



# **Student Handbook**

## **Academic Year 2020 - 21**

Reviewed on 17 June 2020

## **1. Introduction**

Candor is a co-educational K1-12 international school for day scholars and boarders. The school offers the IGCSE and IBDP programmes. The residential facilities are available for regular and weekly boarders for boys and girls from grades 5 to 12.

“Candor International School aims, to nurture lifelong learners, who, through respect and intercultural understanding, technology, creativity, collaboration and an active engagement in community service and humanitarian activities, become citizens of the world to contribute, and make a difference, to their generation.”

This vision is articulated through the following Core Values:

**Love** of Learning through life long enquiry

**Respect** for diversity of people, faith, culture and ideas

**Concern** for community at all levels

**Integrity** of thought, speech and actions

**Openness** to adopting the best models

**Transparency** of standards and practices

All students are expected to follow the core values and meet the expectations of the school. In an international school, it is crucial that all students are sensitive to the values of others, cultural diversities and respect all. The Principal and staff of the school will ensure the safety of the students and create a community of learners. Therefore, Candor seeks the cooperation of the students and partnership of parents.

**Every student is expected to read this Handbook carefully and follow the guidelines.**

## **2. General Guidelines & Expected Behaviour**

Candor International School expects all the students to be responsible and sensitive to the culture and needs of others. Therefore, students:

- Inappropriate displays of affection will result in disciplinary consequences
- Candor expects all students to be responsible and sensitive to the culture and needs of others. Sometimes even the most harmless intent may be misunderstood. Therefore, students are advised to refrain from anything that can be interpreted as bullying as this is a legal offence.
- Any form of bullying, intimidation, abuse, ragging or physical violence will result in suspension or expulsion.

- Students are expected to be courteous, polite, honest and truthful in all aspects of academic life as well as residential life. They are expected to attend all classes and be actively involved in all school programmes
- All students should treat school property with respect as they would their own
- Inappropriate displays of affection will result in disciplinary consequences
- Any form of cyber offence will result in serious disciplinary consequences
- Day scholars are not permitted to enter the dorms
- must be courteous and respectful towards their Dorm parents

### **3. Politically Acceptable Language**

RESPECT is one of our core values, so students are expected to refrain from using politically incorrect language, offensive and swear words. Any use of such language will lead to appropriate disciplinary action.

### **4. Prohibitory Policy**

Candor International School campus is a **NO SMOKING** and **NO DRINKING ZONE**. **Therefore, all students are expected to refrain from using tobacco, alcohol or any other intoxicating substance.**

- Any student found indulging in substance abuse such as smoking or drinking in or outside the school campus will face serious disciplinary consequences.
- Any student found supplying or bringing in cigarettes, alcohol and any other illegal substance etc. will lead to serious disciplinary action.

### **5. Zero Tolerance Policy**

The safety and well-being of the students and staff are of utmost importance to the school. Any form of harmful action to self and others will be viewed seriously. Therefore, Candor International School maintains ZERO tolerance to the following:

- Possession, peddling and abuse of any form of illegal substance
- Any illegal substance that is harmful and injurious to one's health
- Bullying in any form such as verbal, physical abuse, social harassment and ragging etc.
- Possession and use of weapons, instruments and tools with intent to harm

### **6. The School Year**

The Candor Academic Year is divided into two Semesters: Semester I and Semester II. The Semesters are divided into 4 Quarters.

**Note: Please refer to the student diary for the detailed school calendar**

### **7. School Timings**

The Candor School day begins at 8.00 am and ends at 3.45 pm. All students are expected to be in school by 7.50 am.

### 8. The Cycle Schedule

Candor follows a 5-day cycle. Each student is expected to follow the given Time table unless specified otherwise by the school.

### 9. Reporting Cycle

- Throughout the Semester, there will be on-going Assessment for learning (Formative/ Summative Assessments)
- At the end of each Semester there will be a cumulative Assessment of learning report
- Interim reports will be sent to parents at any time during the year if there is any particular concern so that early intervention is possible

### 10. Assessment Policy

- Candor believes in continuous learning and assessment and this is reflected in the assessment policy.
- The assessments for learning are continuous Formative/ Summative, semester end & Year end.
- Assessments can be in the form of written work as well as oral presentations, visual presentations, hands on projects, quizzes, journals, class assignments, collaborative projects, field trips etc. These are some ways of assessing student learning.
- The feedback of the assessments will be uploaded on LB for students and parents to view.

### 11. The Grading System

Candor uses letter grades from A+ to E, where A+ is the highest level of achievement. Formative assessments will be updated regularly for parents to see. The semester end and year end semester reports will be emailed at the end of each semester.

