

International European College (IEC)

“Where Every Child Shines Bright!”

Terms and Conditions Policy Handbook

This handbook outlines the Terms and Conditions of International European College (IEC), covering the policies and guidelines that ensure a safe, respectful, and supportive learning environment. It applies to all students, parents, staff, and visitors of the school.

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Policy 1: Admissions Policy

Purpose

The Admissions Policy ensures that the process of admitting students into International European College (IEC) is fair, transparent, and consistent. The school welcomes students of all backgrounds, in line with its commitment to diversity and equal opportunity.

Criteria for Entry

- **Preschool (Play-Group, LKG, UKG):** Children must meet the minimum age requirement as specified for each level.
- **Primary Section (Grades 1–5):** Admission is based on age-appropriate placement, previous school records, and, if required, an informal assessment.
- **Middle Section (Grades 6–8) & Upper Section (Grades 9–12):** Admission is based on school records, academic performance, transfer certificates, and an entrance assessment if deemed necessary.
- **International Students:** Additional documentation such as passport, visa, and residence permits may be required.

Age Requirements

- Play-Group: Minimum 2 years
- LKG: Minimum 3 years
- UKG: Minimum 4 years
- Grade 1: Minimum 5 years and above
(Subsequent grades follow progressive age requirements.)

Application Procedures

1. Parents/guardians must complete the official application form and submit all required documents (birth certificate, previous school reports, medical records, etc.).
2. An application fee (non-refundable) may apply.
3. Admissions will be confirmed only after verification of documents and payment of the initial admission fee.
4. Incomplete applications or falsified documents may result in rejection.

Seat Availability

- Admission is subject to seat availability in the respective grade level.
- Priority is given to siblings of current students, followed by new applicants.
- A waiting list may be maintained if seats are unavailable.

Non-Discrimination

IEC does not discriminate on the basis of race, religion, nationality, or gender in its admission process.

Re-Admission Restriction

- Any student whose admission has been terminated, cancelled, suspended indefinitely, expelled, or removed from International European College (IEC) due to disciplinary misconduct, violation of school policies, non-payment of fees, submission of false information, threats, harassment, damage to school property, behaviour detrimental to the reputation of the school, or any other reason determined by the school management, shall not be eligible for re-admission to the school.
- The decision of the school management regarding the termination of a student's enrollment and future admission eligibility shall be final and binding.
- Parents/guardians acknowledge and agree that the school reserves the absolute right to refuse re-admission or future enrollment applications from any previously terminated or expelled student.

Policy 2: Attendance and Punctuality Policy

Purpose

Regular attendance and punctuality are essential for maintaining discipline, ensuring academic success, and fostering responsibility among students of International European College (IEC).

Expectations for Attendance

- Students are expected to maintain **at least 90% attendance** each term.
- All students must attend school on all working days unless prior approval for absence has been obtained.
- Attendance is mandatory on special school events, examinations, assemblies, and co-curricular activities.
- A student who is absent for **three consecutive days** without prior notice must provide a valid written explanation from parents/guardians.

Procedures for Absences

- **Planned Absence:** Parents must inform the class teacher or school office in advance through a written note or email.
- **Unplanned Absence (e.g., illness):** Parents must notify the school on the same day and provide a medical certificate if the absence exceeds three days.
- **Examinations:** Absence during exams is only excused with a medical certificate. Otherwise, the student will be marked absent with no retest provision unless approved by the Principal.

Punctuality

- All students must arrive at school **at least 10 minutes before the official start time**.
- Late arrivals will be recorded, and repeated lateness will result in disciplinary action.
- Students arriving more than 30 minutes late without a valid reason may not be allowed to attend classes for that day.

Consequences of Irregular Attendance or Lateness

- **First stage:** Warning and parent notification.
- **Second stage:** Meeting with parents and written undertaking.
- **Final stage:** Suspension of privileges or, in severe cases, referral to the School Disciplinary Committee.
- Students with **excessive absences** may be required to repeat the grade or may be denied participation in school examinations.

Parent Responsibility

Parents/guardians are expected to ensure that their child attends school regularly and punctually and to cooperate with the school in addressing attendance-related concerns.

Policy 3: Code of Conduct / Behaviour Policy

Purpose

The Code of Conduct establishes clear expectations for student behaviour at International European College (IEC). It ensures a safe, respectful, and disciplined environment where all students can learn and thrive.

General Behaviour Expectations

- Students must always demonstrate **respect** towards teachers, peers, non-teaching staff, and visitors.
- Politeness, honesty, and integrity are expected in all school-related activities.
- Students should contribute positively to the school environment and uphold the values of IEC.
- Disruptive, disrespectful, or violent behaviour is strictly prohibited.

Classroom Behaviour

- Students must be attentive, cooperative, and respectful during lessons.
- Homework and assignments should be completed on time.
- Mobile phones and electronic devices may not be used during class unless specifically permitted by a teacher.
- Eating, chewing gum, or causing disturbances during class is not allowed.

Behaviour in School Premises

- Students must move calmly and quietly through corridors.
- Littering, vandalism, or damage to school property will result in disciplinary action and compensation for damages.
- The playground, library, and labs must be used responsibly.
- Students are expected to dress neatly in the prescribed school uniform.

Prohibited Conduct

- Physical violence, bullying, and harassment of any kind (verbal, physical, or online).
- Use or possession of tobacco, alcohol, drugs, or dangerous items.
- Cheating, plagiarism, or dishonesty in academic work.
- Misuse of technology or social media to harm others or the reputation of the school.

Rewards for Positive Behaviour

- Certificates of good conduct.
- Recognition in school assemblies.
- Opportunities to represent the school in events or leadership positions.

Consequences of Misconduct

- **First stage:** Warning and counselling.
- **Second stage:** Written warning and parent notification.
- **Third stage:** Suspension or loss of privileges.
- **Final stage:** Expulsion from the school in severe cases, as decided by the Disciplinary Committee.

Student Responsibility

Every student is responsible for upholding the values and standards of IEC, both within the school and in the wider community, recognizing that they represent the school at all times.

Policy 4: Uniform and Grooming Policy

Purpose

The Uniform and Grooming Policy ensures that all students of International European College (IEC) maintain a neat, disciplined, and professional appearance. Wearing the school uniform fosters equality, unity, and pride in the school community.

Dress Code

- All students must wear the prescribed **school uniform** on all school days and official events.
- Uniforms must be clean, well-ironed, and worn in a proper manner.
- Shoes must be **black and polished**; socks should be plain white unless otherwise specified.
- Sports uniforms must be worn only on days of physical education or sports events, as directed by the school.
- Students are not allowed to wear casual clothing, jeans, or fashion accessories during school hours.

Grooming Standards

- **Hair:**
 - Boys must keep hair short, neat, and above the collar. Fancy or extreme hairstyles are not permitted.
 - Girls must tie long hair neatly; simple hair bands or ribbons (in school colours) may be used.
 - Hair dyeing, highlights, or unnatural colours are not permitted.
- **Nails:** Nails must be kept short and clean. Nail polish and artificial nails are not allowed.
- **Jewellery and Accessories:**
 - Only small, simple stud earrings (for girls) are allowed.
 - Necklaces, bangles, rings, or other jewellery are not permitted, except for religious or cultural items with prior approval.
- **Make-up:** Use of make-up, lipstick, or henna (except for cultural events with permission) is not allowed.

