

ALL NATIONS
INTERNATIONAL SCHOOL
STUDENT RECORD BOOK

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SECTION 1
ANIS
IDENTITY & VALUES

ALL NATIONS INTERNATIONAL SCHOOL

MOTTO

Educating Tomorrow's Leaders Today

VISION

We stand together to become virtuous and patriotic leaders of Sri Lanka, reaching our highest potential through an education grounded in Christian moral values.

MISSION

We commit to…

Achieving academic excellence by pursuing knowledge with diligence and a love for learning.

Nurturing our hearts, minds, and bodies to grow in integrity, health, and character.

Including and respecting people of all religions, cultures, genders, abilities, and backgrounds.

Seeking mentorship, building strong relationships, and growing through shared experiences.

VALUES

Excellence in all things for God's glory – We strive to do our best academically, morally, and spiritually, offering our work as worship to God. (Colossians 3:23)

Devotion to Christ and His teachings – We follow Jesus, seek His truth, and live out His Word daily in love, obedience, and faith. (Luke 9:23, John 14:15)

Unity in the body of Christ – We live as one family in Christ, valuing teamwork, humility, and reconciliation. (Ephesians 4:3-6)

Christlike character – We pursue integrity, honesty, kindness, and self-control, reflecting the heart of Jesus in all we do. (Galatians 5:22–23)

Accountability and servant leadership – We take responsibility for our actions and lead by serving others, following Christ's example. (Mark 10:45)

Truth with grace – We speak and live by God's truth, balanced with compassion, forgiveness, and love. (John 1:14, Ephesians 4:15)

Encouraging, caring community – We build each other up in faith, creating a safe, joyful, and supportive environment. (1 Thessalonians 5:11)

SCHOOL ANTHEM

All Nations, our alma mater,
We pledge thee our love so true.
Forever we will cherish
Fond memories and dreams of you.

We'll ever uphold thee,
Praise and extol thee,
True to thy colours be.

All hail thee untold,
In our hearts we will hold
True reverence for thee,
Dear All Nations.

Adapted from the alma mater of Professor Gregory S. Wareham, Gateway Senior High School, Monroeville, PA, USA (Class of 1987)

PLEDGE OF ALLEGIANCE

I salute the National Flag of Sri Lanka,
Which signifies the independence of my country,
And stands for all its people,
United as one nation.
I pledge allegiance to Sri Lanka,
And undertake to work
Towards its peace and prosperity,
In a spirit of tolerance and love.

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NATIONAL ANTHEM

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The fear of the LORD is the beginning of knowledge, but fools despise wisdom and instruction Proverbs 1:7

SECTION 2
STUDENT AND SCHOOL INFORMATION

Child's Photograph

STUDENT'S DETAILS

Full Name: _____

_____

_____

Date of Birth: _____

Registration No: _____ Grade: _____

Religion: _____ Teacher's Name: _____

Father's Name: _____

Mother's Name: _____

Home Address: _____

Phone No: _____ Blood Type: _____

Medical Conditions / Allergies: _____

Ongoing Medications: _____

Child's Signature: _____

Parent's/Guardian's Signature: _____

I INSTRUCT YOU IN THE WAY OF WISDOM AND LEAD YOU ALONG STRAIGHT PATHS. – PROVERBS 4:11

WHOEVER LOVES DISCIPLINE LOVES KNOWLEDGE, BUT WHOEVER HATES CORRECTION IS FOOLISH.
– PROVERBS 12:1

TARDY LOG

Date is to be circled in red by prefects in case of late arrival to school after 7.40am



		1st Week					2nd Week					3rd Week					4th Week					5th Week				
	Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
SEMESTER 1	September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
	October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
	November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
	December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
	January					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
	February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
	March	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
	April				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
SEMESTER 2	May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
	June		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
	July				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
	August	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			

DEAR
ANIS FAMILY

DEAR STUDENTS

Welcome (back) to All Nations — where learning is real, friendship is genuine, and growing into tomorrow's leaders happens one day (and one snack break) at a time.

Whether you've been here for years or just joined, we're thrilled you're part of this big, slightly noisy, wonderfully diverse family. At ANIS, we believe in fairness, kindness, and giving things your best shot — even if that means a few flops along the way. It's all part of learning!

This mighty little book you're holding — your Student Record Book (SRB) — is more than just a notebook (and no, SRB doesn't stand for Seriously Ridiculous Book, though we know some of you were thinking that). It's your all-in-one guide to school life: rules, responsibilities, reminders, and a few gentle nudges from your teachers. Please read it carefully (yes, even the small print), talk it over with your parents, and refer back to it when you're unsure about something.

Let's work together to make this school a place where everyone feels respected, challenged, and inspired. Now go be awesome — with courage, kindness, and maybe just a little sparkle.

