



GENERAL NOTES, RULES & REGULATIONS

GENERAL NOTES:

- *The academic year begins in the first week of June and closes for the summer vacation around mid-April.*
- *Regular school timings and holidays (including public holidays) are subject to change with notice.*
- *Students are expected to be on time for class. Habitual latecomers will not be permitted to attend classes.*
- *Students must not be in possession of any valuables like jewelry, expensive watches, mobile phones, gadgets, etc.*
- *Books, bags, umbrellas, clothing, etc., must have the name of the student or an identification mark by which such articles can be identified.*
- *Cakes, sweets, and chocolates may not be brought to school for distribution, even on birthdays.*
- *Visitors are not allowed during school hours unless permitted by the Principal.*
- *Complaints, suggestions, and feedback may be made in writing to the office of the Principal.*

BOOKS & UNIFORMS

School books and uniforms will be provided by the school.

ADMISSIONS:

- *Admissions are based on merit.*
- *The right of admission is reserved and will be at the sole discretion of the Principal.*
- *The school reserves the right to ask parents to withdraw their child/children from the school if, in the opinion of the Principal, the continuation of the child/children is not conducive to the effective running of the school.*
- *Students are admitted only on the understanding that their parents have read and agreed to abide by the rules and regulations of the school.*
- *Students appearing for the 10th Board examinations must have completed 15 years of age.*

FEES:

- *Fees must be paid on time; late payments will attract a penalty.*
- *Fees once paid will not be refunded.*



CODE OF CONDUCT & EXPECTED BEHAVIOUR



CODE OF CONDUCT

The pillars of well-mannered and consistent student conduct are built upon awareness, courtesy, empathy, honesty, kindness, leadership, responsibility, and sympathy.

EXPECTED BEHAVIOUR

- *Speak only in English.*
- *Wear a well-ironed and clean uniform.*
- *Trim your nails and maintain a neat haircut regularly.*
- *Keep your notes and books neatly.*
- *Ensure your surroundings are clean and tidy.*
- *Take care of the school property.*
- *Greet all staff members.*
- *Treat everyone with courtesy.*
- *Be honest in your words and work.*
- *Come well-prepared for classes with necessary stationery.*
- *Complete all classwork and homework with a positive spirit.*
- *Learn your daily lessons, record the timings of study in your diary, and get it signed by your parents every day.*
- *Take care of all your belongings.*
- *Return all library books or any material loaned by the school-sponsored events, regardless of location.*

UNACCEPTABLE BEHAVIOUR LEADING TO DISCIPLINARY ACTION

- *Late arrival to classes or not bringing the diary to school.*
- *Not wearing the proper school uniform or identity card.*
- *Missing any tests/activities/exams.*
- *Repeated or unexplained absence.*
- *Less than 80% attendance in the academic session.*
- *Scribbling or writing on furniture or walls.*
- *Disfiguring or damaging school property and littering.*
- *Damaging, scribbling, or tearing pages from library books, texts, or exercise books.*
- *Bringing cell phones, pen drives, CDs, etc., to school.*
- *Use of violence in any form, ragging/bullying.*
- *Misconduct, indiscipline, and misbehavior in school transport.*
- *Using abusive language.*
- *Malpractice during any test or exam.*
- *Hair coloring, nail painting & henna designing.*
- *Wearing bracelets, rings, anklets, bangles & dangling earrings*



GENERAL NOTES- TO PARENTS



TO PARENTS (SCHOOL RULES & REGULATIONS)

Parents are kindly requested to collaborate with the school authorities in maintaining discipline and fostering a conducive academic atmosphere.

