

One World International School, Whitefield

STUDENT HANDBOOK

Academic Year 2025-2026



Index

Section 1- School Overview

Our Vision & Mission	6
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Section 2- Daily School Operations

School Timings & Attendance Policy	8
Pick-up, Transport & Uniform Guidelines	g
Use of Technology	10
Laptop Specifications	11

Section 3- Academic Life

Curriculum	13
Assessment & Examinations	14
Subject Overview for MYP 1-4	15
Design	16
Individuals & Societies	18
Language Acquisition	20
Language & Literature	22
Mathematics	24
Physcial and Health Education (PHE)	26
Science	28
Visual Arts	30

Index

Section 3- Academic Life

Homework & Homeroom	32
Field Trips & Service as Action	33
After School Activities Programme (ASA)	
House System	
House Characteristics	37
Health, Safety & Support	
Bully-free environment & Student Counselling	
School Discipline Policy	
Student Code of Behaviour	42
Standards of Behaviour	43
General Principles	45
Student Acknowledgement Form	46

Welcome!!!!

Dear Students,

Welcome to the 2025-2026 academic year at One World International School, Whitefield!

We are excited to have you as part of our vibrant and inclusive community. This handbook provides detailed information about your school life, expectations, academic journey, and opportunities at OWIS. It is important to read this handbook carefully, understand your responsibilities, and follow the guidelines to ensure a fulfilling year.

Let's work together to create a positive, respectful, and enriching learning environment.



Shylaja Salwan Principal, OWIS Whitefield **SECTION 1**

SCHOOL OVERVIEW



Our Vision and Mission



Vision: To be the leading IB School in the country, offering exceptional and accessible education focused on values, collaboration, creativity, and service.

Mission: To develop inquiring, compassionate, reflective lifelong learners who respect all cultures and care for the world.

Core Values:

- Celebration of Cultural Diversity
- Curiosity and Lifelong Inquiry
- Integrity and Ownership
- Community Engagement and Service
- Resilience and Growth Mindset

SECTION 2

DAILY SCHOOL OPERATIONS



DAILY SCHOOL OPERATIONS

School Timings

- Academic Hours: 8:15 AM to 3:30 PM
- Homeroom Time: 8:00 AM to 8:20 AM
- Students are expected to arrive on time daily.
 Late arrivals beyond 8:15 AM will be marked tardy.

Attendance Policy

- 90% attendance is mandatory. Falling below this may affect academic standing.
- First and last day of each term are compulsory.
- Absences over three consecutive days require medical documentation.
- More than 10 unexcused absences may result in disciplinary review.
- Students must inform the school promptly in case of illness or emergency.
- Vacations cannot be extended without prior approval from the Principal.

Early Pick-Up and Transport Changes

- Early pick-up requests must be submitted before 12:00 noon to the Front Office.
- Students will be released only to authorised adults after being signed out at the Reception.
- Parents/guardians are not allowed to go directly to the classrooms.
- Any changes to transport arrangements must be communicated via official email by 12:00 noon. Verbal messages will not be entertained.

School Uniform Guidelines

- Students must wear the formal uniform on non-PE days and the sports uniform on PE days.
- Neat grooming and adherence to dress code is essential.
- Smartwatches and wearable tech are not permitted during school hours.

Use of Technology

- Students must bring a personal laptop that meets school guidelines.
- School Wi-Fi is for academic use only.
- Downloading games, music, or unauthorized content is strictly prohibited.
- Misuse of digital tools will result in suspension of device and internet access privileges.
- Passwords should not be shared with any other student.
- Mobile phones/smart watches are not allowed in school.