DEAR PARENTS

You are your child's very first (and possibly most patient!) teacher — and we're so glad to partner with you on this wild, wonderful journey called school. This handbook isn't just bedtime reading material (though we hear it works wonders for falling asleep); it's a handy guide to help your child make the most of their school experience — with your help, of course!

To give your child a head start, we recommend brushing up on the 5 R's before school:

- Respect for self
- Respect for others and school property
- Responsibility in all actions
- Rapport with the school community
- Radiance of a kind smile and polite words

SHOW ME YOUR WAYS, LORD, TEACH ME YOUR PATHS. – PSALM 25:4

ABOUT THE SRB

The SRB may not have magical powers, but it sure helps keep the school running smoothly. Issued at the start of each academic year, this little book is your go-to source for all important school updates and communication between parents and teachers. So, parents, check it daily — you never know when a teacher might need to talk to you, or if your child has landed themselves a detention or skipped class! Students should carry it everywhere, like a trusty sidekick.

Here are a few ground rules for SRB success:

- Keep it neat — no doodles please
- Write your name clearly
- Bring it to school daily and show it upon request
- Lost it? Uh-oh! Please report it right away and send a note explaining the epic tale of its disappearance. A replacement costs Rs. 1,000 — unfortunately, SRBs don't grow on trees.

WE'D LOVE TO HEAR FROM YOU!

Complaints? Suggestions for improvement? Funny stories? Drop us a message in the SRB — or simply scan the QR code below to get in touch.

Behind every thriving student is a supportive parent — and we're so thankful to have you on our team.

CHILDREN, OBEY YOUR PARENTS IN EVERYTHING, FOR THIS PLEASES THE LORD.
– COLOSSIANS 3:20

SCHOOL HOURS & BELL TIMES

Monday morning assemblies takes place during the first period. After the assembly, students should go directly to their first-period classes for roll call. On Fridays, there will be no ninth period, as teachers will be using that time for meetings to reflect on the week and prepare for the next.

From Monday to Wednesday, the ninth period will be used for club activities or academic support classes, depending on student needs. Thursdays are reserved for Tidy-Up Thursday, when all students take part in light cleaning and organizing activities to help maintain a neat and respectful school environment.

While the ninth period often features extracurricular activities, it may also be used for academic sessions required by your grade level. Please note that attendance for ninth period is optional unless otherwise directed by a teacher.

PRE-PRIMARY BELL TIMES

<table>
<tr><th>Periods</th><th>Pre-K</th><th>LKG</th><th>UKG</th></tr>
<tr><td>1st Period</td><td colspan="3">8:00am-8:30am</td></tr>
<tr><td>2nd Period</td><td colspan="3">8:30am-9:00am</td></tr>
<tr><td>3rd Period</td><td colspan="3">9:00am-9:30am</td></tr>
<tr><td>Interval</td><td colspan="3">9:30am-10:00am</td></tr>
<tr><td>4th Period</td><td colspan="3">10:00am-10:30am</td></tr>
<tr><td>5th Period</td><td colspan="3">10:30am-11:00am</td></tr>
<tr><td>6th Period</td><td colspan="3">11:00am-11:30am</td></tr>
<tr><td>7th Period</td><td rowspan="2">Aftercare Program</td><td>11:30am-12:00pm</td><td>11:30am-12:00pm</td></tr>
<tr><td>8th Period</td><td>Aftercare Program</td><td>12:00pm-12:30pm</td></tr>
<tr><td colspan="4">Aftercare Program</td></tr>
</table>

PRIMARY AND SECONDARY BELL TIMES

Periods	Division 2	Division 3
1st Period	7:40am-8:15am (35 min)	7:40am-8:25am (45 min)
Nutrition Break	*8:15am-8:45am (30 min)*	*8:25am-8:40am (15 min)*
2nd Period	8:45am-9:17am (32 min)	8:40am-9:17am (37 min)
Break	*9:17am-9:20am (3 min)*	
3rd Period	9:20am-9:57am (37 min)	
Break	*9:57am-10:00am (3 min)*	
4th Period	10:00am-10:37am (37 min)	
Break	*10:37am-10:40am (3 min)*	
5th Period	10:40am-11:17am (37 min)	
Break	*11:17am-11:20am (3 min)*	
6th Period	11:20am-11:57am (37 min)	
Break	*11:57am-12:00pm (3 min)*	
7th Period	12:00pm-12:40pm (40 min)	
Lunch Break	*12:40pm-1:05pm (25 min)*	
8th Period	1:05pm-1:42pm (37 min)	
Break	*1:42pm-1:45pm (3 min)*	
9th Period	1:45pm-2:25pm (40 min)	
Beyond the Bell	*after 2:30pm*	

2025-2026 MAJOR EVENTS

Event	Date
First Day Of School	1st September
Prefects Investiture	8th September
D2 & D3 Sports Meet	18th September
Children's Day	1st October
Teacher's Day	5th October
Awards Day	9th October
Colours Week	16th November
Joy to the World	11th December
D1, D2, D3 Field Trips	15th January
Independence Day	5th February
D1 Sports Meet	12th February
D2 Concert	18th February
Medical Camp	4th March
Dental Clinic	4th March
Sinhala and Tamil New Year	9th April
Mother's Day	7th May
English Day	18th May
Father's Day	18th June
School Anniversary	25th June
D1 Graduation & Concert	4th August
D2 & D3 Graduation	6th August
Prefects Leadership Camp	9th August

Please Note: The dates given in the table are tentative and subject to change. Parents and students will be notified in advance through messages as each event approaches.