Footwear

- Students must wear **black shoes** with white socks as part of the regular school uniform.
- Sports shoes may only be worn during physical education classes or sports activities.

Special Occasions

On certain days (such as Founder's Day, national celebrations, or cultural programs), students may be asked to wear traditional or special attire as instructed by the school.

Consequences of Non-Compliance

- **First stage:** Verbal reminder by teacher.
- **Second stage:** Written warning and parent notification.
- **Third stage:** Student may be sent home to correct appearance.
- Repeated violations may result in disciplinary action.

Parent Responsibility

Parents/guardians are expected to ensure that their child follows the uniform and grooming standards daily.

Policy 5: Health and Safety Policy

Purpose

The Health and Safety Policy of International European College (IEC) ensures that all students, staff, and visitors are provided with a safe, secure, and healthy environment. The school is committed to preventing accidents, promoting hygiene, and preparing for emergencies.

General Safety Guidelines

- Students must behave responsibly and avoid actions that may cause harm to themselves or others.
- Dangerous objects such as sharp items, firecrackers, or weapons are strictly prohibited.
- Safety instructions given by teachers and staff must always be followed.
- Students must report unsafe conditions or hazards immediately to a teacher or the school office.

Emergency Protocols

- **Fire Safety:** Fire exits are clearly marked and must remain unobstructed. Fire drills will be conducted regularly.
- **Evacuation Plan:** Students and staff must follow evacuation procedures calmly in case of fire, earthquake, or other emergencies.
- **First Aid:** A first aid facility is available in the school. Minor injuries will be treated on-site; for serious cases, parents will be contacted immediately, and students may be taken to the nearest hospital.

Hygiene Practices

- Students must wash hands before meals and after using the toilet.
- Proper use of washrooms is expected at all times.
- The school environment (classrooms, canteen, playground) must be kept clean and litter-free.
- During contagious illness outbreaks, students may be required to stay at home to prevent spreading infections.

Health Records

- Parents must inform the school of any medical conditions, allergies, or special health needs of their child.
- Students must provide updated medical records and immunization details when requested.

Safety Within School Premises

- Students must not leave the school premises during school hours without prior written permission.
- Visitors must register at the school office and wear visitor identification if required.
- Safety rules in science labs, computer labs, and playgrounds must be strictly followed.

Responsibility of Staff

- Teachers and staff are trained to monitor student safety, respond to emergencies, and maintain discipline in classrooms and common areas.
- The school will conduct regular safety inspections and risk assessments.

Consequences of Non-Compliance

Students who endanger their own safety or that of others will face disciplinary action, which may include suspension of privileges or referral to the Disciplinary Committee.

Policy 6: Child Protection and Safeguarding Policy

Purpose

The Child Protection and Safeguarding Policy of International European College (IEC) ensures that all children are protected from harm, abuse, neglect, and exploitation. The school is committed to creating a safe, nurturing, and supportive environment where students can learn and grow.

Principles

- The safety and welfare of students is the school's **highest priority**.
- Every child has the right to be protected, respected, and heard.
- The school has a **zero-tolerance policy** towards any form of child abuse.
- Teachers, staff, and parents share responsibility for safeguarding children.

Types of Abuse

- **Physical Abuse:** Causing harm through hitting, slapping, or other physical force.
- **Emotional Abuse:** Using threats, humiliation, or rejection that damages self-esteem.
- **Sexual Abuse:** Any inappropriate physical contact or exploitation.
- **Neglect:** Failing to provide food, shelter, medical care, or supervision.
- **Cyber Abuse:** Online harassment, exploitation, or exposure to harmful content.

Teacher and Staff Responsibilities

- All staff must be trained to recognize signs of abuse or neglect.
- Any suspicion of abuse must be reported immediately to the **Child Protection Officer (CPO)** or school management.
- Staff must maintain appropriate professional boundaries with students at all times.
- Physical punishment, harassment, or intimidation by staff is strictly prohibited.

Reporting Procedures

1. Concerns about a child's safety must be reported immediately to the class teacher or designated CPO.
2. The CPO will investigate and, if necessary, escalate the case to the Principal and relevant child protection authorities.
3. Reports will be treated **confidentially** and handled with sensitivity.
4. False or malicious reporting will also be taken seriously and may result in disciplinary action.

Parent and Guardian Role

- Parents must cooperate with the school in ensuring their child's safety.
- Any concerns about inappropriate behaviour of staff or students must be reported immediately.
- Parents are expected to respect the school's safeguarding measures, including ID checks and visitor regulations.

Student Awareness

- Students will be educated about personal safety, safe use of the internet, and how to seek help if they feel unsafe.
- The school will provide counselling support for students affected by abuse or safeguarding concerns.

Consequences of Breach

- Any staff member found guilty of violating safeguarding rules will face immediate disciplinary action, including suspension or dismissal.
- Cases of abuse will be reported to the relevant legal authorities in Sri Lanka.

Policy 7: Anti-Bullying Policy

Purpose

The Anti-Bullying Policy of International European College (IEC) ensures that every student feels safe, respected, and valued. The school has a **zero-tolerance approach** to bullying in any form—verbal, physical, social, or online.

Definition of Bullying

Bullying is repeated, intentional behaviour that causes harm, fear, or distress. It includes:

- **Verbal Bullying:** Name-calling, insults, threats, teasing.
- **Physical Bullying:** Hitting, pushing, kicking, damaging belongings.
- **Social/Relational Bullying:** Excluding others, spreading rumours, manipulating friendships.
- **Cyberbullying:** Sending harmful messages, posting inappropriate photos/videos, online harassment.

Prevention Measures

- Teachers will promote kindness, empathy, and respect through daily activities.
- Anti-bullying awareness programs and workshops will be conducted regularly.
- Students will be encouraged to report bullying without fear of retaliation.
- Supervisors will monitor classrooms, playgrounds, and online platforms.

Reporting Procedures

- Students experiencing or witnessing bullying must report it to a teacher, class supervisor, or the School Counsellor.
- Parents may also report bullying incidents directly to school management.
- All reports will be treated seriously and confidentially.

Response and Action

- The school will investigate all reported cases immediately.
- Victims will receive counselling and support.
- Bullies will face disciplinary actions depending on severity, which may include:
 - Warning and counselling.
 - Parent notification and behaviour contract.
 - Suspension from class or activities.
 - Expulsion in severe or repeated cases.

Parental Role

- Parents are encouraged to watch for signs of bullying in their child (fear of school, withdrawal, damaged belongings, etc.).
- Parents must support the school's anti-bullying initiatives and work with staff to address issues.

Student Responsibility

- Students must treat peers with respect and report any bullying they witness.
- Standing by silently encourages bullying—students are expected to be “upstanders,” not bystanders.

Commitment

IEC is committed to building a school culture of mutual respect, where bullying has no place, and every child feels secure to learn and grow.

