

## GENERAL RULES

1. **School Diary:** All entries in the diary from the school must be shown to parents and entries made by the parents to be brought to the notice of the relevant school staff.
2. **Attendance:** Regular attendance is a must. The minimum attendance needed by each child is 75%. Leave of absence is to be granted only on prior application from the parents. **Extended leave without intimation may lead to the child's name being stuck off the rolls of the school. Re-admission will then be granted, subject to availability of seats and payment of all dues.**

Students absent on account of illness are to furnish a medical certificate.  
Students suffering from communicable disease must produce medical fitness certificate when they are fit to join school again.

**Appointment with doctors or any social engagements must not be arranged during school hours. Partial attendance will not be permitted.**
3. **Interruption in School Routine:**
  - a) Parents are requested to keep the student at home in case of illness, even if there is a test. In case the illness is aggravated during the course of the day, it will be difficult for the school to contact the parents or take the student to the hospital.
  - b) Parents are advised to refrain from requesting for permission to send children late or take them away early.
  - c) Permission for students to arrive late or leave early is to be requested (through dairy) only under rare and unavoidable circumstances.
  - d) **Parents are advised not to request for permission to take their ward to the hospital/ doctor / family clinic and then to bring the ward back after treatment as the routine of the school gets disturbed.**  
**In order to maintain discipline in school, parental monitoring and co-operation is solicited.**
4. **Punctuality:** All students should arrive in school 10 minutes before the scheduled time. The school gate will close at 0730hrs. Three late arrivals (unless prior permission has been sought) would lead to the students being sent back home.
5. **Personal Belongings:** All students are expected to take good care of their books and personal belongings. The school holds no responsibility for loss of articles, money, watches etc.  
**Jewelry of any kind, mehendi on hands, nail polish, make up etc. is not allowed in school.** Mobile phones, CD's (Games, films etc.) wrist bands or fancy watches are strictly prohibited in school.
6. **Discipline:** The school believes that discipline is important in a student's life. It includes core virtues like punctuality, cleanliness, integrity and honesty. When a student moves in the corridors, he/she is expected to do so in silence and in a single line. Irregular attendance, neglect of homework, disobedience and disrespect towards the staff shall be viewed seriously. Any damage to school property will be made good by the offending student(s) and would entail disciplinary action. Students are strictly prohibited from entering the school in civil dress.

7. **Use of Unfair Means\***. All students are expected to maintain the highest standard of honesty in academic and in all other aspects of School life. Use of unfair means in tests or homework is considered as a serious offence. When a student is discovered to have used any dishonest means the following course of action will be initiated: -

- (a) Parents will be notified.
- (b) The student will be awarded zero marks in the question/paper in which the unfair means were used.
- (c) For a repeated offence, the student may be expelled from the school or will be liable for such other punishment as may be considered appropriate by the Principal.
- (d) Where such unfair means/ practices have been found in public examinations like X & XII boards, the rules of punitive actions & promulgated by the respective boards shall apply.

8. **Penalties.** For the sake of fairness in disciplinary action to be taken by the Teacher /Principal for various disciplinary offences guidelines are laid down in the paragraph. The guidelines indicate the maximum penalty that may be imposed. It does not indicate that punishments listed will automatically be administered. It must be emphasized that action taken by Teachers/Principal is intended to remedy problems as well as provide a safe and secure environment for learning.

These guidelines are enumerated below:-

- (a) General classroom misconduct, disrupting the activities taking place, Excessive noise, excessive talking, distracting action or comments.

**1<sup>st</sup> Offence:** Teacher's discretion / refer to Principal/Vice Principal.

**2<sup>nd</sup> Offence:** Suspend from the Class for one day.

**3<sup>rd</sup> Offence:** Suspend from the Class for two days.

- (b) Smoking or using of Drugs in School premises, possession of cigarettes/drugs or other similar items on person whilst in the school.

**1<sup>st</sup> Offence:** Suspend from the Class for three days & refer the matter to the parents.

**2<sup>nd</sup> Offence:** Suspend from the Class for six days & refer the matter to the parents.

**3<sup>rd</sup> Offence:** Initiate expulsion procedure.

- (c) Refusing the lawful directives of a staff member or Principal. As deemed appropriate by the Principal.

- (d) Stealing or possessing the property of an individual without express permission of the owner.

**1<sup>st</sup> Offence:** Payment of loss.

**2<sup>nd</sup> Offence:** Payment of loss and suspend from the Class for three days.

**3<sup>rd</sup> Offence:** Payment of loss and initiation of expulsion procedure.

- (e) Stealing or processing the School Property or willful destruction of School property.