"THE MORE THAT YOU READ, THE MORE THINGS YOU WILL KNOW, THE MORE THAT YOU LEARN, THE MORE PLACES YOU'LL GO."
–DR. SEUSS

SECTION 3
CODE
OF CONDUCT

CODE OF CONDUCT

At All Nations, we believe in building not just smart students, but kind, respectful, and responsible humans. That's why we have a Code of Conduct — a friendly (but firm) reminder of how we do life together at school.

STUDENTS ARE EXPECTED TO:

- Be courteous, honest, and trustworthy — even if no one's watching.
- Act responsibly and practice self-discipline.
- Attend all classes regularly and be on time.
- Come prepared with the right materials and a ready-to-learn attitude.
- Follow the school dress and grooming guidelines.
- Respect school rules, teachers, staff, fellow students, and volunteers.
- Care for school property and that of others — treat it better than your own!
- Help create a safe, clean, and positive learning environment.

DISCIPLINE GUIDELINES

Discipline isn't punishment — it's training. But when things go off track, we get back on with these Disciplinary Actions:

- Verbal or written warnings
- Seat changes in class
- Temporary confiscation of distracting items
- Counseling by school staff
- Parent-teacher meetings
- Grade penalties for cheating/plagiarism
- Detention (including outside school hours)
- Assigned duties like tidying up or litter pickup
- Suspension or expulsion
- Referral to legal authorities (for serious offenses)

All major actions will be communicated in writing to parents.

TRAIN UP A CHILD IN THE WAY HE SHOULD GO; EVEN WHEN HE IS OLD HE WILL NOT DEPART FROM IT.
–PROVERBS 22:6

DETENTION AND DISCIPLINARY ACTIONS

Purpose:

Detention is used as a corrective tool to help students recognize and learn from their mistakes. It is not intended as punishment for its own sake but rather as a step toward better behavior and improved self-discipline.

Attendance is mandatory: Students assigned to detention must attend at the scheduled session. Late arrivals or absences will result in additional detention and may impact extracurricular participation.

Requirements: Proper school uniform must be worn. Students are expected to remain respectful and quiet during detention.

Schedule & Supervision:

Detention is held daily during lunch break. A Disciplinary Committee member oversees the session.

Escalation of Disciplinary Measures:

5 Detentions: Meeting with the Divisional Head.

6 Detentions: Meeting with the Principal and parents.

7 Detentions: Suspension may be imposed.

The Principal has final discretion over all disciplinary actions.

Types of Detention:

Assembly Speech: A brief (5-minute) reflection during morning assembly.

Community Service: Cleaning tasks in classrooms, corridors, or washrooms.

Documentation:

Every detention is logged in the student's record.

Significant or repeated issues will be communicated to parents in writing.

TEACH ME YOUR WAY, LORD, THAT I MAY RELY ON YOUR FAITHFULNESS; GIVE ME AN UNDIVIDED HEART, THAT I MAY FEAR YOUR NAME.
–PSALM 86:11

CONDUCT VIOLATIONS

1. Disregard for Authority

Students must not:

- Disobey school personnel
- Leave school grounds without permission
- Refuse to comply with assigned discipline

2. Mistreatment of Others

Students must not:

- Use profanity or obscene gestures
- Fight, scuffle, or threaten others
- Engage in bullying, harassment, or blackmail
- Distribute or threaten to share private images or videos

3. Property Offenses

The following actions are strictly prohibited:

- Damaging or vandalizing property belonging to others
- Defacing or damaging school property—including textbooks, technology, lockers, furniture, and equipment—through graffiti or other means
- Stealing from fellow students, staff, or the school

PROHIBITED ITEMS

Don't bring these to school:

- Weapons, fireworks, sharp objects, or anything that could be dangerous
- "Look-alike" weapons
- Pornographic materials
- Alcohol, tobacco, illegal drugs
- Lighters, matches
- Laser pointers (unless approved)
- Correctional fluid (e.g., Tipp-Ex)
- Chewing gum

AN INTELLIGENT HEART ACQUIRES KNOWLEDGE, AND THE EAR OF THE WISE SEEKS KNOWLEDGE.
–PROVERBS 18:15

ELECTRONIC DEVICES

Devices and distractions don't mix with learning.