Policy 8: Homework and Academic Expectations Policy

Purpose

The Homework and Academic Expectations Policy of International European College (IEC) is designed to support student learning, build responsibility, and encourage parental involvement. Homework reinforces classroom teaching, develops independent study habits, and prepares students for future academic challenges.

Guidelines on Homework

- Homework is an extension of classwork and must be completed regularly.
- The amount and type of homework will vary according to grade level:
 - **Preschool & Lower Primary:** Simple activities such as reading, drawing, or short practice tasks.
 - **Upper Primary:** Written work, reading assignments, and small projects.
 - **Middle & Upper Section:** More structured assignments, research work, essays, and exam preparation.
- Homework should be purposeful and not excessive, respecting the student's time for rest and extracurricular activities.

Quality of Work

- Students must complete homework neatly, on time, and to the best of their ability.
- Copying from peers or external sources is not acceptable.
- Plagiarism or dishonesty in assignments will be treated as misconduct.

Parental Support

- Parents are encouraged to provide a quiet, supportive environment for their child to complete homework.
- Parents should guide their child when necessary but should not complete the work on their behalf.
- Parents are expected to check diaries, notices, and homework instructions regularly.

Academic Honesty

- Students are expected to take ownership of their learning.
- Cheating during tests, copying assignments, or submitting unoriginal work will result in disciplinary action.
- Academic honesty will be reinforced through classroom discussions and teacher guidance.

Consequences of Non-Compliance

- **First stage:** Reminder from the teacher.
- **Second stage:** Warning and reduced marks for incomplete work.
- **Third stage:** Parent notification and compulsory re-submission.
- **Repeated negligence:** May affect term grades and eligibility for school awards.

Teacher Responsibility

- Teachers will assign meaningful homework and provide clear instructions.
- Homework will be checked, and constructive feedback will be given.
- Teachers will balance assignments to avoid student overload.

Policy 9: Digital & Internet Safety Policy

Purpose

The Digital & Internet Safety Policy of International European College (IEC) ensures that students use technology responsibly, ethically, and safely. As technology is an essential part of learning, the school is committed to protecting students from online risks while encouraging positive digital practices.

Responsible Use of Technology

- School computers, tablets, and internet access are provided for **educational purposes only**.
- Students must not access, download, or share inappropriate, violent, or harmful content.
- Passwords must be kept private; sharing login credentials is prohibited.
- Students should always log out after using school devices.

Device Rules

- Personal devices (laptops, tablets, mobile phones) may only be used in school with permission.
- Charging personal devices in classrooms is not allowed unless authorized.
- Unauthorized photography, audio recording, or video recording of teachers, students, or staff is strictly prohibited.

Social Media Guidelines

- Students must not post negative, offensive, or harmful content about the school, teachers, or peers.
- Cyberbullying, online harassment, or spreading rumours on social media will lead to strict disciplinary action.
- Students are advised to use respectful language online and protect their own digital reputation.

Cybersecurity and Privacy

- Students must not attempt to hack, bypass security settings, or spread viruses.
- Sharing personal information (address, phone number, photos) online without parental consent is discouraged.
- The school may monitor internet use on its devices and network to ensure compliance.

Parental Role

- Parents are encouraged to monitor their child's online activity at home.
- Parents should guide children in safe internet practices, including limiting screen time.
- Any suspected cases of cyberbullying or unsafe online behaviour must be reported to the school immediately.

Consequences of Misuse

- **First stage:** Warning and counselling session.
- **Second stage:** Temporary suspension of digital privileges.
- **Third stage:** Parent meeting and disciplinary action.
- Severe misuse (e.g., cyberbullying, hacking, distribution of harmful content) may result in suspension or expulsion.

Commitment

IEC is dedicated to fostering a culture of digital citizenship where students learn to use technology positively, safely, and responsibly.

Policy 10: Assessment and Reporting Policy

Purpose

The Assessment and Reporting Policy of International European College (IEC) ensures that student progress is measured fairly, consistently, and transparently. Assessment helps identify strengths, areas for improvement, and guides teachers, students, and parents in supporting academic growth.

Types of Assessment

- **Formative Assessment:** Ongoing classwork, quizzes, oral participation, and projects to monitor learning progress.
- **Summative Assessment:** End-of-term or end-of-year examinations to evaluate overall achievement.
- **Practical/Project Work:** Hands-on tasks, experiments, or creative work depending on subject requirements.
- **Behaviour and Participation:** Consideration of effort, discipline, and participation in class and school activities.

Exam Rules and Conduct

- Students must follow examination rules strictly. Cheating, copying, or use of unfair means will result in disciplinary action, including cancellation of results.
- Students must be punctual for all assessments and bring necessary materials (e.g., pens, calculators if allowed).
- Electronic devices such as mobile phones or smartwatches are not permitted in examination rooms.
- Absence from exams will only be excused with a valid medical certificate.

Grading and Evaluation

- Grades/marks will be awarded based on the school's approved grading system.
- Evaluation will consider both academic performance and continuous assessment.
- Teachers will ensure fairness and objectivity in marking.

Progress Reports

- Progress reports will be issued at the end of each term to update parents on their child's academic standing, behaviour, and attendance.
- Parents are encouraged to discuss the report with their child and provide additional support where needed.

Parent-Teacher Meetings

- Regular parent-teacher meetings will be scheduled to review student progress.
- Parents are expected to attend these meetings to strengthen home-school cooperation.
- Urgent or special concerns may be addressed through individual appointments with teachers or school management.

Special Considerations

- Students with learning difficulties or special needs may receive modified assessments in consultation with the Learning Support Team.
- Exceptional academic achievements may be recognized through awards or scholarships.

Confidentiality

- Student results and records are confidential and will only be shared with parents/guardians or authorized school staff.

Policy 11: Fee Payment and Refund Policy

Purpose

The Fee Payment and Refund Policy of International European College (IEC) ensures transparency and accountability in the management of school fees. It outlines payment schedules, consequences of late payments, and refund eligibility to maintain fairness and financial stability.

Fee Structure

- The school publishes an official fee schedule at the beginning of each academic year.
- Fees may include **admission fees, tuition fees, examination fees, activity fees, and other applicable charges.**
- All fees are subject to periodic review by the school management.

Payment Deadlines

- Tuition fees must be paid **termly or monthly**, as communicated by the school office.
- Payments must be made on or before the due date specified in the invoice.
- Accepted payment methods include bank transfer, cheque, or cash at the school office.

Late Payment Penalties

- A grace period of **7 days** may be given after the due date.
- Late payments will attract a **late fee penalty** as per school regulations.
- Continuous non-payment may result in:
 - Withholding of report cards and exam results.
 - Suspension of the student until dues are cleared.
 - Cancellation of admission in extreme cases.

Refund Policy

- All fees paid to the school which including **admission, registration, tuition, examination, and other charges...** Are **strictly non-refundable** under any circumstances.
- Fees paid for **books, stationery, uniforms, or learning materials** are **non-refundable and non-exchangeable**, regardless of whether the student continues or discontinues studies.
- In the event of **student withdrawal, discontinuation, or expulsion due to disciplinary reasons, no refund** or fee adjustment will be provided.
- Parents/guardians are required to acknowledge and agree to this **No Refund Policy** at the time of admission.

