SOME IMPORTANT SCHOOL RULES

1. TRANSFER CERTIFICATE

The Transfer Certificate ALONG WITH PEN NO. of your child from the school last attended must be deposited within 07 days of the admission in this institution. Failing to do so will lead to student's name being struck off the school rolls.

2. LEAVE

2.1 Leave can not be claimed as a matter of right.

2.2 Student must put in at least 95% attendance to be eligible to take the promotion examination.

2.3 Parents are requested to ask for leave for their child only in unavoidable circumstances. Children have two long vacations and a large number of holidays in the Academic year. Parents must plan their social and other engagements keeping in view the academic interest of their child/children.

2.4 Leave must be applied in writing at least three days in advance except in case of medical emergencies, for which a medical certificate from a government medical officer must be submitted by the parents in person to the Principal / Vice-Principal / Co-ordinator only. Non-compliance will be viewed seriously and will be taken for suspension/detention .

2.5 If working days are combined with holidays/Sundays those will also be counted towards the leave.

2.6 Leave on health grounds for two days or more must be accompanied by Medical Certificate from a Registered Medical Practitioner.

2.7 It is compulsory to be present on the first & last working day of the term. Failing to do so will be taken seriously and the student can be sent home or

fined or put on detention.

2.8 Absence from Examination/Tests will result in failure, except in case of serious illness, for which a Medical Certificate must be submitted from a Govt Medical Officer.

2.9 Absence without leave for five days or more will automatically lead to a student's name being struck off the rolls of the school. Re-admission, if granted, will be treated as a case of new admission.

2.10 Leave for outstation marriages is granted only in case of real brother(s) and sister(s) and at the discretion of the Principal.

2.11 Half-day or part of a day leave is not allowed.

2.12 Leave applications must be submitted only by the parents, never by a student himself/herself. The application must carry the name and class of the student and name and full signature of the parents.

2.13 The School does not grant leave to students to prepare for entrance tests for any institution.

2.14 If it is found that leave has been obtained on wrong declaration or false medical certificates, the student will be asked to leave the school.

Parents are advised not to request for leave for their wards which is not in accordance with the leave rules.

3. DISCIPLINE

3.1 Students are expected to conduct themselves in a disciplined and dignified manner both inside and outside the School. Rowdy, disrespectful, disobedient, undignified or indecent behaviour in any form will call for strict disciplinary action which may include expulsion from the School.

3.2 Students are strictly prohibited to bring mobile phones to the School. Mobile phones found in their possession will be confiscated and will not be returned. Repetition of the offence will lead to expulsion from the School.

3.3 The use or possession of intoxicant in any form is strictly prohibited inside the school premises. Violation of this rule will lead to expulsion from the School.

3.4 Students should take care of their money and other belongings. The School will not be responsible for any loss. Students should not bring to School any valuable articles or cash beyond their daily requirement.

3.5 Students are expected to take proper care of School property. Any damage or loss to School property will have to be paid for by the student responsible for it, in addition to disciplinary action.

3.6 Stealing or cheating in any form will attract strict disciplinary action.

3.7 Students must be regular and punctual in attendance. A student must put in at least 95% attendance to be eligible to take the promotion Examination.

3.8 Attendance on the closing and re- opening day after the vacation or a Break is absolutely essential. Failure to do so will attract action by the school authorities.

3.9 Forgery of any kind including forging of signatures of parents on leave application, other documents and forging of signatures of School Authorities and teachers on any document will lead to immediate expulsion of the student from the School.

3.10 Children must attend all activities and functions for which they are required by the School, before or after School or even on Sundays and holidays. Parents will be required to make necessary transport and other arrangements for their wards. Students must come in school uniform (or as directed by the Teacher).

3.11 Students are expected to carry all learning material for the day such as

books, note books and home work books etc. Any student not adhering to the above will be liable to strict disciplinary action.

3.12 Parents, will ensure that their ward is at the school well on time. Also ensure that he enters the school premises. School will not be responsible if the child is dropped by parents/auto driver but does not enter the school premises.