Rules:

- No phones or devices from 7:00 a.m. – 4:00 p.m.
- No use during field trips or events
- All devices must be handed to the disciplinary committee upon arrival
- No photos, music, or calls (even if your parent is standing next to you)

Special Exceptions:

Submit a signed, dated letter from your parent or guardian explaining the reason.

Violations of these rules will result in disciplinary action and a two-week confiscation of the device. After this period, the device may be collected by a parent or guardian.

CLASSROOM & SCHOOL BEHAVIOR

- Arrive to class on time and be seated before the bell rings
- Keep your workspace tidy and avoid leaving behind litter
- Stand when a teacher or adult enters the room
- Use respectful titles: "Sir" or "Madam"
- Enter science or computer labs only under teacher supervision
- Speak only in English at all times, unless otherwise instructed (e.g., during a Sinhala language class)
- Walk quietly and respectfully between classes

"LIVE AS IF YOU WERE TO DIE TOMORROW. LEARN AS IF YOU WERE TO LIVE FOREVER."
– MAHATMA GANDHI

MEAL ETIQUETTE

MEAL ETIQUETTE

Do:

- Enjoy your meals in designated eating areas only (like the cafeteria or approved lunch zones).
- Use trash bins after eating. Leftovers belong in the bin, not on the table (or the floor).
- Practice good table manners — eat quietly, chew politely, and share the space considerately.
- Wait your turn in line and speak respectfully to canteen staff.

Don't:

- Eat or drink in labs, libraries, corridors, or staircases — not even that "one sip" or "just a bite."
- Throw food. (Yes, even if it's just a grape.)
- Sneak snacks during lessons.

INSPECTIONS

Think of your SRB like your school passport — it goes where you go!

Bag Checks:

- To help keep our school safe and secure, students must allow staff (and prefects assisting them) to inspect bags and belongings when entering or leaving the school grounds.
- Please be cooperative and courteous during checks — it's all part of keeping things running smoothly.

SRB RULES

- Students must carry their SRB every school day and present it for inspection upon request.
- Forget it once? You'll get a verbal warning.
- Forget it twice or thrice? That's detention.
- Forget it three days in a row? It will be considered lost. You will have to purchase a new one.

LEAD ME IN YOUR TRUTH AND TEACH ME, FOR YOU ARE THE GOD OF MY SALVATION; FOR YOU I WAIT ALL THE DAY LONG. –PSALM 25:5

DATING POLICY

We understand — school crushes are real, and when you're caught up in the whirlwind of first loves, it's hard to focus on much else. However, it's important to remember that school (especially in Sri Lanka) is a place for personal growth, learning, and building meaningful friendships, not romantic relationships. Therefore, dating or romantic relationships among students are **not allowed**.

Consequences of Violation:

- 1st Offense: Parents will be notified.
- 2nd Offense: A 2-day suspension will be imposed.
- 3rd Offense: A 1-week suspension will follow.
- Ongoing Violations: Continued disregard for this policy will result in expulsion.

BULLYING

Students are prohibited from engaging in any form of bullying – any ongoing pattern of physical, verbal, or cyber abuse on school grounds or elsewhere. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior, and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the principal.

VEHICLES

No student may drive a vehicle or motorbike to school without written permission from the principal or the disciplinary committee. If granted, park only in the assigned area.

"EDUCATION IS THE MOST POWERFUL WEAPON WHICH YOU CAN USE TO CHANGE THE WORLD."
–NELSON MANDELA

ATTENDANCE POLICY

We all know that the early bird catches the worm – or in your case, the full day of lessons. Students are expected to stay on school premises for the entire school day, from 7:35 a.m. to 1:45 p.m.. Arriving late not only means missing out on important instruction but also interrupts the learning of others. Being prepared and on time is key to creating a smooth and productive school day.

Leaving School Premises:

We know the idea of sneaking off campus may be tempting, but students are not allowed to leave school during the day unless they've got written permission from the management and a note from home via the SRB.

Late Arrivals:

For students in Grade 2 and above, the following procedures apply if they arrive after 7:35 a.m.:

- First 3 Occurrences – Verbal warning and noted in the Student Record Book (SRB)
- 4th Occurrence Onward – Detention will be assigned
- After 3 Detentions for Tardiness – A meeting will be scheduled with the Principal and the student's parents

Any student arriving after 8:05 a.m. will not be allowed into school unless there's a valid reason, such as medical issues, accidents, or something equally important. Let us know ahead of time if you're running late!

Classroom Policies:

Unauthorized absences and tardiness in class will result in the following:

- Students who arrive 5 minutes or more after the bell will be marked absent for that period and assigned detention.
- Cutting or skipping class without permission will lead to 2 detentions.

