

RULES AND REGULATIONS

- **GUIDELINES FOR DISCIPLINE AND ORDER:-**

- 1) The motto of the school is "Lead me from darkness to light."
- 2) All the students must be in school at 8.50 i.e 10 minutes before the warning bell. The warning bell before the class is a signal for all to go to the assembly. After the assembly they should go to their classroom, get their books ready in silence, and prepare for the beginning of class. Changes of classrooms between periods should be done in discipline and order. When teachers enter and leave the classroom, the students are to stand and greet them in the customary way and give them proper attention and respect.
- 3) Conduct that is injurious to the moral tone of the school or the rights of others and not in accord with the required discipline is liable to incur suspension or dismissal.
- 4) Students are not allowed to receive visitors or make phone calls. They will not be permitted to leave their class to answer a phone call. Only if the matter is very urgent will the students be called to the phone.
- 5) No students may leave the school premises during school hours or recess without the prior permission of the principal.
- 6) Students are expected to take good care of their books and personal belongings. Valuable articles may not be brought to school. The school is not responsible for lost or stolen goods.
- 7) Care must be taken of school property and restitution made for damaged articles. Students are forbidden to scratch or write on furniture, walls, or windows or to write in library books or other school books or magazines or spoil them in any destructive way.
- 8) Students from class III are encouraged to join at least one activity of the school and they must be regular in attending the activity once they have given in their names. Students are not allowed to change the activity once they are enrolled in the activity register. Under any serious circumstances if change needed a written letter should be produced to the Principal by the parent within a month.

- 9) Any student desiring to be exempted from PT or games must produce a doctor's certificate to the effect that he/she is physically unfit to take part.
- 10) No student should be sent to school if suffering from a contagious or infectious disease.
- 11) Students should only bring to school their textbooks. Other books or magazines, if thought to be useful, may be brought only with the approval of the class teacher or the principal. Magazines and books (other than texts or library books) will be confiscated and disposed of. The same applies to videos and audio cassettes, mobile, pen drives or chips.
- 12) Students may not offer presents to their teachers except in those circumstances sanctioned by the principal.
- 13) Every student should carry the school diary and wear the ID card daily.
- 14) No student is entitled to enter the class unless he/she is clean and neatly dressed in the school uniform.
- 15) The students should bring their tiffin with them in the morning. Parents are requested not to disturb the office staff in this connection.
- 16) The date of birth of a student as recorded in the admission register cannot be changed.

- **SCHOOL UNIFORM :- (Regular)**

Mondays, Tuesdays, Thursdays, Fridays

Girls: Box pleated skirt in Navy blue and Sky blue striped shirt for classes I to VII.
Navy blue pants and coat with half sleeved shirt for classes VIII to X.

Boys: Navy blue shorts, sky blue striped shirts to class I to IV. Navy blue pants and sky blue striped shirts V to X.

Socks: Navy blue with 2 white strips

Sports Uniform: Wednesdays

Girls : Ash pants with House colour T Shirt & over coat, belt, black keds and white socks, black shoes.

Boys : Ash pants with House colour T shirt, belt, blackshoes, white socks.

• **HAIR STYLE TO BE FOLLOWED :-**

Hair Style shall be treated as part of school uniform. Elaborate / fashionable hair styles are strictly not allowed.

Boys: Ordinary simple hair cut.

Girls : Long Hair : Single brade with black hair band

Short hair : Pony tail with black hairband

Bob cut hair: Wear black hairband

Please Remember :-

- ❖ It is mandatory for all students to wear their school ID card while in the school campus
- ❖ It is compulsory that all students come to school only instipulated school uniform even on days of special functionsand rehearsals, unless specified otherwise.
- ❖ On rainy days the students may use only black strappedSandals.
- ❖ Low waist pants are not permitted in campus.
- ❖ The shirt is to be tucked in properly.
- ❖ The buttons of the Shirt should not be kept open
- ❖ Girls must use only black hair bands and clips.
- ❖ Girls must wear slips or tights as applicable to their uniform.
- ❖ All boys must wear vests.
- ❖ Shoes must be clean and neatly polished everyday.
- ❖ Personal hygiene is to be maintained.
- ❖ No jewellery is permitted except small ear studs for girls.