Financial Support

- Limited scholarships or fee concessions may be offered at the discretion of the school management.
- Applications for financial aid must be supported by relevant documents and approved before the start of the academic year.

Parent Responsibility

- Parents/guardians are expected to plan payments in advance to avoid late fees.
- Any difficulty in meeting payment deadlines must be discussed with the school office before the due date.

School Rights

- The school reserves the right to revise the fee structure annually.
- The school may withhold student records until outstanding payments are cleared.

Policy 12: Language Policy

Purpose

The Language Policy of International European College (IEC) ensures that students achieve strong communication skills, academic excellence, and global readiness through effective language instruction. It emphasizes English as the primary medium of learning while valuing multilingualism and cultural diversity.

Medium of Instruction

- **English** is the official medium of instruction across all grade levels (Preschool to A/Level).
- Core subjects such as Mathematics, Science, and ICT are taught in English.
- English is to be used as the main language of communication within the school premises.

Second Languages

- Students are required to study a **second language** such as Sinhala or Tamil, depending on availability and student background.
- The school also offers opportunities to learn **foreign languages** (e.g., French, Hindi) where feasible.
- Students are encouraged to practice both English and their second language in daily activities.

Language in Communication

- All formal school communications, circulars, and notices are issued in **English**.
- Parents may request clarifications in Sinhala or Tamil if needed.
- Students must use respectful and polite language when communicating with peers, teachers, and staff.

Academic Support in Language

- Students struggling with English proficiency may receive additional language support classes.
- Reading, writing, and speaking skills are reinforced through classroom activities, debates, and presentations.
- The library and digital platforms will provide resources to strengthen language skills.

Cultural and Linguistic Respect

- IEC values the cultural and linguistic diversity of its students.
- Use of mother tongues is permitted during informal settings, provided it is respectful and inclusive.
- Discrimination or mockery based on language is strictly prohibited.

Parent Role

- Parents are encouraged to support language learning at home by providing reading materials, encouraging conversations in English, and promoting bilingualism.

Commitment

Through this policy, IEC aims to produce students who are **fluent in English, proficient in their second language, and globally competent** while appreciating their cultural roots.

Policy 13: Inclusive Education Policy

Purpose

The Inclusive Education Policy of International European College (IEC) ensures that every student, regardless of ability, background, or learning need, has equal access to quality education. The school is committed to supporting diversity and fostering an environment where all learners can succeed.

Principles of Inclusion

- Every child has the right to learn in a supportive and respectful environment.
- Students with special educational needs (SEN) or learning difficulties will not be excluded from admission on the basis of their condition.
- The school promotes fairness, equality, and acceptance of differences among students.

Support for Students with Learning Needs

- Teachers will adapt teaching strategies to meet varied learning styles and abilities.
- Where necessary, Individual Learning Plans (ILPs) will be developed for students requiring extra support.
- Learning support may include additional tutoring, counselling, or modified assessments.
- Collaboration with specialists (speech therapists, psychologists, etc.) may be arranged in consultation with parents.

Accessibility

- Classrooms, facilities, and learning materials will be designed to support inclusivity as far as reasonably possible.
- The school will take steps to remove barriers that prevent students from fully participating in academic or extracurricular activities.

Teacher Responsibility

- Teachers will be trained to identify learning difficulties and support inclusive practices.
- Classroom activities will encourage cooperation, peer support, and empathy among students.

Parental Role

- Parents must inform the school of any special needs or medical conditions during admission.
- Parents are expected to work in partnership with teachers to provide consistent support at home and in school.

Student Responsibility

- Students are encouraged to show kindness, patience, and respect towards peers with learning differences.
- Bullying or discrimination against students with special needs will not be tolerated.

Commitment

IEC is dedicated to creating an inclusive educational environment that celebrates diversity, promotes equity, and provides opportunities for every child to reach their fullest potential.

Policy 14: Extra-Curricular Activities Policy

Purpose

The Extra-Curricular Activities (ECA) Policy of International European College (IEC) encourages students to participate in sports, clubs, cultural programs, and other non-academic activities. These activities foster teamwork, leadership, creativity, and personal growth beyond the classroom.

Participation Guidelines

- All students are encouraged to join at least one extra-curricular activity each term.
- Participation in ECAs is considered part of the holistic development program of the school.
- Attendance and punctuality in practices, rehearsals, or meetings are compulsory once a student has enrolled.
- Students must balance ECAs with academic responsibilities to avoid neglecting studies.

Safety and Supervision

- All ECAs are conducted under the supervision of qualified teachers or instructors.
- Safety measures (first aid, equipment checks, and emergency protocols) will be strictly followed.
- Parental consent is required for participation in activities outside school hours or premises.

Types of Activities Offered

- **Sports:** Football, cricket, athletics, swimming, badminton, etc.
- **Clubs and Societies:** Debate club, science club, drama society, music and arts, IT club, etc.
- **Cultural & Community Service:** Celebrations, charity events, social outreach programs.
- **Competitions:** Inter-house, inter-school, national, and international events.

Student Conduct in ECAs

- Students must maintain discipline, teamwork, and sportsmanship at all times.
- Proper attire/uniforms for sports or performances must be worn as instructed.
- Respect for coaches, referees, and fellow participants is mandatory.

Recognition and Awards

- Outstanding performers in sports, arts, or clubs will be recognized through certificates, medals, or special awards.
- Participation in ECAs may contribute to eligibility for school leadership positions.

Parental Role

- Parents should encourage their children's participation in ECAs and support their involvement.
- Parents must ensure their child attends practices/events regularly once committed.

Commitment

Through extra-curricular activities, IEC aims to develop well-rounded students who excel academically, physically, socially, and emotionally, preparing them to be confident global citizens.

Policy 15: Parent-School Communication Policy

Purpose

The Parent-School Communication Policy of International European College (IEC) ensures effective, respectful, and transparent communication between parents and the school. Strong communication fosters trust, collaboration, and shared responsibility in supporting students' education.

Channels of Communication

- **School Diary / Student Planner:** Used for daily updates, homework, and short notes between teachers and parents.
- **Email / WhatsApp / SMS:** For official notices, reminders, and urgent communication.
- **Circulars & Newsletters:** Shared regularly to inform parents about events, policies, and achievements.
- **School Website / Parent Portal (if available):** For announcements, schedules, and academic updates.

Parent Meetings

- **Parent-Teacher Meetings (PTMs):** Scheduled at least once per term to review academic progress, attendance, and behaviour.
- **Individual Meetings:** Parents may request an appointment with teachers or school management for specific concerns.
- **Emergency Meetings:** The school may call urgent meetings with parents when necessary.

Complaint Handling

- Parents should address concerns respectfully, starting with the class teacher.
- If unresolved, issues may be escalated to the Section Head, Academic Coordinator, or Principal.
- The school commits to investigating concerns fairly and providing timely feedback.
- Anonymous or abusive complaints will not be entertained.

