumstances that may arise.***

**ILBC Board of Education**



I have read and understood the **School Rules and Regulations**, and I promise to abide by them.

Student's Name .....

Student's Signature .....

Class .....

Parents's Name .....

Parents's Signature .....

Date .....

Class Teacher's Name .....

Class Teacher's Signature .....

Date .....

Head of School's Name .....

Head of School's Signature .....

Date .....



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