What the letter grades symbolize

AS Level

Grade Code	a	b	c	d	e	u
Percentage	100 - 80	79 - 70	69 - 60	59 - 50	49 - 40	39 - 0
Description	Very Good	Good in most aspects	Good in some aspects	Satisfactory	Struggling in some aspects	Struggling in most aspects

A Level

Grade Code	A*	A	B	C	D	E	U
Percentage	100 - 90	89 - 80	79 - 70	69 - 60	59 - 50	49 - 40	39 - 0
Description	Excellent	Very Good	Good in most aspects	Good in some aspects	Satisfactory	Struggling in some aspects	Struggling in most aspects

IGCSE

Grade Code	A*	A	B	C	D	E	F	G	U
Percentage	100 - 90	89 - 80	79 - 70	69 - 60	59 - 50	49 - 40	39 - 30	29-20	19 - 0
Description	Excellent	Very Good	Good in most aspects	Good in some aspects	Satisfactory	Struggling in some aspects	Struggling in most aspects	Struggling in most aspects	Unable to meet standards

MSP

Grade Code	A*	A	B	C	D	E	F	U
Percentage	100 - 90	89 - 80	79 - 70	69 - 60	59 - 50	49 - 40	39 - 30	29 - 0
Description	Excellent	Very Good	Good in most aspects	Good in some aspects	Satisfactory	Struggling in some aspects	Struggling in most aspects	Unable to meet standards

**12. Homework Policy**

Candor believes that Homework is a meaningful activity that extends and reinforces classroom learning experience when the student returns home or to the Dorm.

- **Primary School**

Homework is not necessarily a paper and pencil activity. It is assessed through verbal, presentational, written activities the following day. Homework will be given to the student thrice a week, of which one will be over weekend.

- **Middle School**

Teachers will maintain a Homework plan for the cycle so that students will not have more than two major pieces of homework per evening. However, there will always be some amount on a daily basis.

- **High School**

Students are responsible for meeting the homework submission deadlines. Students must make a habit of writing up notes for every subject that they have had for the day. By notes we mean what students have understood of what they learnt that day.

### **13 . Attendance Policy**

- All students are expected to attend every class as per their schedules.
- Only on emergency with the permission of the appropriate authority, students may be exempted from classes
- 85% attendance is imperative. If a student does not meet this requirement, the decision to promote him/her will be at the discretion of the school, based on the reason for absence.

### **14. Academic Honesty Policy**

Candor International School promotes self-discipline, independence and love of learning. The name “Candor” means honesty. Therefore every member of the community is expected to be honest in all areas of life. Academic honesty is fundamental to any academic institution and Candor expects all students to act honestly in every area of their academic work. Students must always give credit to any sources they have used in their work. Examples of academic dishonesty along with consequences are given below.

Candor believes that all candidates must understand the basic meaning and significance of concepts that relate to academic honesty and malpractices. All members of the community need to be aware that Candor treats Academic dishonesty as a serious matter.

The purpose of this policy is therefore:

- To promote and reinforce the importance of academic honesty at Candor International School
- To enumerate the procedure to deal with incidents of academic malpractice.

**Cheating is taking information from another student without his or her knowledge / taking information using technology during an assessment is not permitted.**

Both students will receive a “failure” (F) in their assignment. The maximum mark they will receive on a re-take will be a D (Minimum Pass) if it meets the expectation or an F (Fail) if it does not meet the expectation

- A letter will be sent to the parents informing them of the incident
- A warning letter will be given to the student
- A repetition of such an act will lead to strong consequences.

### **Fraudulent use of library books and library resources**

#### **Consequences:**

- A letter will be sent to the parents informing them of the incident
- A warning letter will be given to the student
- The assignment will have to be redone

**Plagiarism: Using another person or source’s ideas or language without acknowledging the author or source. It also includes:**

- getting someone else to do your writing
- copying someone else’s work
- printing out data from electronic encyclopedia or resources
- presenting someone else’s language or ideas as your own
- borrowing the order of an argument

#### **Consequences:**

- Students will receive a “fail” (F) in their assignment. The maximum mark they will receive on a re-take will be a D (Minimum Pass) if it meets the expectation or an F (Fail) if it does not meet the expectation
- A letter will be sent to the parents informing them of the incident
- A warning letter will be given to the student

### **Malpractice implies any or all of the following**

- Taking unauthorized material into the examination hall, (Calculators, Electronic devices, Rough Papers, Notes, Cell Phones etc.) which may contain information pertaining to the examination.
- Exchanging, supporting or attempting to support or passing on information that is related to examination.
- Misconduct during examination and attempting to disrupt examination or distract other students in the examination
- Copy the work of another student
- Failing to comply with the instructions of the invigilator
  - Stealing examination papers

#### **Consequences:**

- The student will be sent out from the exam hall and getting an “F” for that exam
- It may also lead to expulsion

Any form of malpractice for students of Grade 10, 11 and 12, in the exam or in any of the internal assessments / assignments will be reported to the CIE / IBO.