Use of Digital Communication

- WhatsApp and other digital platforms should be used only for official school-related communication, not personal discussions.
- Parents are expected to respect school working hours when sending messages or requests.
- Confidential matters should not be discussed on public groups but directed to the relevant staff.

Parent Responsibility

- Parents should check communication channels regularly to stay informed.
- Parents are expected to keep their contact details updated with the school office.
- Respectful and polite language must be used in all interactions with school staff.

School Responsibility

- The school will provide clear, accurate, and timely communication.
- Staff will respond to parent queries within a reasonable time frame.
- The school will maintain confidentiality when handling student-related issues.

Commitment

IEC values parents as partners in education. Open and respectful communication will ensure the best outcomes for students and strengthen the school community.

Policy 16: Mobile Phone and Electronic Devices Policy

Purpose

The Mobile Phone and Electronic Devices Policy of International European College (IEC) ensures that technology is used responsibly and does not disrupt learning, safety, or discipline within the school environment.

General Rules

- Students are **not encouraged** to bring mobile phones or electronic devices to school unless absolutely necessary.
- If a device is brought, it must be **switched off** and kept in the school bag during class hours.
- Use of devices during lessons is only allowed with teacher permission for educational purposes.
- Devices must never be used to record, photograph, or film students, staff, or school property without permission.

Restrictions

- Playing games, browsing social media, or watching videos during school hours is prohibited.
- Sharing offensive, violent, or inappropriate content via devices is strictly forbidden.
- Smartwatches with messaging or internet access are treated as mobile phones and follow the same rules.

Confiscation Policy

- If a student is found misusing a device:
 - **First offence:** Warning and device confiscated for the day.
 - **Second offence:** Device held in the school office until collected by parents.
 - **Repeated offence:** Disciplinary action, including suspension of privileges or detention.

Cyber Safety

- Students must not use devices to engage in cyberbullying, cheating, or spreading harmful content.
- Any misuse of devices that harms others will result in strict disciplinary measures.

Parental Role

- Parents are advised not to contact students directly during class hours. All urgent communication must go through the school office.
- Parents are responsible for monitoring their child's device use outside school.
- The school is **not liable** for lost, stolen, or damaged personal devices brought by students.

Educational Use of Technology

- The school may provide supervised use of tablets, laptops, or projectors for academic purposes.
- Students must handle school-owned devices carefully and return them in proper condition.

Commitment

IEC promotes responsible use of technology to enhance learning while ensuring that devices do not distract, disrupt, or endanger the school community.

Policy 17: Environmental and Sustainability Policy

Purpose

The Environmental and Sustainability Policy of International European College (IEC) reflects the school's commitment to protecting the environment and promoting sustainable practices. IEC believes in instilling eco-friendly values in students to prepare them as responsible global citizens.

Principles

- Respect for the environment is part of the school's values.
- Every student and staff member has a responsibility to reduce waste, conserve resources, and protect nature.
- Sustainable practices will be encouraged in academics, daily operations, and extracurricular activities.

Waste Management

- Students must dispose of litter in designated bins.
- Recycling bins will be provided for paper, plastic, and other materials.
- Single-use plastics (bottles, straws, polythene bags) are discouraged.

Energy and Water Conservation

- Lights, fans, and projectors must be switched off when not in use.
- Water taps must be turned off properly after use.
- Awareness campaigns will encourage students to use resources responsibly.

Green Activities

- Students will take part in tree planting, gardening, and clean-up projects.
- Environmental awareness programs, debates, and competitions will be organized.
- Science and environment clubs will promote eco-friendly initiatives.

Curriculum Integration

- Environmental education will be integrated into science, social studies, and extracurricular activities.
- Students will learn about global environmental issues such as climate change, pollution, and conservation.

Health and Nutrition

- The school canteen is encouraged to follow eco-friendly practices such as reducing plastic packaging.
- Awareness about healthy, sustainable eating will be promoted.

Community and Parental Role

- Parents are encouraged to support sustainable practices at home.
- The school will collaborate with community organizations for environmental projects.

Commitment

IEC is dedicated to nurturing students who respect the environment and contribute to building a sustainable future through knowledge, action, and responsibility.

Policy 18: Field Trip and Transport Policy

Purpose

The Field Trip and Transport Policy of International European College (IEC) ensures that all school-organized trips and transport services are conducted safely, responsibly, and in alignment with the school's educational goals.

Field Trips

- Field trips are designed to provide practical learning experiences that support the curriculum and student development.
- Participation requires **written parental/guardian consent** before the trip.
- Students must follow the school's **Code of Conduct** during trips, representing IEC with respect and discipline.
- Teachers and staff will supervise students at all times, maintaining appropriate student–teacher ratios.
- Safety measures, including first aid kits and emergency contacts, will be ensured before departure.
- Parents will be informed in advance about the trip's **date, time, location, transportation details, and cost (if applicable)**.

Transport Rules for Field Trips

- Only school-approved buses or vans with licensed drivers will be used.
- Seat belts must be worn if available, and students must remain seated while in transit.
- Students are not allowed to bring prohibited items (sharp objects, gadgets, snacks not permitted by the school, etc.).
- Roll calls will be taken before departure, upon arrival, and before returning to school.

Daily School Transport (if applicable)

- Students using school transport must arrive at their pickup point on time.
- Good behaviour must be maintained on buses; no shouting, pushing, or disturbing the driver is allowed.
- Eating and drinking inside buses are discouraged for safety and cleanliness.
- Misconduct on school transport may result in suspension of transport privileges.
- Parents must notify the school of any change in transport arrangements in advance.

Parental Responsibility

- Parents must ensure their child is prepared for trips with the necessary items (uniform, lunch, water, medication if required).
- Parents are expected to update emergency contact information for trip purposes.

School Responsibility

- IEC will ensure proper risk assessment before any trip.
- The school will provide supervision, safety measures, and medical assistance where necessary.
- In case of emergencies, parents will be informed immediately.

Commitment

IEC aims to provide safe and enriching field trip experiences that complement classroom learning while ensuring the highest standards of student welfare and safety in school transport.

Policy 19: Data Protection & Privacy Policy

Purpose

The Data Protection & Privacy Policy of International European College (IEC) safeguards the personal information of students, parents, and staff. The school is committed to handling all data responsibly, transparently, and in compliance with ethical standards.

Types of Data Collected

- **Student Information:** Name, date of birth, address, parent/guardian details, academic records, medical information.
- **Parent/Guardian Information:** Contact details, identification documents, financial records for fee payments.
- **Staff Information:** Employment records, qualifications, payroll data, and performance records.

Use of Data

- Student data is used for academic records, admissions, attendance, assessments, and co-curricular participation.
- Parent/guardian information is used for communication, fee processing, and official correspondence.
- Staff data is used for employment purposes, payroll, and professional development.
- Photographs/videos may be used for school publications, websites, and social media **only with prior parental consent**.

Data Storage and Security

- All records are stored securely, either in locked files (physical) or password-protected databases (digital).
- Access to sensitive information is restricted to authorized personnel only.
- The school will take reasonable measures to protect data from unauthorized access, loss, or misuse.