"IT'S NOT THAT I'M SO SMART, IT'S JUST THAT I STAY WITH PROBLEMS LONGER."
–ALBERT EINSTEIN

GATE OPERATIONS

Absences:

If a student is absent for more than 5 days, they must provide a medical certificate.
For absences of less than 5 days, a written note of excuse signed by the parent or guardian is required.
Permission must be obtained from the principal for absences related to events such as weddings or family matters.

Prolonged Absences:

If a student is absent for more than 14 consecutive days without prior notice or permission, they may not be eligible for promotion to the next grade level unless prior arrangements have been made.
Additionally, if a student is absent for over two months without any notice, their name will be removed from the school register, and a legal notice of termination will be sent to the student's address.

GATE OPERATIONS SCHEDULE

Gate Operations	Hours	Notes
Main Gate (A) Opens	7:00 a.m.	Morning entry begins
Main Gate (A) Closes	8:05 a.m.	Entry restricted after this time
Back Gate (B) Opens	8:05 a.m. – 11:00 a.m.	For late arrivals and early pickups
Main Gate (A) Reopens	11:00 a.m. – 4:30 p.m.	Regular entry and exit resumes
Back Gate (B) Reopens	2:30 p.m. – 4:30 p.m.	For afternoon pickup
Back Gate (B) Overnight Access	4:30 p.m. – 6:50 a.m.	Limited access; staff only unless otherwise notified

"TEACHERS OPEN DOORS, BUT YOU MUST ENTER BY YOURSELF."
–CHINESE PROVERB

LOCKERS

Lockers are a privilege, not a 24/7 walk-in closet. Students may access their lockers only during the following times:

- Before the first period
- During nutrition time
- During lunch time
- After school

Accessing lockers outside these times—whether to grab a snack or sneak a peek—will result in detention.

Lockers are assigned temporarily and may be revoked at the school's discretion. Additionally, school authorities may inspect lockers at any time, with or without prior notice—so best to keep them clean and drama-free.

Lost Keys or Damaged Locks

If a key or padlock is lost or damaged, the student will be responsible for the cost of replacement. Keep your key safe—it's not just another shiny accessory.

ACADEMICS

Cheating Policy

Trying to outsmart the system? Think again. Here's what happens if a student is caught cheating:

1st Offense – Verbal warning, reduced marks, and parental notification.

2nd Offense – A score of zero for the subject paper, and parental notification.

3rd Offense – Suspension and parental notification.

4th Offense – Possible expulsion at the discretion of the school.

Students who allow others to copy their work will receive the same consequences. Academic teamwork is great—except during exams.

"A PERSON WHO WON'T READ HAS NO ADVANTAGE OVER ONE WHO CAN'T READ."
–MARK TWAIN

Academic Probation

Students must maintain an average of at least 45%. If not, the following steps will apply:

- The student will be placed under Academic Probation.
- If no improvement is shown in the following semester, the probation will be extended.
- Students on probation for more than four consecutive semesters (two years) may face expulsion, subject to the Principal's discretion.

PROPER DRESS CODE

To maintain discipline and a unified school identity, students must adhere to the following dress and grooming guidelines:

Uniform Requirements

Official Supplier: All uniforms must be purchased from the school office, the exclusive and authorized supplier.

Secondary Students: Must wear the full formal uniform—shirt and trousers for boys, shirt and skirt for girls—on all school days and during school functions.

Kindergarten & Primary Students: May wear the PE uniform for regular school activities.

PE Uniform: Only permitted on designated PE days or during sports games.

Alterations: No uniform alterations are allowed. Shirts must be tucked in at all times.

Footwear

Shoes: Black shoes only, kept clean throughout the school day.

Not Allowed: Fancy, pointed, sporty, or non-uniform shoes.

"AN INVESTMENT IN KNOWLEDGE PAYS THE BEST INTEREST."
–BENJAMIN FRANKLIN

Socks

Girls: White socks above the ankles.

Boys: Black socks above the ankles.

Accessories & Jewelry

Hats/Caps: Not allowed on campus, except during sports events.

Jewelry: Only small gold or silver stud earrings (one per ear) are allowed for girls. Religious pendants are permitted. All other accessories will be confiscated.

Cosmetics: Nail polish and makeup are not allowed. Students must maintain a natural appearance suitable for a school environment.

Hair & Grooming

Hair Color & Style: Hair must be natural in color. Dye, gel, and extreme hairstyles are not permitted.

Boys:

- Hair must be neatly cut and kept above the collar, with a maximum hair length of 3 cm.
- Shaved heads and inappropriate hairstyles are not allowed.
- Must be clean-shaven. Unshaven students will be asked to return home to do so.

Girls:

- Hair should be shoulder-length or longer, and neatly braided into two side braids, tied with purple ribbons.
- Girls with short hair must follow these guidelines:
  - Grades 1–8: Hair must be tied into two ponytails.
  - Grade 9 and above: May wear a single ponytail.
- After swimming, hair must be properly tied before returning to class.