**1<sup>st</sup> Offence:** Payment of loss, parents to be informed & suspension from the Class for two days.

**2<sup>nd</sup> Offence:** Payment of loss and initiation of expulsion procedure.

- (f) Possessing or use of firecrackers and other incendiary items:

**1<sup>st</sup> Offence:** Suspend from the Class for three days. Parents to be informed.

**2<sup>nd</sup> Offence:** Suspend from the Class for six days. Parents to be informed.

**3<sup>rd</sup> Offence:** Initiate expulsion procedure.

- (g) Unacceptable language or name calling towards other students:

**To be handled by the individual teacher with appropriate reference to Parents/Principal.**

- (h) Verbal assault, obscene and vulgar language, gesture or threat towards any student or employee:

### **Appropriate punishment by the Principal.**

(j) Fighting, any incitement that results in physical confrontation between students:

**1<sup>st</sup> Offence:** Parents to be informed.

**2<sup>nd</sup> Offence:** Suspend from Class for five days. Parents to be informed.

**3<sup>rd</sup> Offence:** Refer the matter to the SMC. Parents to be informed.

(k) Possession of weapons, use of any implement as a weapon, causing injury, harm or destruction to another person's property: Parents to be informed.

### **Appropriate action as deemed fit by the Principal under intimation to Chairman SMC.**

(l) Absenting from Class.

**1<sup>st</sup> Offence:** Refer matter to the Parents.

**2<sup>nd</sup> Offence:** Refer matter to the parents, record on student's register and extra homework.

**3<sup>rd</sup> Offence:** Refer the matter to the Principal for disciplinary action.

(m) Late coming to school. Late coming to school twice within 30 days period will result in the assignment of **one detention** unless the student brings a note from parent or guardian explaining the reasons for coming late.

(n) Habitual late-comers: **Appropriate action as deemed necessary by the Principal**

(p) Displaying Pornographic Materials.

**1<sup>st</sup> Offence:** Parents will be immediately notified. Student will be placed .Under suspension pending investigation. All sections as per para 8 is to be followed. Student(s), Parent(s) to be counselled by the Principal, before reinstating to school.

**2<sup>nd</sup> Offence:** Initiate action for expulsion from school.

**9. Uniform:** The student must come to school in complete school uniform as mentioned in the page 15. The students must present a neat and tidy appearance with well-groomed hair. The hair should not touch the shirt collar at the nape of the neck in the case of boys. Girls are not allowed to keep long hair loose. 'Flicks' and 'Fringes' are not permitted. **Students should not be found in school uniform after school hours, unless the students represent the school.**

### **10. Withdrawal from School and Transfer Certificate:**

- a. All the fees and dues are payable as stipulated in the earlier pages. Non – payment of fees and dues in time will lead to striking off the student's name from the rolls. The student will then be re-admitted, subject to vacancy and payment of all dues.
- b. Application for Transfer Certificate to be made at least **fifteen days** in advance. Transfer certificate will only be issued on clearance of all dues.
- c. Duplicate copy of Transfer Certificate will not be issued except in exceptional cases. Production of an affidavit will be necessary for issue of a duplicate TC and a fee of 100/- will be charged. Cancellation of Transfer Certificate will result in a fine of Rs. 100/-.

11. **Use of English:** The school is an English medium school, and all students are expected to speak in English only, Hindi will be spoken only during Hindi periods.
12. **Dispersal:** Parents must ensure that the same person collects the child after school, at the GATE. Please introduce NEW SERVANTS/DRIVERS/AYAHS deputed to collect the child to the TEACHERS on DUTY. This is for the security of the children. Children who come to school escorted, should never leave before the escort reports to the teacher on duty.
13. **Birthdays:** Only sweets/ chocolates may be distributed. No cakes, ice-creams, cold drinks etc. are allowed. Parents and students (individually or collectively) are forbidden to give teachers' gifts. Students are forbidden to give birthday gifts to one another. Partying in the classroom is strictly prohibited. **Students of classes VI- XI must wear school uniform on their birthdays.**
14. **Say No to Plastic Bags:** Plastic Bags are injurious to environment. Please ensure that the children do not carry them to school.

### **LIBRARY RULES**

The school has a well-equipped library. A large number of reference material, fiction and non-fiction books, text books, magazines and publications are available to the classes during the library periods scheduled in their time table.

1. Students should make it a matter of personal pride to handle the library books with utmost care.
2. Students are not to take any book from the library without proper entry in the issue register.
3. Only one book will be issued at a time for duration of one week. It may be re-issued for another week. For such a renewal, the book must be produced.
4. The attention of the librarian should be drawn to the damaged books.
5. Students are responsible for the safe upkeep of the books. Any damage caused to the books inside or outside the library will be liable for penal fines.