Sharing of Information

- Data may be shared with government education authorities, accreditation bodies, or examination boards when required.
- The school will not share personal information with third parties for commercial purposes.
- In case of emergencies (e.g., medical), relevant data may be shared with healthcare providers.

Parental and Student Rights

- Parents/guardians may request access to their child's academic and personal records.
- Corrections to inaccurate information will be made upon request.
- Parents may withdraw consent for the use of photos/videos of their child at any time by notifying the school in writing.

Retention of Data

- Student records will be kept for a reasonable period after a student leaves, as required by education regulations.
- Staff employment records will be retained as per employment law.

Commitment

IEC is dedicated to protecting the privacy of all stakeholders and maintaining the confidentiality of school records with integrity and professionalism.

Policy 20: Use of School Facilities Policy

Purpose

The Use of School Facilities Policy of International European College (IEC) ensures that all school facilities are used responsibly, safely, and for the benefit of the student community. Proper use of facilities promotes respect for school property and supports effective teaching and learning.

Facilities Covered

- Classrooms and laboratories
- Library and resource centers
- Computer labs and ICT equipment
- Sports grounds, courts, and gym facilities
- Playground and recreational areas
- School hall and multipurpose rooms
- Canteen and common areas

General Rules

- Facilities must be used only for **educational and school-approved activities**.
- Students must treat all equipment, furniture, and property with care.
- Eating and drinking inside classrooms, libraries, and labs are prohibited unless approved.
- Students must not enter restricted areas (labs, staff rooms, storage rooms) without permission.
- After use, facilities must be left clean and organized.

Library and Labs

- Library borrowing rules, ICT usage rules, and lab safety regulations must be strictly followed.
- Students are responsible for returning borrowed items on time and in good condition.
- Any damage or loss must be reported immediately and may result in repair/replacement charges.

Sports and Playground Areas

- Students must wear proper sports attire when using sports grounds or equipment.
- Rough play, misuse of equipment, or unsafe behaviour is not allowed.
- Safety rules must be followed during physical education and extracurricular activities.

Technology and ICT Facilities

- School computers and internet access must be used only for academic purposes.
- Students must not install software, change settings, or misuse school ICT equipment.

After-School and Special Events

- Use of facilities outside school hours requires approval from the school management.
- Students and parents must follow school rules even during extracurricular or community events.

Consequences of Misuse

- Any damage caused by negligence or misconduct will be charged to the responsible student/parent.
- Misuse of facilities may lead to suspension of access rights or disciplinary action.

Commitment

IEC is committed to maintaining high-quality facilities for the benefit of all students and expects every user to respect, protect, and use them responsibly.

Policy 21: Teacher Conduct & Ethics Policy

Purpose

The Teacher Conduct & Ethics Policy of International European College (IEC) outlines professional expectations for all teaching and non-teaching staff. The policy ensures that staff members act with integrity, fairness, and respect, serving as role models for students.

Professional Behaviour

- Teachers must maintain **professional relationships** with students, avoiding favouritism or discrimination.
- Courtesy, respect, and fairness must be shown to all students, parents, and colleagues.
- Confidentiality must be maintained regarding student records, staff matters, and school information.
- Teachers must avoid any behaviour that could harm the reputation of the school.

Teaching Standards

- Teachers must prepare lessons thoroughly, deliver them effectively, and evaluate student progress fairly.
- Continuous professional development (CPD) is encouraged to enhance teaching quality.
- Teachers should use inclusive teaching methods that support diverse learning needs.
- Academic honesty must be promoted, with no tolerance for plagiarism or unfair practices.

Appearance and Dress Code

- Teachers must dress in a professional and modest manner suitable for an educational environment.
- Identity badges, if issued, must be worn at all times within the school premises.

Use of Authority

- Corporal punishment or physical discipline is strictly prohibited.
- Teachers may discipline students appropriately using approved school procedures.
- Abuse of authority, intimidation, or harassment of students or colleagues will not be tolerated.

Technology and Social Media

- Teachers must use ICT responsibly and only for educational purposes during school hours.
- Personal communication with students via social media or messaging apps must be avoided unless school-approved.
- Posting confidential school matters or negative remarks about students, parents, or colleagues online is prohibited.

Conflict of Interest

- Teachers must avoid situations where personal interests conflict with professional responsibilities.
- Acceptance of gifts, favours, or benefits from parents or students that may influence decisions is discouraged.

Commitment to Student Welfare

- Teachers must actively safeguard students' wellbeing and report any suspected abuse or neglect.
- They must promote a safe and inclusive environment that respects diversity.

Consequences of Misconduct

- Minor breaches may result in warnings, retraining, or monitoring.
- Serious violations may lead to suspension, termination of employment, and reporting to relevant authorities.

Commitment

IEC is dedicated to upholding the highest ethical standards among staff to ensure a professional, safe, and respectful learning environment.

Policy 22: Student Discipline Appeal Policy

Purpose

The Student Discipline Appeal Policy of International European College (IEC) provides students and parents with a fair and transparent process to appeal against disciplinary actions such as suspensions, detentions, or expulsions. This ensures accountability and upholds the principles of natural justice.

Right to Appeal

- Students and parents/guardians have the right to appeal disciplinary decisions if they believe the decision was unfair, disproportionate, or not in line with school policies.
- Appeals must be submitted in writing within **five (5) working days** of receiving the disciplinary decision.

Grounds for Appeal

An appeal may be considered if:

- There is new evidence not previously available.
- Procedures were not followed correctly.
- The punishment was excessive compared to the nature of the misconduct.
- There was bias or unfair treatment in the disciplinary process.

Appeal Procedure

1. **Written Submission:** Parents/guardians must submit a formal appeal letter to the Principal stating the grounds for appeal.
2. **Acknowledgement:** The school will acknowledge receipt of the appeal within two (2) working days.
3. **Review Committee:** An Appeal Committee (consisting of the Principal, senior teachers, and one independent staff member) will review the case.
4. **Hearing (if required):** The student and parents may be invited to present their case in person.
5. **Decision:** The committee will communicate its decision in writing within seven (7) working days after the appeal is lodged.

Final Decision

- The decision of the Appeal Committee is **final and binding**.
- Records of the appeal will be kept confidential and included in the student's file only if necessary.

Limitations

- Appeals cannot be made simply to delay disciplinary consequences.
- Repeated misconduct after an unsuccessful appeal will not be reconsidered under this policy.

Commitment

IEC is committed to ensuring fairness, transparency, and respect for student rights while maintaining discipline and safeguarding the school community.

Policy 23: Academic Honesty / Plagiarism Policy

Purpose

The Academic Honesty and Plagiarism Policy of International European College (IEC) upholds integrity, responsibility, and fairness in all academic work. Students are expected to produce original work and respect intellectual property.

Principles of Academic Honesty

- Students must complete their own assignments, tests, and projects.
- Proper acknowledgment must be given when using ideas, quotes, or information from books, websites, or other sources.
- Collaboration is allowed only when permitted by the teacher and must be clearly identified.
- Cheating, copying, or submitting someone else's work as one's own is strictly prohibited.