Laptop Specifications



Specification	Windows Laptops	Macintosh Users
Processor	Intel i5 (10th Gen or newer) or AMD Ryzen 5 (or newer)	Any MacBook with an M1/M2 chip or newer
RAM	Minimum of 8 GB, 16 GB recommended	-
Storage	512 GB SSD or better (Solid State Drive is mandatory)	512 GB SSD or better
Backup	Cloud-based storage (e.g., Google Drive, OneDrive) or Portable Hard Drive	Cloud-based storage (e.g., iCloud, Google Drive) or Portable Hard Drive
Wi-Fi	Wireless LAN 802.11ac (Wi-Fi 5) minimum, Wi-Fi 6 (802.11ax) recommended	-
Operating System	Windows 10/11 (fully supported)	macOS Big Sur or newer
Warranty	Worldwide/India service, covering parts and labor	Worldwide/India service, covering parts and labor
Antivirus	Licensed antivirus (Windows Defender recommended, Kaspersky as an option)	Licensed antivirus (Malwarebytes recommended or built-in macOS protections)
Software	_	Microsoft Office

SECTION 3

ACADEMIC LIFE



Curriculum

- For 2025-26 OWIS offers the IB Middle Years
 Programme (MYP) for grades 6-9 and the CBSE curriculum for grade 10.
- Both programmes are structured to promote inquiry, conceptual understanding, interdisciplinary learning, and international mindedness.

MYP Students

- Participate in units guided by global contexts and key concepts.
- Undertake formative and summative assessments throughout the year.
- Focus on developing Approaches to Learning (ATL) skills.
- Engage in Service as Action (SAA) and a Community Project (MYP 3).
- MYP 4 students prepare for IB on-screen eAssessments in key subjects.

CBSE Students

- Follow a rigorous academic plan aligned with national standards.
- Participate in periodic assessments, mid-terms, and pre-board exams.
- Complete board practicals in subjects like Science and Artificial Intelligence.

13

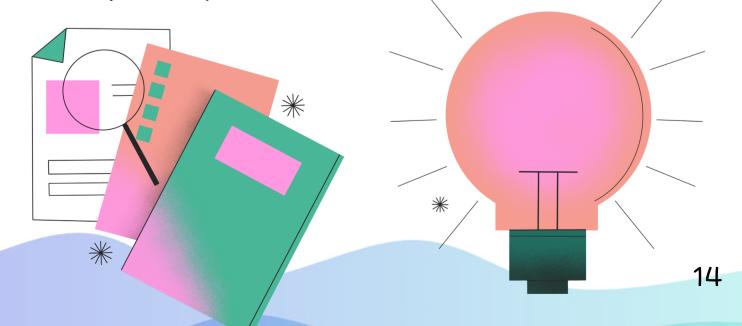
Assessments and Examinations

Formative Assessments: Low-stakes tasks that guide learning. Can be made up after an absence.

Summative Assessments: Highstakes evaluations that cannot be rescheduled unless in extreme cases.

Examination Schedule: During exams, students are in school only for the duration of the exam and leave after completion.

Academic Integrity: Plagiarism, cheating, or other dishonesty results in serious consequences and disciplinary action.



Subject Overview for MYP 1-4

ATL Skills Development



Critical & Creative Thinking
Students explore ideas, evaluate solutions, and approach problems with innovation and logic.

Communication & Collaboration

Learners express ideas confidently, listen actively, and work effectively with others in diverse settings.

Research Skills (including Digital & Media Literacy)
They learn to locate, analyze, and apply information responsibly using various tools and platforms.

Self-Management & Reflection Students set goals, manage time, stay organized, and reflect meaningfully on their learning journey.

These ATL skills equip students to thrive not just in academics, but in life-building independence, adaptability, and a commitment to lifelong learning.

Design

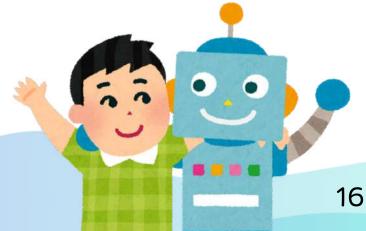
Design at OWIS Whitefield empowers students to become innovative thinkers and problem-solvers who use creativity, technology, and design thinking to address real-world challenges. The curriculum is project-based and closely aligned with the IB Design Cycle.