"THE WHOLE PURPOSE OF EDUCATION IS TO TURN MIRRORS INTO WINDOWS."
–SYDNEY J. HARRIS

LIBRARY RULES & REGULATIONS

General Guidelines:

- Each student will receive a library membership card, which must be brought when visiting the library and used to record borrowed materials.
- Only notebooks and library books are allowed inside the library. Bags, food, and drinks are strictly prohibited.
- Silence must be maintained at all times. The library is a quiet study zone—discussions, meetings, or lessons are not permitted.
- Students violating library rules may be asked to leave the library immediately.
- Damage to library property will result in disciplinary action, suspension of membership, and payment of fines to cover repair or replacement costs.
- Students must settle all library-related fees with the librarian before access to library services is granted. Official receipts will be issued to clear records.

Borrowing Policies

- Only ANIS students, teachers, and staff are allowed to borrow materials.
- No resource may be removed from the library unless it has been properly issued. Unauthorized removal of any material is a serious offense.
- The standard borrowing period for books is two weeks.
- A maximum of 2 books may be borrowed at a time.
- Senior students may also borrow up to 2 periodicals for 2 days.
- Overdue items will incur fines according to current library rates.

"DEVELOP A PASSION FOR LEARNING. IF YOU DO, YOU WILL NEVER CEASE TO GROW."
–ANTHONY J. D'ANGELO

Loss or Damage of Library Materials

- Borrowers are fully responsible for all library items issued to them.
- In case of loss or damage, students must immediately report the issue to the librarian.
- Replacement costs will be calculated based on the item's value. If the book is part of a set or series, the cost of the entire set may be charged.
- All payments for lost or damaged resources must be made promptly to the Accounting Department.

USING SCHOOL FACILITIES

Students who wish to use school facilities such as the Laboratories, Library, Auditorium or other facilities must follow these steps:

- A teacher-in-charge must make a formal request at least one day in advance, specifying the date and time.
- Approval from the Administrative Office is required prior to use.

COMPUTER LAB GUIDELINES

- Students may only enter the computer lab with teacher supervision and permission.
- Food and drinks are strictly prohibited.
- Students must handle all computer equipment responsibly.
- If a computer is not functioning properly, students must report it to the teacher or school office immediately. Do not attempt to fix or adjust any hardware or software.

The following are not allowed in the Computer Lab:

- Checking email
- Playing games or music
- Using social media
- Tampering with any software or hardware

"EDUCATION IS SIMPLY THE SOUL OF A SOCIETY AS IT PASSES FROM ONE GENERATION TO ANOTHER"
–G.K. CHESTERTON

SWIMMING POOL RULES

Students are expected to follow all swimming pool rules to ensure the safety and wellbeing of everyone. The pool is a fun place—but safety comes first.

General Rules

- Follow the Swimming Instructor's directions at all times. Instructions are for your safety and must be followed without exception.
- Students are only allowed in the pool area when supervised by authorized staff. No exceptions.
- No running, pushing, or horseplay in or around the pool.
- Diving is not allowed unless explicitly permitted by the instructor.
- Proper swimwear must be worn. School-approved swimsuits are required. Loose or inappropriate clothing is not allowed in the pool.
- Long hair must be covered with a swim cap.
- Jewelry and accessories must be removed before entering the water.
- Do not enter the pool if you are feeling unwell or have any open wounds or contagious conditions.
- No food, drinks, or chewing gum are allowed in the pool area.
- Students must shower before entering the pool.
- Use of pool equipment (kickboards, floaties, etc.) must be supervised and approved by the instructor.
- Students must exit the pool immediately when asked to do so or when a whistle or emergency signal is given.

Disciplinary Action

Failure to comply with swimming pool rules may result in temporary or permanent loss of pool privileges, and further disciplinary action may be taken depending on the severity of the offense.

"IF YOU ARE PLANNING FOR A YEAR, SOW RICE; IF YOU ARE PLANNING FOR A DECADE, PLANT TREES; IF YOU ARE PLANNING FOR A LIFETIME, EDUCATE PEOPLE"
–CHINESE PROVERB

EMERGENCY RESPONSE GUIDE

In the event of an emergency such as fire, flood or any other threat requiring evacuation, the following procedures must be followed to ensure the safety of all students and staff:

Evacuation Procedure:

- If possible, an emergency alarm will sound to initiate evacuation. However, even if the alarm is not heard, all students must calmly proceed to the nearest designated assembly point.
- Do not run, shout, or push. Evacuation should be conducted in an orderly and quiet manner.
- Do not stop to collect personal belongings such as bags or books. Safety comes first.
- Use the nearest safe exit. If the nearest exit is blocked, follow instructions from staff to use an alternate route.
- In the case of a human threat or lockdown situation, students will follow lockdown-specific instructions as directed by staff and designated safety personnel.

