

*Dear parents and students,*

We welcome you and your daughter(s) to T.I.S. on this academic year of 2012-2013 along with our sincere wishes for a most successful year.

***General Rules and Regulations:***

T.I.S. has set up few rules, regulations, and expectations to help its students maximize their potentials and its administration to better plan for the students academic and social growth.

1. Tehran International School hours are as following: (Any changes in school hours will be announced.)

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|--------------------------------|-----------------------|
| ■ Pre- school and kindergarten | 7:30 AM. to 13:30 PM. |
| ■ Elementary School            | 7:30 AM. to 13:30 PM. |
| ■ Middle School                | 7:30 AM. to 14:30 PM. |
| ■ High School                  | 7:30 AM. to 14:30 PM. |

2. Students must be present at school at 7:30 every day to attend the morning assembly actively; no tardiness is excused since many important announcements are stated in the morning assembly. Students arriving after 7:30 are considered tardy and may be permitted to class only by presenting a tardy slip from their vice principal. Also any tardiness after break times is unexcused and will due to deducting general behavior mark. All the students should attend the class before their teachers. **Any unexcused tardiness will affect students' General Behavior mark.**

3. Students are not allowed to leave the school during the school hours in case of any unexpected event the school is not responsible for sending students to their homes. In these cases only the parents have to pick up their daughters.

4. Parents must make an **appointment** in order to meet with any of school vice principals and staff in advance.

5. Students are responsible for all work assigned by their teachers and must put forth their best offer. Academic negligence will affect students' General Behavior mark. The students are obliged to bring all the needed stationeries (including Art stuff ) with them, the school has no responsibility to provide anything.

6. All school field trips are assigned to accomplish school's educational goals, therefore students are obliged to participate. At no circumstances students are allowed to stay at school during field trip hours.

7. Students must follow all citizenship rules otherwise School Disciplinary Committee will take appropriate actions to solve the problem.

**8. Students must be in full clean school uniform otherwise they are not allowed to attend the classes at any circumstances. Any changes in the form of uniforms are prohibited otherwise a new set must be purchased. School uniform is compulsory at all times, (Field trips, Charities, Enrolment day).**

9. Students who are absent from class must present a written explanation of absence or be accompanied by a parent or guardian upon returning to school.

10. All absentees must be reported to the related vice principal before 9:00 AM. Otherwise the absence will be considered unexcused.

11. Students missing more than 1/3 of the class during each term are not allowed to take part in term examinations unless they provide school with proper documents explaining their absences.

12. All doctor appointments should be arranged after school hours.

13. Any D.V.D. , C.D. , magazines and pictures are prohibited on school grounds, with the exception of educational literature, authorized by school.

**14. Mobile sets, music player, Games, jewelry, and cameras are strongly prohibited in school, in case of bringing laptops for school projects it should be handed to the vice principal office.**

15. Hair styles should be appropriate. Dying or high-lighting hair is not permitted, long hair must be tied up. Wearing make up, nail polish, nail implement are not permitted. Nails must always be kept short. Students are not permitted to pierce any parts of their bodies or wear piercing ornaments.

16. Students are expected to have courteous behavior and respect the rights of others in the classroom and in all circumstances within the school vicinity. School strongly emphasize on observing disciplinary rules in this regard. Physical fights, verbal argues, bullies will result in strong consequences. Any damages to school properties including writhing on the walls or on the desks and chairs, ruining school garden inappropriate use of wash rooms considered as breaking the school rules and the students are responsible for compensation and have to accept the school decision regarding the matter. Also, they must pay for all lost or damaged items.

17. If the parent is asked to visit the school in reference to the student's behavior or class curriculum, as well as scheduled meetings, immediate response to the request is most important.

18. P.E. suits are mandatory for P.E. hours. Students are not allowed to attend Art classes without their own Art stuff.

19. Any suggested activates including or urine tests or visiting a Counselor must be accepted by parents.

20. Students must wear their Magnae upon arrival and departure as well as while present on the first floor, school yard and campus, also while using the school transportation.

21. Students are responsible for care and protection of the text books. Library books, lockers and school facilities.

22. Students must pay for all lost or damaged items: T.I.S. is not responsible for the loss of personal items. All lost items will be kept at school for duration of one year. After that period. Lost items will be donated to charities.

23. Cheating in any of school examination and tests will result in zero mark, and the school disciplinary committee will decide on further sequences according to the rule.

**24. School has no responsibilities for students after the school hour.**

**T.I.S Disciplinary confirmation:**

T.I.S Disciplinary rules are given to you in the registration package.

Please read them carefully and try to follow the rules.

I hereby, confirm that I am aware of all T.I.S. rules and will promise to comply. Should the above rules be abused, the Disciplinary Committee and the Student Council will make appropriate decisions regarding the matter(s).

**Attention:** the school officials are authorized to decide upon a student whose General Behavior dose not satisfy T.I.S standards. In a meanwhile, students will not be able to attend classes until the matter has been solved.

I, ..... , in grade .....have reviewed Tehran  
*Student's name*

International school's rules and regulation and will promise to follow them at all times.

I, ....., parent of student ..... in grade.....have reviewed Tehran  
*Parent's name* *Student's name*

International school's rules and regulation and will promise to support school in implementation of the rules. I also understand that my presence at school meetings is mandatory.

**Student's full name:**

**Parent/Legal Guardian full name:**

**Signature:**

**Signature:**

**Date:**

**Date:**