4. USE OF UNFAIR MEANS

Use of unfair means in any form in tests or examinations will lead to strict disciplinary action including expulsion from the school..

5. PROGRESS AND PROMOTIONS

5.1 All students are expected to devote themselves whole-heartedly to their studies. Parents should approach school for remedial measures.

5.2 All students must attain minimum 50% in English, Hindi and Mathematics and minimum 45% in other subjects in order to be promoted to the next class. Promotion will be on the basis of aggregate marks obtained by the Student through out the year.

6. APPOINTMENT/MEETING WITH TEACHERS/PRINCIPAL

6.1 Public holiday as per school holiday list, local declared holidays will be observed as closed days for the school Administration office.

6.2 Parents/Students should bring forms etc for attestation after school hours.

6.3 No student is allowed to leave the school premises without written permission from Principal. A copy will be kept in office for record.

6.4 In case of medical emergencies, the Principal, Medical attendant, Counsellor may call the parents and ask them to take their ward home.

6.5 Parents are welcome to meet the teachers in connection with their ward's progress and vice-versa. Appointment should be taken a day in advance in this regard please contact front office manager of the school. Contact details are shared on the back of the cover of the diary.

6.6 The Principal's meeting hours for parents will be after school hours. and appointment should be taken a day in advance.

6.7 It is mandatory to carry the parent ID and fill in the details in the parents meeting register when visiting school for any reason. The Principal will meet after perusal of the register.

7. MOTORISED VEHICLES STRICTLY FORBIDDEN

The use of motorised vehicles of any kind by students is strictly prohibited as per the directives of the RTO. Violation of this rule will lead to immediate expulsion of the student from the School. Also, students are not allowed to drive the motorised vehicles while in school uniform even outside the school timings. Violation of this rule will also lead to expulsion.

8. WITHDRAWAL

It Parents decide to withdraw their ward from the school :-

8.1 It can only happen at the end of the academic year i.e. by end of February, with a three months notice, or else fees will become payable upto June.

8.1.1 In case of transfer, it can happen during the middle of the academic session.

8.1.2 For any other reason best known to you.

In all such cases, three Months Notice must be given to the school office for completion of all formalities especially the monetary dues (if any).

If a student, who has been admitted to class IX or class XI, seeks withdrawal while studying in or after class IX or class XI, he/she will have to pay full fees upto the end of class X or class XII, as the case may be, as the Council does not allow admission in class X and class XII.

TRANSFER AND OTHER CERTIFICATE WILL BE ISSUED ONLY AFTER ALL SCHOOL DUES ARE CLEARED AND CAN TAKE ONE MONTH FROM THE DATE OF APPLICATION FOR THE SAME.

9. FEES

9.1 The fee will be deposited in advance for the quarter by the 10th of first month of the quarter.

9.2 If the fee not deposited by the parents by the 10th of first month of the quarter, it will, then, be accepted by the School only on the following 20th of the month with a fine of Rs 200/- and from 1st to 10th of the next month with a fine of Rs 500/-. If the dues are not cleared even after one month the name of the student will be struck off the School rolls without any notice.

9.3 In case the delay in paying fees is more than one month, the name of the student will automatically be removed from the rolls of the School. Re-admission will be at the Principal's discretion and with penalty.

9.4 If the fees for January, February and March is not paid by 10th January the student will not be permitted to sit for the Final Examination.

10. SCHOOL UNIFORM

Students must be neatly turned out in school uniform as laid down by the school. If your child comes to school in wrong uniform he/she will not be permitted to sit in class.

10.1 **Boys** should not have long hair and no fancy hair cuts or styling. The hair should not be touching the collar or coming over the ear, the neck should be visible. Boys should be clean shaved. They are not allowed to wear any accessories. Nails should be clipped on time.

10.2 All **Girls** with long hair will have to make a plait. No fringes and hair below shoulder length be kept open. Hair should be properly tied and pinned up. Ruffles, bands and pins have to be of black colour. Girls are only allowed to wear one set of small earring. Danglers or multiple piercings are not permitted. No girl is allowed to wear makeup or use accessories. Nails should be properly clipped, nail paint is strictly prohibited