Examples of Academic Misconduct

- **Plagiarism:** Copying text, images, or ideas without citation.
- **Cheating:** Using unauthorized notes, devices, or assistance during exams.
- **Fabrication:** Falsifying data, research results, or references.
- **Collusion:** Helping another student commit academic dishonesty.
- **Multiple Submissions:** Submitting the same work for different assignments without permission.

Student Responsibility

- Submit only original work.
- Learn proper citation and referencing techniques as taught in class.
- Ask teachers for clarification if unsure about academic honesty rules.

Teacher Responsibility

- Clearly explain expectations for assignments and projects.
- Teach students correct methods of referencing and paraphrasing.
- Monitor for academic dishonesty and address violations fairly.

Consequences of Academic Dishonesty

- **First offence:** Work will not be graded; warning issued and student re-does assignment.
- **Second offence:** Zero grade awarded, parent notification, and counselling session.
- **Repeated/severe offences:** Suspension from school, loss of academic privileges, or disqualification from awards/exams.

Support and Education

- The school will provide training sessions on referencing, paraphrasing, and digital ethics.
- Library and digital tools will be made available for proper research practices.

Commitment

IEC is dedicated to cultivating honesty, responsibility, and respect for knowledge, ensuring that students develop into ethical learners and future professionals.

Policy 24: Learning Support / SEN (Special Educational Needs) Policy

Purpose

The Learning Support / SEN Policy of International European College (IEC) ensures that students with learning difficulties, developmental challenges, or special educational needs receive appropriate support to access quality education and achieve their fullest potential.

Principles

- Every child has the right to education without discrimination.
- Students with SEN are valued equally and included fully in school life.
- The school promotes awareness, empathy, and respect towards children with diverse learning needs.

Identification of SEN

- Students may be identified through teacher observation, parent input, medical/psychological reports, or academic performance.
- Early identification allows timely intervention and tailored support.

Support Services

- **Individual Learning Plans (ILPs):** Designed for students who require personalized support.
- **Classroom Support:** Teachers adapt methods, materials, and assessments to suit diverse learners.
- **Specialist Referral:** In consultation with parents, students may be referred to external professionals (speech therapists, psychologists, occupational therapists, etc.).
- **Counselling:** Provided for emotional, social, or behavioural challenges.

Teacher Role

- Teachers will receive training to recognize and respond to SEN needs.
- Teachers are expected to create inclusive classrooms that accommodate different learning styles.
- Regular communication with parents about student progress will be maintained.

Parental Role

- Parents must provide the school with accurate information on their child's medical, developmental, or learning needs.
- Parents are expected to collaborate with teachers and specialists to support their child's progress at home.

Student Role

- Students are encouraged to respect peers with SEN and promote inclusion.
- Peer mentoring and cooperative learning will be used to build confidence and social skills.

Assessment Adjustments

- Modified exam papers, additional time, or alternative assessments may be provided where necessary.
- Decisions will be made on a case-by-case basis, ensuring fairness and balance.

Commitment

IEC is dedicated to providing an inclusive, supportive environment that empowers SEN students to thrive academically, socially, and emotionally while preparing them for lifelong success.

Policy 25: COVID-19 or Health Emergency Response Policy

Purpose

The COVID-19 or Health Emergency Response Policy of International European College (IEC) ensures preparedness and clear procedures during pandemics, epidemics, or other health emergencies. The school prioritizes the safety, health, and well-being of students, staff, and parents while maintaining academic continuity.

Health and Hygiene Measures

- Regular handwashing and use of sanitizers are compulsory during health emergencies.
- Masks may be required as per government or school directives.
- Thermal scanning and health checks may be conducted at entry points.
- Classrooms, washrooms, and common areas will be disinfected regularly.

Attendance and Learning

- Students showing symptoms of illness (fever, cough, flu-like symptoms) must stay at home until cleared medically.
- Online or hybrid learning may be implemented if in-person classes are suspended.
- Attendance policies may be temporarily adjusted to prioritize health and safety.

Social Distancing and Gatherings

- Class sizes may be reduced or rearranged to maintain safe distances.
- Large gatherings (assemblies, events, sports competitions) may be limited or shifted to virtual formats.
- Field trips and excursions may be suspended until conditions are safe.

Communication

- Parents will be informed promptly of any changes through email, WhatsApp, or official school circulars.
- Emergency contact information of students and parents must be kept updated.
- Clear instructions will be shared regarding quarantine or isolation requirements.

Medical Emergencies

- If a student or staff member shows symptoms during school hours, they will be moved to a designated isolation area and parents will be contacted immediately.
- In severe cases, the individual will be taken to a hospital or medical facility.
- Confirmed cases will be reported to local health authorities as required.

Examinations and Assessments

- Exams may be rescheduled, conducted online, or modified as per circumstances.
- Students unable to attend due to illness will not be penalized and may be given alternate arrangements.

School Responsibility

- IEC will comply with all Ministry of Health and Ministry of Education guidelines in Sri Lanka.
- Staff will be trained to handle health emergency procedures.

Parent and Student Role

- Parents must cooperate by keeping unwell children at home and informing the school of illnesses immediately.
- Students must follow all hygiene and safety rules responsibly.

Commitment

IEC is committed to ensuring safety and academic continuity during health emergencies, prioritizing collective well-being and adapting flexibly to changing conditions.

Policy 26: Media & Photo Consent Policy

Purpose

The Media & Photo Consent Policy of International European College (IEC) ensures that photographs, videos, and other media of students are used responsibly, ethically, and only with proper consent. This policy balances the school's need to showcase activities with the privacy rights of students and families.

Use of Media

- Photos and videos may be taken during academic activities, cultural programs, sports events, and field trips.
- Media may be used in:
 - School newsletters, magazines, and yearbooks
 - School website and social media platforms
 - Promotional brochures and admission materials
 - Press releases or local media coverage (with approval)

Consent Requirement

- Parents/guardians must provide **written consent** at the time of admission regarding the use of their child's images.
- Consent may be updated or withdrawn at any time by submitting a written request to the school office.
- Without consent, a student's photo or video will not be published in any external platform.

Guidelines for Responsible Use

- Students' full names will not be published alongside their photos unless specific parental permission is granted.
- Images will be respectful, age-appropriate, and used only to highlight positive achievements and activities.
- Media will never be used for commercial purposes unrelated to the school's mission.

Restrictions

- Parents and visitors must not take unauthorized photos or videos of students or staff during school hours without prior approval.
- Students are not allowed to post school-related images on personal social media accounts without teacher/school approval.

Storage and Security

- Media files will be stored securely in school databases and accessed only by authorized staff.
- The school will take reasonable measures to prevent misuse of student images.

Parental Role

- Parents are encouraged to discuss with their children the importance of privacy and responsible sharing of images online.
- Any concerns about published photos/videos must be raised with the school immediately.

Commitment

IEC is committed to protecting student privacy while celebrating school activities and achievements through responsible use of media.

