

RULES AND REGULATIONS FOR STUDENT. CONDUCT AND ATTITUDE

All students are expected to be respectful and courteous while on the school campus. Students should not be impaired by alcohol or illegal drugs while on campus. Violent, threatening, humiliating, or abusive behavior or harassment of others is also not tolerated. Engaging in illegal activity while off campus can also affect a student's standing in the school. A student may be dismissed for any of these activities. Theft of property from the school or other students is grounds for immediate dismissal.

Process. Students and staff work as a team to assist one another to reach excellence. We strive to inspire this "team spirit" in every student and to benefit from the diverse approaches, broad spectrum of creativity, and talents which different students and talent bring to the learning

We encourage each person to express his or her own individuality while at the same time respecting the needs, wishes, and interests of others, and, when necessary, to compromise for the benefit of the whole. **ERICJAY FASHION INSTITUTE** strives to produce graduates with excellent ethics, character, and communication skills as well as achieving excellence in the understanding and practice of **FASHION**.

ATTENDANCE, MISSED CLASSES, AND TARDINESS:

Students may not miss more than 7(seven) classroom hours in one month. A student that is tardy by more than 5 minutes but less than 1 hour is given 1 hour of missed classroom time. For tardiness of 1 hour or more, then amount of missed classroom time assigned to the student is in hours, rounded up to the next hour, so, for example, a student that is 1 ½ hours late for class is given 2 hours of missed classroom time. The same formula applies to students that leave a class early. For example, a student that leaves a class 1/2 hour before the class ends will be considered to have missed 1 hour of classes. The total number of hours from absences, tardiness, and leaving classes early per one month must not exceed more than 7 hours.

After 15 hours of missed classroom time, the student is counseled by **the discipline committee** to discuss the problem and to determine if the student can arrange affairs so that the student's missed classroom hours stays under 7 for the one month.

LEAVE OF ABSENCE:

A student must complete the course within two years. It is not necessary to enroll full-time or to take all two years consecutively. Students may take a leave of absence and still graduate as long as all requirements are fulfilled within a one-year time period.

In cases of emergencies and family problems, a student may be granted a leave of absence for a reasonable amount of time as determined by the institute. A request for a leave of absence must be in writing and the date of expected return must be specified.

If the student does not re-enter within the specified time and has not notified the school, the student's contract will be terminated.

Absence from school must be supported by a medical report. Excuse from school may be granted on compassionate grounds and on a case-by-case basis. All medical report or excuse letters must be submitted to the manager immediately when the student returns to school. Absence without valid reason will be deemed as truancy.

GENERAL CONDUCT

- Do leave the areas in school in a better condition and state of cleanliness after use.
- Take good care of school properties and premises. Cost of replacement for vandalized items will be borne by student(s) responsible for the damage.
- Maintain highest standards of cleanliness at all times on the school premises.
Cleanliness includes the maintenance of the immediate surrounding areas.
- Food and all sweet drinks are to be ***consumed outside lecture rooms and production room.***
- Mobile phones should either be off or salient while class is in session.
- Keep the classroom clean and neat at all times.
- Consumption of food and sweet drinks are strictly not allowed in the classroom and production room.
- Show consideration to others by keeping the noise level low.
- Use or charging of all forms of electronic gadgets is prohibited unless they are required for lessons or sort permission.
- That student is expected to be regular and punctual in school and any activities of the institute such as lectures, etc.
- That student must respect authorities and fellow students.
- That the student shall abide by the rules and regulations and take any instructions given to him or her in according with the general rules and orders covering the school.
- Student will have to sit for final examination sanction by the institute to get a certificate.
- That the student shall abide by the rules and regulations and take any instructions given to him or her in according with the general rules and orders covering the school.