Assembly Points:

- Point 1 – Netball Court
- Point 2 – Pick-up and Drop-off Zone

Medical Attention

If a student is injured during the emergency or evacuation, school staff will immediately contact the student's guardian and initiate emergency medical procedures.

Emergency Drills

The school will conduct two to three emergency drills each year to ensure that students and staff are familiar with evacuation procedures and can respond promptly and safely in an actual emergency.

"EDUCATION IS NOT PREPARATION FOR LIFE: EDUCATION IS LIFE ITSELF"
–JOHN DEWEY

SECTION 4
RECORDS & COMMUNICATION

STUDENT LOG & RECORDS OVERVIEW

This section helps students, parents, and teachers maintain clear, consistent records of academic progress, behavior, and extracurricular involvement throughout the year.

LOG & RECORD SECTIONS:

- Teacher Signature Reference – Official specimen signatures for verification.
- Absence Record – Tracks absences.
- Extracurricular Record – Records attendance at non-academic events.
- Detention Log – Records school-issued detentions.
- Parent–Teacher Communication – For messages and meeting notes between home and school.
- Late Arrival Record – Tracks late arrivals and encourages timeliness.
- Early Exit Log – Records early departures for accountability.
- Homework Record – Space for assignments and homework.
- Medical Care Record – Tracks all medical treatments, medications, and first aid provided.
- Payment Record – For attaching bank payment slips.

"EDUCATING THE MIND WITHOUT EDUCATING THE HEART IS NO EDUCATION AT ALL." –ARISTOTLE

TEACHER SIGNATURE REFERENCE

Subject	Teacher's Name	Signature of the Teacher

ABSENCE RECORD

Date	Cause of Absence	Number of Absences	Medical Report submitted/not submitted	Parent's Signature	Class Teacher's Signature



"LEARNING IS A TREASURE THAT WILL FOLLOW ITS OWNER EVERYWHERE."
–CHINESE PROVERB

ABSENCE RECORD

Date	Cause of Absence	Number of Absences	Medical Report submitted/not submitted	Parent's Signature	Class Teacher's Signature

"EDUCATION: THAT WHICH REVEALS TO THE WISE, AND CONCEALS FROM THE STUPID, THE VAST LIMITS OF THEIR KNOWLEDGE."
–MARK TWAIN

ABSENCE RECORD

Date	Cause of Absence	Number of Absences	Medical Report submitted/not submitted	Parent's Signature	Class Teacher's Signature

ABSENCE RECORD

Date	Cause of Absence	Number of Absences	Medical Report submitted/not submitted	Parent's Signature	Class Teacher's Signature

EXTRACURRICULAR RECORD

This section is used to track student participation in regular co-curricular activities, including 9th period clubs, sports practices, music or drama rehearsals, and any other school-organized classes or activities attended on a consistent basis. Please update this log regularly to reflect the student's ongoing involvement.

Activity	Time	Frequency	Venue	Signature of Teacher-In-Charge	Parent's Signature



"KNOWLEDGE WILL BRING YOU THE OPPORTUNITY TO MAKE A DIFFERENCE."
–CLAIRE FAGIN

EXTRACURRICULAR RECORD

Activity	Time	Frequency	Venue	Signature of Teacher-In-Charge	Parent's Signature

"EVERYBODY IS A GENIUS. BUT IF YOU JUDGE A FISH BY ITS ABILITY TO CLIMB A TREE, IT WILL LIVE ITS WHOLE LIFE BELIEVING THAT IT IS STUPID."
–ALBERT EINSTEIN

EXTRACURRICULAR RECORD

Activity	Time	Frequency	Venue	Signature of Teacher-In-Charge	Parent's Signature



"WE LEARN FROM FAILURE, NOT FROM SUCCESS!"
–BRAM STOKER

EXTRACURRICULAR RECORD

Activity	Time	Frequency	Venue	Signature of Teacher-In-Charge	Parent's Signature

EXTRACURRICULAR RECORD

Activity	Time	Frequency	Venue	Signature of Teacher-In-Charge	Parent's Signature



"WITH GUNS YOU CAN KILL TERRORISTS, WITH EDUCATION YOU CAN KILL TERRORISM."
–MALALA YOUSAFZAI

DETENTION LOG

Date	Time	Reason	Teacher's Signature	Parent's Signature

DETENTION LOG

Date	Time	Reason	Teacher's Signature	Parent's Signature



"EDUCATION IS THE ART OF MAKING MAN ETHICAL."
–GEORG WILHELM FRIEDRICH HEGEL

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature



"EDUCATION IS HELPING THE CHILD TO REALIZE HIS POTENTIALITIES."
–ERIC FROMM

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature



"EDUCATION IS THE MOTHER OF LEADERSHIP."
–WENDELL WILLKIE

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature



"EDUCATION IS NOT THE PILING ON OF LEARNING, INFORMATION, DATA, FACTS, SKILLS, OR ABILITIES – THAT'S TRAINING OR INSTRUCTION – BUT IS RATHER MAKING VISIBLE WHAT IS HIDDEN AS A SEED." –THOMAS MOORE