Key Focus Areas:

- Application of the design cycle: Inquiring, Developing Ideas, Creating Solutions, Evaluating
- Using digital tools and physical materials to solve authentic problems
- Building functional products and digital solutions for the school and wider community

Learning Approach:

- Hands-on Projects: Coding, web design, animation, graphic design, and automation
- Interdisciplinary Thinking: Combining art, computer science, science, and social relevance
- Real-World Problem Solving: Design solutions linked to the UN Sustainable Development Goals and community needs



Design

Tools and Technologies Explored:

- Programming Languages (Python, Java, Arduino C)
- Graphic Design and Multimedia Tools
- Database Management Systems
- Web and App Development Frameworks
- · Prototyping with physical and digital materials

Sample Design Projects:

- · Recycled products using waste materials
- · Awareness campaigns via animated posters
- · Java applications to solve school/community needs
- · Database-driven systems and digital inventory tools
- Automation projects using Arduino kits

Assessment:

 Based on four IB criteria (A-D) through practical outputs, design documentation, presentations, and evaluations

Service as Action:

Projects are often designed to serve school or community needs, promoting empathy, innovation, and responsibility in action.

Individuals and Societies

Individuals & Societies (I&S) at OWIS Whitefield equips students with the tools to understand, analyze, and reflect on the complexities of human life, both past and present. Integrating history, geography, civics, and economics, the subject fosters global awareness and critical inquiry.

Key Focus Areas:

- Understanding human societies, systems, and relationships
- · Analyzing past events and their impact on the present
- Exploring environmental, political, economic, and social change
- Connecting local and global issues to real-world solutions

Learning Approach:

- IB Design Cycle: Inquiring and Analysing, Developing Ideas, Creating Solutions, and Evaluating
- Global Contexts: Fairness and development, globalization, sustainability, personal and cultural expression, and scientific innovation
- Interdisciplinary Connections: History, civics, economics, environmental studies, and more

Individuals and Societies

Sample Topics Explored:

- Ancient Civilizations and World Religions
- · Governance, Power, and Revolutions
- Population Change, Migration, and Urbanization
- Natural Hazards and Environmental Systems
- Global Trade, Economic Systems, and Sustainability
- Social Justice, Identity, and Cultural Expression

Assessment:

- Investigative projects, presentations, role plays, simulations, debates, and case studies
- Application of IB subject-specific criteria (A-D)

Service as Action:

Students apply their learning to real-life contexts through community engagement projects, promoting active citizenship and ethical responsibility.

Language Acquisition

Language Acquisition at OWIS Whitefield empowers students to become confident communicators in an additional language while deepening their appreciation of diverse cultures and perspectives. The subject develops fluency in listening, speaking, reading, and writing through real-world, theme-based learning experiences.

Languages Offered at OWIS Whitefield:

- · Hindi and French as core Language Acquisition options
- Kannada as an additional language, in alignment with local linguistic and cultural needs

Key Areas of Learning:

- · Communication in familiar and unfamiliar contexts
- · Grammar, vocabulary, and sentence construction
- · Comprehension of spoken and written texts
- · Cultural understanding and appropriate expression

Learning Approach:

- Progression through phases based on language proficiency
- Integration of interactive methods: conversations, debates, storytelling, multimedia, and creative writing
- Use of authentic materials like articles, audio clips, and cultural narratives



Language Acquisition

Sample Unit Themes:

- Personal identity and relationships
- Daily life and routines
- Celebrations and global traditions
- · Food, travel, and sustainable living
- Environmental and social concerns

Assessment:

- Based on four IB MYP criteria:
- · A. Comprehending spoken and visual text
- B. Comprehending written and visual text
- C. Communicating in response to spoken, written, and visual text
- D. Using language in spoken and written form
- Includes oral presentations, comprehension exercises, written reflections, and role-play tasks

Service as Action:

Language skills are applied in community-centered projects, such as awareness campaigns, cultural exchanges, and school initiatives promoting multilingualism and inclusion.



