

## 6. MOVEMENT

- 6.1. Access to and departure from the school premises shall be exclusively through the designated Main Entrance ONLY.
- 6.2. All students must be present on school grounds no later than 8.00 a.m., after which the school's door will be closed.
- 6.3. Prior to assembly each morning, students are required to stow their belongings at Soleh Hall and promptly proceed to the designated assembly area. Students are prohibited from loitering in corridors or engaging in activities unrelated to the school program within classroom premises.
- 6.4. Transits of students between classrooms, laboratories, halls, workshops, designated teaching areas, and the hall must be conducted in an orderly fashion under the supervision of the designated teacher. Students are expected to maintain discipline during transitions and adhere to scheduled lesson/activity times.
- 6.5. Any student requiring leave from class during instructional periods must first obtain a Leave Pass from the teacher. The Leave Pass must be visibly displayed around the student's neck, and those without proper authorization will be promptly redirected to their respective classes.
- 6.6. Loitering is strictly prohibited.
- 6.7. In the event of teacher tardiness or absence, appointed prefects shall maintain a record of student requests for departure, limited to emergency situations. The supervising teacher must endorse this register upon their arrival.
- 6.8. Following regular school hours, students are not permitted to remain in classrooms or instructional areas without the direct supervision of teacher.
- 6.9. Access to Staffrooms is strictly restricted to authorized personnel only.
- 6.10. Outdoor activities shall be suspended during thunderstorms or inclement weather conditions and shall be conducted under the direct supervision of teacher.
- 6.11. In the event of an Emergency Early Dismissal (EED), the established Standard Operating Procedures for EED shall be followed. Pertinent notifications will be disseminated via School2me. Prior to dismissal, parent/guidance must complete requisite forms under the guidance of their homeroom teachers.