



### **RULES AND REGULATIONS**

- All students shall bring the Student Diary to school every day. Parents are expected to check the diary daily and sign whenever required.
- All students are requested to speak in English at school and we request the parents to encourage the students to do so at home as well.
- It is compulsory for all students to attend General Assembly in the morning at 7.05 am & 12.30 pm in noon shift. Students should arrive at school before the 1st bell rings. Students arriving habitually late will be sent home.
- Late comers must bring an application from their parents / guardians otherwise they will be sent home. No child shall leave the school premises during school hours without the permission of the Principal or Teacher in-charge.
- If child remains absent in school due to sickness, then please submit Medical Certificate along with your hand written application. (mentioning – Date, Child's Name, Std.\_\_\_\_\_, Div. \_\_\_\_\_, Roll No. \_\_\_\_\_) Or if any other reason then write in the Diary Page 37 without fail. Students suffering from any infections disease must complete the quarantine period before rejoining school. This should be indicated on the Medical Certificate duly signed by a competent doctor.
- Regular attendance is the most important element for the successful progress and is also essential to make a child eligible to appear for the Final Examination. (As per the rule of Education Department minimum 75% of the working days must be attended)
- No leave will be granted except for important reason. In case of sickness or such other reason, the pupil must send a parent's note to the class teacher. No leave will be granted during school hours even if they bring parents note or if the guardian comes personally. Parents are requested not to come to school to collect their wards during school hours.
- Homework, notice and any other notes from school must be written down properly in the diary by the student and checked by the parents every day.
- The class time-table should be strictly followed for all the subjects and students should carry only the required number of books as per the time-table every day.
- Parents should not try to contact the Principal or teacher over the phone, until it is a very urgent issue. Parents can meet the Principal and teachers during the 'Visiting Hours' at school with prior appointment.
- The ward of those parents, who avoid meeting authorities, when advised to do so, may not be allowed to attend the classes.
- Students are strictly warned not to bring expensive items to the school such as pen, watch, calculator, jewellery etc. each student (child) has to take care of his / her article. The school is not responsible for the loss of books, stationary, costly things belonging to the students during school hours on the way to school or home. Students are not allowed to put on bangles, payals, mehendi, tattoos and nail polish at school.
- Children are prohibited from carrying any dangerous articles / things which may injure others.
- Running, playing and shouting inside the classrooms, school building or corridor are strictly not allowed. Everyone should maintain a quiet and orderly atmosphere in order to have a good learning environment.



- The students of the school should observe refined manners, obedience, sincerity, neatness and punctuality all time. They should maintain personal hygiene always.
- Parents should not argue with the teachers. If there is any problem, a written complaint to the Principal or Administrative office should be given. Always be courteous, honest, polite and respectful to the teachers, school staff members and to all in and outside the school.
- Though utmost care and precaution shall be taken by school authorities during school hours and while conducting a picnic or outing, it shall not be responsible if any mishap occurs. The school authority will not be liable for any prosecution claiming any damages, compensation etc. in such event.
- Our school is a poly bag-free zone. All parents are requested not to send or bring any articles like tiffin, stationary, craft articles etc. to school in poly-bags.
- Care must be taken of all school property and no student should scratch, spoil the desks or chair or damage any school furniture, write or draw any thing on the walls or in any way damage things belonging to others. Students who are negligent will be charged for the damage.
- Parents are not allowed to chew tobacco or smoke in the school campus.

### **SCHOOL UNIFORM**

- Students should wear clean and tidy uniform, socks & shoes every day.
- School 'ID' Card is compulsory.
- Plain Black Sports shoes with white socks are a part of uniform. Fancy shoes and socks are not allowed.
- The students must oil their hair and comb them well.
- High necked (Round or 'V') white or coloured T-shirts are not allowed.

### **GIRLS :**

- Girls should tie up their hair with black ribbon or hairband.
- Std. I to VIII - Girls have to wear white salwar or full tights regularly.
- Girls with long hair must have their hair in two plaits with black Ribbons or ruffles.

### **IN WINTER :**

- Boys Std. V To VIII full pants.
- Maroon coloured 'v' necked woollen cardigan / sweater.
  - Std. I to VIII - Girls are permitted to wear white salwar / full tights only. Boys are permitted to wear school uniform trousers only.
- Boys MUST have a short haircut always. Long hair or fancy hair cut will NOT be permitted at school.
- It is **COMPULSORY** for all students to be in **PROPER SCHOOL UNIFORM**. Students who are not in proper School Uniform, Shoes and Socks will be sent home.
- Nails to be trimmed regularly. Nail paint is not allowed.
- Proper innerwear is compulsory for boys and girls.



**DISCIPLINE POLICY**

<b>Unacceptable Behaviour</b>	<b>Disciplinary Action</b>
Damage the school property	Confession with fine
Abusive language	Confession in the class copy writing
Physical violence	Detention in recess period for a week
Stealing	Written confession
Coming late to school	Maximum five minutes after the first bell, will be sent back
Misbehaviour during the class	Sitting on the ground in the class for a week
Students carrying Mobiles, I-Pods, Electric gadgets	Confiscated by the school and returned only after fine is paid
Students not wearing proper school uniform	Warning will be issued
Copying / using unfair means during examination	Paper will not be evaluated

After three warnings, the child's parents will be called in to discuss further action. At such meeting, the Principal, concerned Teacher and a Governing Body Member will be present.

Remember, a well-groomed, well-spoken and self-controlled child reflects a positive self and school image!

**ABSENCE AFTER SICKNESS:**

Students suffering from the following diseases must observe the prescribed period of quarantine before rejoining the school.

<b>SICKNESS</b>	<b>PRESCRIBED QUARANTINE PERIOD</b>
Chicken pox	Till all scales fall off
Cholera	Till the child is completely well
Measles	Two weeks after the rash disappears
Mumps	Until the swelling has gone; about one month
Whooping Cough	Six weeks
Jaundice	Six weeks after recovery