**To protect against charges of plagiarism, it is important to observe good research practices, and to acknowledge other people's ideas and information.**

#### **15. Internet Policy**

- Candor is a wi-fi campus and hence Internet facilities will be available in every area Therefore, all students are required to use the facility responsibly
- Students are required to abide by the terms of the IT Contract. Any form of abuse will lead to disciplinary consequences
  
- Hacking will result in suspension during which period the student will forfeit the advantage of any assessments taken by the rest of the class
- Accessing inappropriate sites will result in suspension during which period the student will forfeit the advantage of any assessments taken by the rest of the class
- Possession of 3G/4G/5G sim cards, data cards or any other device that will give them access to internet should be informed to the School Principal.
- If without their permission, such devices are used, it will lead to serious disciplinary action
- Using any form of social form during school hours will lead to disciplinary action
- Any form of cyber offence will lead to serious disciplinary action

#### **16. Policies for Laptops /iPads / Any other devices**

**All students should abide by the policy of Laptop/iPad/Space Any other Device of the school. During school hours, iPads /Laptops/Any other Device should be used in the classroom or study hall only with the permission of the concerned teacher. iPads /Laptops/Any other Device can be used for assignments and classwork with the permission of the teacher.**

- Students are responsible for their iPads /Laptops/Any other Device. The school will not be responsible for any loss or theft
- Borrowing or lending of iPads /Laptops/Any other Device is at one's own risk
- During study time iPads /Laptops/Any other Device may be used for academic purpose only

**Irresponsible use of iPads /Laptops/Any other Device will result in disciplinary consequences.**

#### **Examples of irresponsible use of iPads /Laptops/Any other Device:**

- Using someone else's laptop/iPad/any other device
- Listening to music in class without permission
- Gaming during class time
- Surfing the net during class time for non-academic purpose.



**Consequences:**

- The laptop/iPad/any other device will be confiscated
- A letter will be sent to the parents
- A warning will be issued to the student
- A contract will be signed by the student
- Repeated irresponsible usage will result in the suspension of laptop/iPad/any other device

**17. Cell Phone Policy**

Students are discouraged to bring cell phones to the school as school phones are available to contact their parents and guardians in emergency. In case of special permission when cell phones are allowed, they will need to be deposited with the HRT and collected at the end of the day. Cell phones found with students will be confiscated and returned at the end of semester. Students are responsible for their mobile phones. The school will not be responsible for any loss or theft.

**18. Laboratory Safety Rules and Guidelines**

The Candor labs are well equipped and students are expected to conduct themselves responsibly while in the labs. Students can enter the labs only for scheduled classes. They should

- follow all written and verbal instructions carefully. If unclear, they should ask the teacher before proceeding with the activities
- perform only those experiments authorized by the teacher
- be prepared to work in the laboratory by reading all procedures thoroughly before entering the laboratory
- Read all guidelines displayed in the labs.

**19. Activity Clubs**

**Activity clubs are intended to be enjoyable for the students. Attendance is mandatory.**

All students must sign up for clubs per semester as per the details shared with the students for that year. The club listing will be put up during the first cycle of school and students can sign up according to personal interest.

These are sports, performance and craft based hobby clubs which happen during the week as per the time table.

**The number of students needed in each club will be specified against each club; and it will be on a 'first come, first served' basis.**

**20. Counseling Services**

Personal and behavioural counseling is available to students based on teacher recommendation or parent request. A confidential record will be maintained by the school counselor. In any serious case, the counselor will inform the appropriate school authority so that it can be shared with the parents / guardians.

**21. Valuables**

Candor advises against keeping valuable items such as cash, jewelry, cameras, expensive mobile phones as the school will not be responsible for theft, loss or damage.

**22. Dress Code**

Formal uniforms and Sports uniforms will be worn on specified days. Neatness, modesty and sensitivity to the local culture and the community around the school must be maintained at all times. Hair must be brushed back or tied back during the school hours.

**23. Fire Drills**

- The school is equipped with an active Fire protection device
- Periodical Fire drills will be conducted to ensure that students are familiar with fire exits

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