Language and Literature

Language and Literature at OWIS Whitefield develops students' abilities to interpret, create, and critically analyze a wide range of texts. The curriculum fosters a love for reading, a command of language, and an appreciation of diverse perspectives, while strengthening both academic and creative communication.

Key Areas of Learning:

- · Reading comprehension and textual analysis
- Creative and formal writing
- Oral communication and public speaking
- Literary criticism and media literacy
- Language structure and stylistic techniques

Learning Approach:

- Students engage with a variety of genres: novels, poetry, plays, essays, articles, and multimedia texts
- Emphasis is placed on exploring global and personal contexts through literature
- Activities include group discussions, debates, performance, dramatic interpretations, research, and multimedia projects
- Focus on both expressive creativity and formal academic writing

Language and Literature

Sample Themes and Topics:

- Identity and relationships through literature
- Power and justice in global texts
- The role of media and storytelling in shaping society
- Language and culture
- Voices of marginalized communities
- The evolution of literary forms and styles

Assessment:

- Evaluated through four MYP criteria:
- A. Analyzing
- **B.** Organizing
- C. Producing Text
- D. Using Language
- Tasks may include analytical essays, creative writing, presentations, comparative studies, debates, and digital storytelling

Service as Action:

Students are encouraged to use literature to raise awareness, write for causes, or create content that reflects social and cultural issues relevant to their communities.



Mathematics

Mathematics at OWIS Whitefield helps students make sense of the world through patterns, logical reasoning, and quantitative understanding. The subject promotes analytical thinking, real-life application, and a structured approach to problem-solving using mathematical concepts and strategies.

Key Areas of Learning:

- Number and operations
- Algebraic thinking and equations
- Geometry and measurement
- Statistics, probability, and data interpretation
- Mathematical modeling and real-world applications

Learning Approach:

- · Concept-based inquiry rooted in real-life contexts
- Application of mathematical models to solve complex problems
- Use of technology and tools (calculators, spreadsheets, graphing software)
- · Visual representations, logical proofs, and reasoning

Cross-disciplinary links to science, design, and

economics

Mathematics

Sample Themes and Applications:

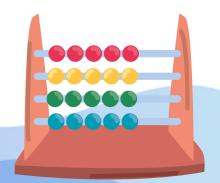
- · Ratios and percentages in budgeting and recipes
- · Algebraic expressions in patterns and coding
- · Coordinate geometry for urban planning
- · Probability and statistics in sports and data science
- Trigonometry and measurement in architecture and construction

Assessment:

- Based on four IB MYP criteria:
- A. Knowing and understanding
- B. Investigating patterns
- C. Communicating mathematically
- D. Applying mathematics in real-life contexts
- Includes quizzes, investigations, presentations, models, and reflections

Service as Action:

Mathematics is integrated into community projects such as budgeting for events, creating data dashboards for awareness campaigns, and measuring environmental footprints using real-time data.



Physical and Health Education (PHE)

PHE at OWIS Whitefield emphasizes holistic well-being through physical fitness, health education, team collaboration, and personal goal setting. It develops students' motor skills, knowledge of health, and the attitudes required to lead active, balanced lives.

Key Areas of Learning:

- Physical fitness and movement techniques
- Team games and individual sports
- · Health, nutrition, and personal well-being
- · Goal setting, reflection, and personal improvement
- Values of fairness, respect, and perseverance

Learning Approach:

- Regular physical activities and games
- · Inquiry into health-related issues and practices
- · Student-led goal setting and personal fitness tracking
- Group-based activities promoting leadership and collaboration



Physical and Health Education (PHE)

Assessment:

- Based on MYP criteria:
- A. Knowing and understanding
- B. Planning for performance
- C. Applying and performing
- D. Reflecting and improving performance
- Includes fitness logs, performance evaluations, health projects, and reflections

Service as Action:

Students may plan health campaigns, peer fitness sessions, or community sports events to foster wellness and encourage inclusive physical activity.



Science

Science at OWIS Whitefield nurtures curiosity, investigation, and inquiry into the natural world. Students develop scientific knowledge and skills to understand, analyze, and solve real-world problems.