Policy 27: Disaster Preparedness & Fire Drill Policy

Purpose

The Disaster Preparedness & Fire Drill Policy of International European College (IEC) ensures that students, staff, and visitors are prepared to respond effectively to emergencies such as fire, earthquake, or natural disasters. The safety of the school community is the highest priority.

Preparedness Measures

- Emergency exit routes and assembly points are clearly marked in all school buildings.
- Fire extinguishers, alarms, and safety equipment are installed and maintained regularly.
- Teachers and staff are trained in emergency procedures, including evacuation and first aid.
- Safety instructions are displayed in classrooms, corridors, and common areas.

Fire Drills

- Fire drills will be conducted at least **once per term**.
- During drills, students must:
 - Leave belongings behind.
 - Exit classrooms calmly and quickly using designated routes.
 - Gather at the assigned assembly point in silence.
- Teachers will take attendance at assembly points to ensure all students are accounted for.
- Students must not re-enter the building until the all-clear is given.

Other Disaster Preparedness

- **Earthquake:** Students must follow “Drop, Cover, and Hold” instructions until safe to evacuate.
- **Flood/Storm:** Students will be kept indoors until safe transport arrangements are made.
- **Health Emergencies:** First aid kits and medical support will be available; evacuation to a hospital will be arranged if required.

Student Responsibility

- Follow teacher instructions promptly during any drill or emergency.
- Refrain from pushing, shouting, or creating panic.
- Learn and remember classroom exit routes and assembly points.

Parental Role

- Parents must ensure that the school has up-to-date emergency contact information.
- Parents are expected to cooperate with school instructions during emergencies (e.g., delayed pickups).

Commitment

IEC is committed to building a culture of preparedness where all members of the school community know how to respond in emergencies, ensuring maximum safety and minimal risk.

Policy 28: Library Policy

Purpose

The Library Policy of International European College (IEC) ensures that the school library is used effectively as a resource for learning, research, and personal development. The policy promotes respect for books, digital resources, and a culture of reading.

Library Usage Rules

- The library is a **quiet zone**; students must maintain silence and respect others who are reading or studying.
- Eating, drinking, or loud conversations are not permitted inside the library.
- Students must handle books and materials carefully to avoid damage.

Borrowing Rules

- Each student may borrow a maximum of **2 books at a time**.
- Books may be borrowed for a period of **2 weeks** and must be returned on or before the due date.
- Renewals may be allowed if no other student has requested the book.
- Reference books, magazines, and certain digital resources may only be used within the library.

Fines and Penalties

- A fine will be charged for overdue books per day of delay.
- Lost or damaged books must be replaced by the student or paid for at the current market value.
- Repeated misuse of library privileges may result in suspension of borrowing rights.

Digital Resources

- Computers in the library must be used only for academic and research purposes.
- Accessing inappropriate websites, playing games, or changing computer settings is prohibited.
- Students must log out after use and handle digital devices responsibly.

Student Responsibility

- Maintain discipline and follow librarian instructions at all times.
- Return borrowed materials on time to allow other students access.
- Use library resources for study, research, and personal development only.

Teacher and Librarian Role

- Teachers may recommend reading materials and guide students in research work.
- The librarian will assist students in locating books, managing borrowing records, and promoting reading habits.
- Library orientation will be conducted for new students.

Commitment

IEC is committed to fostering a reading culture and providing students with access to resources that enhance knowledge, creativity, and lifelong learning skills.

Policy 29: Nutrition / School Canteen Policy

Purpose

The Nutrition and School Canteen Policy of International European College (IEC) ensures that students have access to safe, healthy, and nutritious food options. The policy promotes good eating habits and supports the overall health and well-being of the school community.

Healthy Food Guidelines

- The school encourages a **balanced diet** with fruits, vegetables, whole grains, and protein-rich foods.
- Junk food such as chips, fizzy drinks, excessive sweets, and fried items will be **discouraged** in the school canteen.
- The canteen will provide **nutritious alternatives** such as fruit juices, milk, sandwiches, and fresh snacks.
- Students bringing food from home should follow healthy lunchbox guidelines.

Hygiene Standards

- All food served in the canteen must comply with hygiene and safety regulations.
- Kitchen staff must maintain personal cleanliness, wear gloves and caps, and follow proper food-handling practices.
- Drinking water stations will be cleaned and maintained regularly.

Allergies and Special Diets

- Parents must inform the school of any food allergies or dietary restrictions of their child.
- The canteen will take reasonable precautions to avoid serving allergen-containing foods to affected students.

Student Responsibility

- Students must maintain cleanliness in the canteen and dispose of waste properly.
- Sharing food is discouraged, especially in cases of allergies or health concerns.
- Students are expected to make healthy food choices in line with the school's guidance.

Parental Role

- Parents are encouraged to provide balanced meals if sending lunchboxes from home.
- Parents should avoid packing unhealthy snacks, sodas, or food high in sugar and preservatives.

Monitoring and Evaluation

- The school management will regularly review the canteen menu to ensure compliance with nutrition standards.
- Student and parent feedback will be considered in improving canteen services.

Commitment

IEC is dedicated to fostering a healthy lifestyle among students by providing nutritious food, encouraging good eating habits, and supporting overall physical and mental well-being.

Policy 30: Conflict Resolution or Grievance Policy

Purpose

The Conflict Resolution or Grievance Policy of International European College (IEC) provides students, parents, and staff with a clear and fair process to raise concerns, resolve disputes, and address complaints in a respectful and constructive manner. The policy promotes harmony, trust, and accountability within the school community.

Principles

- Conflicts should be resolved at the **lowest possible level** and as quickly as possible.
- All grievances will be treated **confidentially, fairly, and without bias**.
- Respectful communication is expected at all times from all parties.
- Retaliation against individuals who raise genuine concerns will not be tolerated.

Types of Grievances

- Academic concerns (grading, teaching methods, workload)
- Behavioural concerns (bullying, misconduct, discipline)
- Administrative issues (fees, communication, facilities)
- Staff-parent or student-teacher disputes

Procedure for Raising a Grievance

1. **Informal Stage:**
 - Concerns should first be discussed directly with the relevant teacher or staff member.
 - Many issues can be resolved quickly through open dialogue.
2. **Formal Stage:**
 - If unresolved, a written complaint should be submitted to the Section Head or Academic Coordinator.
 - The complaint will be acknowledged within 3 working days.
3. **Investigation:**
 - The school will review the complaint, gather information, and, if necessary, hold a meeting with all involved parties.
 - Both sides will have the opportunity to present their perspective.
4. **Resolution:**
 - A decision will be communicated in writing within 7–10 working days.
 - Actions may include mediation, corrective measures, or disciplinary action (if required).
5. **Appeal:**
 - If dissatisfied, the complainant may appeal to the Principal.
 - The Principal's decision will be final.

Roles and Responsibilities

- **Students/Parents:** Raise concerns respectfully and truthfully.
- **Teachers/Staff:** Listen carefully, respond constructively, and seek solutions.
- **School Management:** Ensure fairness, confidentiality, and timely resolution of grievances.

Commitment

IEC is committed to maintaining a peaceful, respectful, and supportive environment where concerns are addressed constructively, and the dignity of all individuals is upheld.