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature

"ALL THINGS GOOD TO KNOW ARE DIFFICULT TO LEARN."
–GREEK PROVERB

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature



"ANYONE WHO STOPS LEARNING IS OLD, WHETHER AT TWENTY OR EIGHTY. ANYONE WHO KEEPS LEARNING STAYS YOUNG. THE GREATEST THING IN LIFE IS TO KEEP YOUR MIND YOUNG."
–HENRY FORD

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature

PARENT–TEACHER COMMUNICATION

Date	Notes	Teacher's Signature	Parent's Signature



"THE EDUCATED DIFFER FROM THE UNEDUCATED AS MUCH AS THE LIVING DIFFER FROM THE DEAD." –ARISTOTLE

LATE ARRIVAL RECORD

Date	Reason	Prefect's Signature	Parent's Signature	Disciplinary Committee's Signature

LATE ARRIVAL RECORD

Date	Reason	Prefect's Signature	Parent's Signature	Disciplinary Committee's Signature

LATE ARRIVAL RECORD

Date	Reason	Prefect's Signature	Parent's Signature	Disciplinary Committee's Signature

LATE ARRIVAL RECORD

Date	Reason	Prefect's Signature	Parent's Signature	Disciplinary Committee's Signature



"THE AIM OF EDUCATION IS THE KNOWLEDGE, NOT OF FACTS, BUT OF VALUES."
–WILLIAM BURROUGHS

EARLY EXIT LOG

Date	Time of Exit	Reason	Class Teacher's Signature	Divisional Head's Signature	Parent's Signature

EARLY EXIT LOG

Date	Time of Exit	Reason	Class Teacher's Signature	Divisional Head's Signature	Parent's Signature

HOMEWORK RECORD

Homework Guidelines

Homework must be recorded daily in this log. Parents are encouraged to ensure it is completed and to help students value it as a key part of learning and responsibility.

Date	Assignment	Teacher's Signature	Parent's Signature

HOMEWORK RECORD

Date	Assignment	Teacher's Signature	Parent's Signature

HOMEWORK RECORD

Date	Assignment	Teacher's Signature	Parent's Signature

HOMEWORK RECORD

Date	Assignment	Teacher's Signature	Parent's Signature



"I WAS READING THE DICTIONARY. I THOUGHT IT WAS A POEM ABOUT EVERYTHING."
–STEVEN WRIGHT

HOMEWORK RECORD

Date	Assignment	Teacher's Signature	Parent's Signature

HOMEWORK RECORD

Date	Assignment	Teacher's Signature	Parent's Signature



"WHATEVER THE COST OF OUR LIBRARIES, THE PRICE IS CHEAP COMPARED TO THAT OF AN IGNORANT NATION." –WALTER CRONKITE

HOMEWORK RECORD

Date	Assignment	Teacher's Signature	Parent's Signature

HOMEWORK RECORD

Date	Assignment	Teacher's Signature	Parent's Signature



"EDUCATION IS FOR IMPROVING THE LIVES OF OTHERS AND FOR LEAVING YOUR COMMUNITY AND WORLD BETTER THAN YOU FOUND IT." –MARIAN WRIGHT EDELMAN

HOMEWORK RECORD

Date	Assignment	Teacher's Signature	Parent's Signature

"I AM INDEBTED TO MY FATHER FOR LIVING, BUT TO MY TEACHER FOR LIVING WELL."
–ALEXANDER THE GREAT

HOMEWORK RECORD

Date	Assignment	Teacher's Signature	Parent's Signature



"ALL MEN BY NATURE DESIRE TO KNOW."
–ARISTOTLE

MEDICAL CARE RECORD

Date	Time	Reason	Treatment / Medication Given	Follow Up Needed	Nurse's Signature

MEDICAL CARE RECORD

Date	Time	Reason	Treatment / Medication Given	Follow Up Needed	Nurse's Signature



"WISDOM… COMES NOT FROM AGE, BUT FROM EDUCATION AND LEARNING."
–ANTON CHEKHOV

MEDICAL CARE RECORD

Date	Time	Reason	Treatment / Medication Given	Follow Up Needed	Nurse's Signature

MEDICAL CARE RECORD

Date	Time	Reason	Treatment / Medication Given	Follow Up Needed	Nurse's Signature



"YOU ALWAYS PASS FAILURE ON THE WAY TO SUCCESS."
–MICKEY ROONEY

ARREARS NOTICE

ARREARS NOTICE

ARREARS NOTICE

ARREARS NOTICE

PAYMENT RECORD

PAYMENT RECORD

PAYMENT RECORD

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