Key Areas of Learning:

- Biology, Chemistry, and Physics fundamentals
- Scientific methods and experimentation
- Critical analysis and reasoning
- Real-world application of scientific principles

Learning Approach:

- · Hands-on lab work and scientific inquiry
- Exploration of interdisciplinary science topics
- Modeling and simulation tools
- Focus on ethical and environmental implications



Science

Assessment:

- Based on MYP criteria:
- A. Knowing and understanding
- B. Inquiring and designing
- C. Processing and evaluating
- D. Reflecting on the impacts of science
- Includes lab reports, experiments, models, investigations, and reflections

Service as Action:

Students may apply scientific principles to promote sustainability, participate in environmental audits, or solve real-life challenges through innovation.



Visual Arts

Visual Arts at OWIS Whitefield cultivates creativity, self-expression, and critical thinking through exploration of art forms and media. Students develop their visual literacy while connecting art to culture, identity, and communication.

Key Areas of Learning:

- · Drawing, painting, sculpture, and mixed media
- Elements and principles of design
- · Artistic techniques, critique, and reflection
- Cultural and historical appreciation of art

Learning Approach:

- Inquiry-based exploration of artistic processes
- Creating original artworks inspired by themes and contexts
- Art journaling and personal expression
- Exhibitions and peer critique





Visual Arts

Assessment:

- Based on MYP criteria:
 - A. Knowing and understanding
 - B. Developing skills
 - C. Thinking creatively
 - D. Responding
- Includes portfolios, process journals, artwork analysis, and reflections

Service as Action:

Students engage with the community through murals, awareness posters, or art-based campaigns, promoting meaningful expression.





Homework

- Homework is designed to reinforce classroom learning and develop independent study habits.
- Expect around 1 hour of homework daily.
 Time may vary depending on grade and subject.
- Students must review and revise class notes as part of their regular routine.

Homeroom

- Every student is assigned a homeroom teacher who acts as the first line of support.
- Homeroom time builds community and promotes values such as integrity, empathy, and resilience.
- Regular attendance, ATL skill monitoring, and student well-being are tracked through homeroom.
- If additional help is needed, students are encouraged to reach out to the school counsellor.



Field Trips and Service as Action

- Participation in all field trips is mandatory.
- No alternative assignments are provided for unexcused absences.
- Field trips enhance learning through real-world experiences and often tie into subject goals and SAA.
- Post-trip reflections are compulsory and tracked as part of Service as Action (SAA) requirements.



After School Activities Programme (ASA)

OWIS offers a well-rounded After-School Activities (ASA) programme that nurtures physical well-being, creativity, discipline, and collaboration through structured co-curricular experiences:

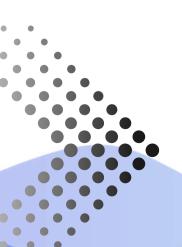
- Timings and Conduct: Activities are held every weekday from 2:20 PM to 3:20 PM, and are primarily conducted by professional trainers from Edusports and other expert facilitators.
- Term Commitment: Students must commit to their chosen activities for one full term. This encourages continuity, discipline, and skill development over time.
- Selection Criteria: Students will be able to choose their sports and activity preferences during the designated registration day each term. Guidance will be provided to help students make balanced choices.
- Paid Programme: Please note that After-School Activities are offered as a paid programme.
 Fees vary by activity and will be communicated at the time of registration. Participation is
 confirmed only upon full payment.





After School Activities Programme (ASA)

- Inclusion in Curriculum: Participation in ASA is integral to the holistic development philosophy of the IB framework. It is linked to ATL skills and contributes to your learner profile development.
- Attendance and Behaviour: Regular attendance is mandatory once enrolled in an activity. Any absence must be communicated in advance. Students are expected to maintain discipline, demonstrate sportsmanship, and be respectful to coaches and peers.
- Transportation: The school provides transport post-activities for registered bus users.
 Students who are not enrolled in an ASA must leave campus by 2:15 PM unless otherwise involved in special school programs.
- ASA offerings are reviewed termly to match student needs and interests. We encourage students to explore, participate actively, and develop passions beyond academics.







