



## SCHOOL NORMS

### General Students Instructions:

(as outlined by Central Academy School Management)

<b>Attendance</b>	75% attendance is necessary for students to be eligible for exams conducted in school as well as for CBSE exams of class 10th and 12th.
<b>Leave application</b>	A leave note must be submitted two days before the actual leave date. In case of medical leave, a medical certificate from the doctor must be submitted to the school. Leave applications must be duly signed by the principal and the class teacher.
<b>Entry timing</b>	No entry is permitted in the school premises before 8:00 AM in the morning.
<b>Late arrival</b>	Only three late arrivals are allowed per student per month, and only in emergencies. After that, disciplinary action will be taken.
<b>Dress code</b>	Students should come to school in a proper, neat, clean, and ironed school uniform only. Shoes should be properly polished. Only school tie, belt, and socks are allowed. In winter, only the school cap and blazer are allowed.
<b>ID card</b>	Students must wear their school ID card every day.
<b>Hair</b>	For boys: Nails and hair should be properly trimmed. For girls: Nails should be properly trimmed. Long hair should be neatly braided, and proper hairbands should be used for short hair.
<b>Birthday dress code</b>	Only on birthdays are students allowed to come in civilian clothes, but they should be decent and worn only once. Parents should take care of this seriously.
<b>Electronic devices</b>	Students are not allowed to bring any electronic devices such as mobiles, laptops, tablets, pen drives, watches, etc.
<b>Out pass</b>	Students must not leave the class without an out pass. Students can obtain an out pass from the teachers only for genuine reasons. Only two out passes can be given in one slot for each class.
<b>Respect for property</b>	Respect for school property is mandatory for every student. Any damage or permanent loss of school property will result in disciplinary action.
<b>Corridor and staircase</b>	While walking through the corridors and staircases, students should always walk in a single line and on their left side. Greet your teachers and elders in school every time you meet them.
<b>Permission for labs and library</b>	Seek proper permission from the respective teachers while using labs and the library.
<b>Class decorum</b>	When there is no teacher in the classroom, students must maintain class decorum and follow the instructions of class monitors.

<b>Language</b>	While talking to peers in the class, school premises, or with teachers, students' language should be polite and courteous.
<b>Homework</b>	Complete your homework daily and get it signed by teachers regularly.
<b>Food</b>	Bring your own healthy food and water bottle every day from home. Avoid junk food.
<b>Language policy</b>	Students are encouraged to speak in English in the school premises.
<b>Reporting bullying</b>	Students should report all incidents of bullying and ragging to the teachers immediately.
<b>Respect</b>	Students should show respect towards all staff members and their peers in school.
<b>Bus stops</b>	Students must reach the bus stops at the proper timings in the morning and during dismissal.

### **Items not allowed in school:**

- **Valuable items:** Jewelry, electronics, etc.
- **Dangerous items:** Fireworks, flammable materials, weapons of any kind etc.
- **Disruptive items:** Toys, laser pointers, electronic cigarettes, drugs and alcohol, etc.
- **Unhealthy items:** Drugs, alcohol, tobacco products, chewing gum, junk food.
- **Gifts for teachers:** Check with your school administration about giving gifts to teachers.

### **Unacceptable Behaviours:**

<b>Disrespectful Language:</b>	Using slang with anyone on school premises is discouraged.
<b>Unauthorized Fundraising:</b>	Collecting money without the school principal's permission is prohibited.
<b>Bullying and Disruption:</b>	Participation in bullying, ragging, or creating chaos is strictly forbidden.
<b>Restricted Areas:</b>	Do not enter restricted areas during class hours, such as playgrounds, activity rooms, empty classrooms, restrooms, labs, or the library.
<b>Disruptive Behavior:</b>	Mischief in ongoing classes or unattended classrooms is unacceptable.
<b>Food and Drink:</b>	<ul style="list-style-type: none"> <li>• Purchasing food from outside vendors is not allowed.</li> <li>• Please bring packed lunches that adhere to school guidelines.</li> </ul>
<b>Property Damage:</b>	Defacing school property with writing, drawings, ink, scratches, spit, posters, or stickers is strictly prohibited.
<b>Conserving Resources:</b>	Turn off lights and fans when leaving classrooms, labs, the library, or any area in the school.

<b>Substances:</b>	Smoking, chewing gutka, tobacco, chewing gum, drug use, or any other prohibited substances are not allowed on school premises.
<b>Eating:</b>	Eating during class or recess periods requires teacher permission.
<b>Attendance:</b>	Regular attendance and punctuality are expected.
<b>Electronic Devices:</b>	The use of electronic devices is subject to school policy (refer to the student handbook for details).
<b>Social media:</b>	Posting photos, videos, or false information about the school on social media can lead to disciplinary action, including temporary or permanent suspension, depending on the severity.

## Welcome Partners in Education – The Parents!

Welcome, dear parents! We look forward to collaborating with you. These guidelines are designed to ensure a smooth learning experience for your child and to maintain a positive school environment. We highly value your support in achieving this goal.

### Communication:

- **Teacher Communication:** To schedule a meeting with a teacher, please contact the school office to set up an appointment.
- **Student Communication:** Please avoid calling students during school hours. Urgent messages can be relayed through the school office.
- **Student Homework:** While we encourage parental involvement, it's important for students to take ownership of their homework. We recommend checking their notebooks and class resources (like WhatsApp groups) to stay informed, but avoid completing work for them.

### Student Information and Attendance:

- **Medical History:** Please provide your child's medical history on the first day of school.
- **Leave of Absence:** Students should not be absent without prior permission. Submit a written leave application signed by you, with a doctor's note for absences exceeding two days or due to illness. Please reserve unplanned absences for true emergencies.
- **Address and Phone Number Changes:** Inform the class teacher promptly of any changes to your contact information.

### School Environment for Student Wellbeing and Safety:

- **Half-Days and Short Leaves:** We encourage regular attendance. Please request half-days or short leaves only for emergencies.
- **Reduced Plastic Use:** To promote environmental responsibility, please avoid sending polythene bags to school.
- **Gifts for teachers:** Check with the school administration about giving gifts to teachers.
- **Dress code:** Ensure your child adheres to the school's dress code.
- **Healthy snacks:** Avoid sending unhealthy snacks like junk food to school.
- **Valuables:** Discourage students from bringing valuables or electronics to school.

### Reporting Concerns:

- **Formal Communication:** For non-urgent matters, please email the principal at [manojyadav07@yahoo.com](mailto:manojyadav07@yahoo.com).
- **Urgent Matters:** For urgent concerns, call the school number at **9425858940**. In rare cases, you may visit the school during designated times (outside school hours) after contacting the office.