- 1. PUNCTUALITY: Ensure your child arrives at school well before the 9:10 a.m. assembly bell; latecomers will be assigned to the detention center for the entire day.*
- 2. NEATNESS AND CLEANLINESS: Adhere to uniform specifications, maintain tidy appearance, and avoid accessories such as trendy hairstyles, flowers, hairbands, handbands, bangles, and anklets. Mark all belongings with the child's name. A fine may be imposed for dirty shoes, shabby uniforms, and unkempt appearance.*
- 3. ABSENCE FROM SCHOOL: Send a leave letter for sickness-related absences, and include a medical certificate for absences exceeding three days. Telephone calls during class hours are discouraged. Attendance of 80% in the academic session is mandatory for final examination eligibility.*
- 4. LUNCH HOUR: Provide lunch with a washable napkin, spoon, and bib. Parents should not wait or feed children during the lunch hour.*
- 5. MEETING THE TEACHERS: Parents may meet class teachers every Wednesday at 4:00 pm and after classes with the Principal's permission. Drivers should wait outside the gate, and parents should avoid crowding corridors or doors. Parents are not allowed inside classrooms without the Principal's permission.*
- 6. SCHOOL DIARY: Refer to the diary daily, sign as required, acknowledge circulars, and ensure children bring the diary to school for attendance.*
- 7. SCHOOL LIBRARY: Classes III to XII may borrow books for one week; late returns incur a Rs 10/- per day fine. Damaged books will have the cost recovered from the child.*
- 8. EXTRA-CURRICULAR ACTIVITIES: Participation in one extracurricular activity is compulsory. Attendance at school functions and events is also mandatory.*



GENERAL NOTES- TO PARENTS



9. *SCHOOL PROPERTY: Parents are responsible for the cost of any damage caused by their children to school property. Return any material accidentally taken home.*

10. *BIRTHDAY CELEBRATIONS: Please do not send sweets on your child's birthday. Instead, consider donating a storybook to the class library in your child's name.*

11. *DISCIPLINE: Initial warnings for indiscipline, followed by parent-school conferences. In-School Suspension and Out-School Suspension for continued misbehavior. Non-improvement may lead to removal from the school.*

12. *LEAVE POLICY FOR SATURDAYS: Second and fourth Saturdays are holidays; attendance is compulsory on the first and third Saturdays.*

13. *PROGRESS CARDS: Must be signed by the parent on the assigned day or by the next day after 4:00 pm.*

14. *SCHOOL TERM TESTS & EXAMS: Eligibility for proficiency awards requires participation in all exams. Absences during tests and exams will impact promotions.*

15. *SCHOOL TERM FEES: Pay fees by the 10th of the first month of each term; late payments will incur a fine.*

TERM I - TERM II - TERM III

June to September | October to December | January to April





DISCIPLINARY ACTION

DISCIPLINARY ACTION

Discipline holds immense value in our daily lives, especially within the school community. The school is dedicated to ensuring the proper conduct of each child, as discipline paves the way for numerous opportunities, guiding students toward the right path to explore new aspects of life and foster personal growth.

To instill discipline, the following measures are implemented:

- 1. Verbal warnings (1st, 2nd, and 3rd): The class teacher, in coordination with the Principal, issues verbal warnings for misbehavior. The student will be marked as warned, and parents will be notified. However, in cases of severe offenses, the Management/Principal reserves the right to expel a student outright.*
- 2. Parent-Teacher Conference: Persistent misbehavior will prompt a Parent-Teacher Conference involving subject teachers, class teachers, and parents meeting with the Principal.*
- 3. 'In School Suspension' (ISS): If the misbehavior persists, an 'In School Suspension' will be imposed.*
- 4. 'Out of School Suspension' (OSS): Without further warnings to the student, parents will be called in for an 'Out of School Suspension' in the event of continued misconduct.*



SCHOOL BUS RULES & REGULATIONS



BUS RULES AND REGULATIONS

Bus safety depends upon pupil cooperation with the driver. It is impossible for the driver to give his full attention to the road when pupils misbehave. The bus is considered an extension of the school; hence, the following code of conduct is required. Violation of the following will be dealt with strictly:

- *Pupils must remain seated.*
- *Tampering with the bus or any of its equipment is prohibited; the cost of damage will be collected from the student responsible.*
- *Communicating in the regional language is prohibited.*
- *Students must be 5 minutes early at the assigned stop.*
- *Violation of the bus rules while in the bus or making the bus wait may result in the loss of ridership privileges.*
- *Bus timings are tentative. It is the responsibility of the parents/guardians to wait and pick up the child.*
- *Students must follow the directives of the bus driver.*
- *Misbehavior at a bus stop can be very dangerous. Therefore, students should conduct themselves in such a way that no one will be endangered. Students' behavior on the bus is fully within the jurisdiction of school authorities.*

NOTE:

1. *On no account will a student be allowed to change the place and time assigned or can get down at a different point.*
2. *Students who have registered for availing bus facility should use the bus for the whole academic year. No student can stop interim. In case of changes, the whole year's fees have to be cleared.*