House System

At OWIS, every student is assigned to a House at the beginning of the academic year. The House system fosters camaraderie, healthy competition, and student leadership throughout the school journey.

Being part of a House provides opportunities for students to work together across grades, showcase their strengths, develop school

for students to work together across grades showcase their strengths, develop school spirit, and earn points through academics, sports, arts, and service activities.

Our Four Houses:

- Wisteria (Purple): Creativity, Resilience,
 Connection
- Flame (Red): Passion, Joy, Leadership
- Willow (Green): Adaptability, Reflection, Empathy
- Acacia (Yellow): Strength, Integrity,
 Perseverance



House characteristics

Wisteria House (Colour: Purple)

Inspired by the graceful and enduring Wisteria plant, this house represents curiosity, creativity, resilience, and connection. Students in Wisteria House are encouraged to grow patiently and meaningfully, developing strong interpersonal bonds and a lifelong love for exploration and learning.

Flame House (Colour: Red)

Symbolised by the African tulip tree, Flame House embodies passion, transformation, joy, and resilience. Known for their vibrant energy and uplifting spirit, students in this house lead with positivity, adapt well to change, and bring warmth to their communities.

Willow House (Colour: Green)

Rooted in the symbolism of the willow tree, this house highlights adaptability, empathy, reflection, and cooperation. Students in Willow House are emotionally intelligent, reflective learners who thrive through understanding and collaboration.

Acacia House (Colour: Yellow)

Inspired by the resilient acacia tree, this house reflects perseverance, integrity, adaptability, and strength. Acacia House students are dependable and grounded, thriving under challenges while staying true to their principles and committed to growth.

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House characteristics

Key Features:

- House assemblies and events promote identity and unity.
- Inter-house competitions are conducted in academics, arts, service, and sports.
- House Captains and Vice-Captains are elected annually to lead by example.
- Students earn House Points for performance, behaviour, and contribution.
- The House with the highest points wins the prestigion
 House Cup at the end of the year.

Students earn House Points based on the following criteria:

- Academic excellence
- Sports achievements
- Service contributions
- Creative performances
- · Positive behaviour and leadership

Annual Recognition:

- The house with the highest points wins the House Championship at the end of the year.
- Outstanding students are recognised during special assemblies.

The House system encourages teamwork, sportsmanship, and a strong sense of belonging in every student.

At OWIS, student well-being and safety are of utmost importance. A supportive environment, vigilant care, and proactive communication ensure that all students feel safe, seen, and valued.

38



Health, Safety and Support

 At OWIS, student well-being and safety are of utmost importance. A supportive environment, vigilant care, and proactive communication ensure that all students feel safe, seen, and valued.

First Aid and Medical Policy

- · A well-equipped infirmary is available during school hours.
- If you feel unwell, immediately inform your teacher or staff member. You will be escorted to the infirmary for evaluation.
- In case of a serious illness or injury, parents will be contacted promptly.
- Students must not bring or take any medication on their own. All medications must be administered by the school nurse with prior parental consent.
- It is the responsibility of parents to keep the school updated with the student's latest medical information, including allergies, vaccinations, and chronic conditions.

Security and Visitors

- The campus is monitored by security personnel and CCTV surveillance to ensure your safety.
- All visitors must report to the security gate and sign in.
 Unauthorised access is strictly prohibited.
- Students are not permitted to leave the school premises during school hours without formal permission and must be signed out by an authorised adult.





Bully-Free Environment



- OWIS maintains a zero-tolerance policy towards all forms of bullying, including physical, verbal, social, and cyberbullying both within the school campus and in the bus.
- Any behavior that causes intentional harm, fear, or exclusion will be taken seriously and addressed immediately.
- If you witness or experience bullying, report it without delay to your homeroom teacher, coordinator, counsellor, or any trusted adult on campus. All concerns will be treated with sensitivity and confidentiality.
- Our goal is to create a respectful, inclusive, and emotionally safe environment for all.