Students are not permitted to:

- ❖ Grow / polish their nails
- ❖ Colour their hair
- ❖ Use Eyeliner / eye shadows

- ❖ If a student makes any alteration in the pattern or the stitching of the uniforms as is prescribed by the school, disciplinary action may be initiated by the authorities, after making a record of a warning in the student's diary.

- **DISCIPLINE:-**

- i. Students are not allowed to enter in other class rooms even during the intervals, without specific permission therefor.
- ii. No books, newspapers or periodicals other than school books may be brought to the school without the approval of the Principal. Mobile phones and CDs, pen drives, tabs etc are not permitted to be brought to school.
- iii. No meeting, party or picnic, or any kind of organized school activity shall be arranged without the prior approval of the Principal.
- iv. Speaking in English is compulsory at the school, and while waiting at the bus stop to board the bus. Defaulters will be fined.
- v. School premises and class rooms must be kept clean and tidy.
- vi. No behavior affecting the discipline of the school will be permitted. Students shall keep silence and decorum in the class rooms and corridors.
- vii. It is not necessary for students to bring sweets to school on their birthday. They can instead contribute that amount towards charity.
- viii. The school expects students to be polite, friendly and well behaved in and outside the school. They should be respectful to their elders and teachers, and considerate to their juniors; honest and truthful at all times.
- ix. Students are not allowed to enter teacher's staff room without permission or in the absence of any teacher. On emergency needs only class leaders are allowed to enter by permission.
- x. Any damage caused to the property of the school or of other students must be reported to the Principal and will have to be compensated.
- xi. Students shall be responsible for the safe custody of their belongings. It is suggested that the student's name and class be inscribed on all articles. Lost articles deposited in the School Office/Reception/the Principal's Office must be claimed within a week.

- xii. Every student shall endeavor to keep up the high standard of the school by excelling in studies, good manners and deportment / personal conduct. Politeness and courtesy in speech and conduct as well as cleanliness are to be cultivated and cherished.
- xiii. Students are expected to behave with dignity outside the school premises also. Any activities of the student outside the school premises or in public places, which may harm the name, reputation and discipline of the School will be addressed and disciplinary action will be initiated if found necessary.
- xiv. Money should not be lent or borrowed from among students. No articles may be exchanged with other students.
- xv. Whenever students are permitted to wear casual clothes, they must be modestly and suitably attired for school.
- xvi. Students are forbidden to have gold ornaments, mobile phones, Ipods, Cameras, Laptops, tabs or any other electronic things in the School. If found in possession the articles will be confiscated. There shall not be too much money or expensive things with them.

- **DISCIPLINARY MEASURES:-**

The school focuses on positive behavior. However, we do apply appropriate disciplinary measures when necessary.

- ❖ WRITTEN INTIMATION - We believe in keeping the parents promptly informed of positive as well as negative behavioral changes observed in the students from time to time.
- ❖ COUNSELLING - Any kind of emotional or behavioral problem, or academic backwardness may be discussed in person as and when required, in an informal and conducive atmosphere.
- ❖ CONFERENCE - A conference will be called to inform parents, of inappropriate behaviour of their wards in spite of repeated warnings, with suggestions for parental action and support.

The School reserve the right to suspend, expel or permanently exclude a student whose diligence and progress in academics is steadily unsatisfactory in spite of repeated warnings.

- **PAYMENTS OF FEES:-**

- ❖ All fees are to be paid in three instalments. i.e in June, Oct. and Jan. respectively After that a fine of Rs. 10 will be added to the due payment counting every day till the payment date. The child's name will be struck off the roll without further information if payment is not made for two instalments. Re-admission will depend on the availability of seats, and a re-admission fee will be charged. No student is excused from late fine. Final exam in March may not be written unless all dues have been cleared.
- ❖ Parents kindly preserve the receipts issued to you and produce them in proof of payment, if needed.
- ❖ No deduction is made in school fees due to the absence of a student from class.
- ❖ While unnecessary changes will not be made in the fees, the Governing Body of the institution reserves the right to increase the fees in accordance with the salary increase and cost of maintenance.

- **HOUSE SYSTEM:-**

The students belong to one of the four houses. **Julie, Tagore, Gandhi, Nehru**

The house colours are **Blue for Julie, Yellow for Tagore, Green for Gandhi, Red for Nehru**. Each house under its house captains and assistants tries to live up to the ideals of the patron. The house system provides opportunities for the students to work in co-operation with team members in studies, sports and other activities.