Student Counseling

- The School Counsellor is available on campus every Tuesday, Wednesday, and Thursday.
- Students may approach the counsellor for support with emotional well-being, peer relationships, academic stress, family-related issues, or if they simply need someone to talk to.
- If a student wishes to meet the counsellor during class hours, they must first inform and take permission from their Homeroom Teacher.
- All sessions with the counsellor are treated with strict confidentiality, unless there is a risk to the student's safety or the safety of others.

School Discipline Policy

At One World International School (OWIS), we believe that student well-being, mutual respect, and personal responsibility form the foundation of a positive and inclusive school environment. Our discipline policy helps ensure that every student can learn, grow, and thrive in a safe and respectful setting.

Students are expected to conduct themselves in ways that reflect the IB Learner Profile attributes, respect the rights of others, and contribute positively to the school community.



Student Code of Behaviour

As a student at OWIS, you are expected to:

- · Be polite and use respectful language at all times.
- Avoid actions that may hurt others or damage property.
- Follow the school dress code and maintain a neat appearance.
- Never bring or use dangerous items, drugs, alcohol, or tobacco at school or during school activities.
- Stay on campus during school hours unless officially authorised to leave.
- Wait in designated areas after school unless involved in a supervised activity.
- OWIS has a strict NO TOUCH POLICY.
- Attend all scheduled classes on time and avoid unauthorised absences.
- Treat everyone in the school community with respect. Bullying, harassment (verbal, physical, cyber, or sexual), threats, or violence are strictly prohibited.



Standards of Behaviour

Category One: Minor Misdemeanours



Stage 1 - Teacher Level Response:

- Verbal warning and a 1:1 conversation.
- Behaviour recorded and shared with Homeroom Teacher and Counsellor.
- Possible consequences:
 - Progress report.
 - Detention during or after school.
 - Cyber infraction: Tech Integrator and Counsellor intervention.

Stage 2 - Homeroom/Counsellor Level Response:

- Continued misbehaviour leads to behaviour plan discussions with parents.
- · Mandatory parent communication.
- Possible consequences:
 - o Leading a school assembly or awareness campaign.
 - Community service.
 - o Cyber infraction: No device use for a week.
 - Extended detention or structured work sessions.

Stage 3 - Parent Conference and School Strategy:

- · Formal meeting with parents, counsellor, and teachers.
- Possible consequences:
 - o Service project related to the misbehaviour.
 - In-school Saturday suspension.
 - Exclusion from representing OWIS externally.
 - Cyber infraction: Continued tech restriction.



Standards of Behaviour

Category Two: Serious Infractions

Serious misconduct is referred directly to the Principal and the Disciplinary Committee. The student is immediately removed from class pending investigation.

Examples include:

- Refusing to comply with instructions, using abusive language.
- · Physical fights, causing deliberate injury.
- · Vandalism.
- · Bullying, verbal or physical abuse, cyberbullying.
- Cheating, plagiarism.
- Theft.
- Misuse or tampering with school technology.
- · Any unethical conduct contradicting OWIS values.

Consequences may include:

- Written warning shared with parents and recorded in student file.
- Suspension from school.
- Review of enrolment in case of repeated or extremely serious behaviour.



General Principles



At OWIS, students are given opportunities to reflect on their actions and grow from their mistakes. Open communication with staff and families helps students learn better strategies for positive behaviour.

While serious incidents are rare, all students are expected to behave with dignity and represent OWIS and their families proudly, both in and outside of school.

Student Acknowledgement Form

I, the undersigned, acknowledge that I have received, read, and understood the contents of the OWIS Whitefield Student Handbook 2025–26. I agree to adhere to the school's policies, values, and expectations as outlined in the handbook. This form will be provided on the registration day and must be signed and returned to the Homeroom Teacher.

Student Name:
Grade:
Student Signature:
Date:
Parent/Guardian Name:
Parent/Guardian Signature:

Date:



"Be the change that you wish to see in the world."

– Mahatma Gandhi

