

RULES & REGULATIONS

GENERAL AND DISCIPLINE

Students and parents/guardians shall adhere strictly to the rules and regulations noted here, that may be modified from time to time. Any breach of these rules shall lead to serious consequences such as warning, fines, suspension, dismissal and compulsory issue of Transfer Certificate depending on the severity of the misconduct/breach. The Principal's decision in this regard shall be final and binding on the students and parents/guardians.

1. Students must attend school on all working days and be punctual for the Assembly. Late comers and absentees shall have their late attendance and absence record signed by their parents/guardians.
2. **Use of English:** English should be spoken in the school premises to acquire proficiency in usage of the language.
3. The school uniform must be worn on all working days and on all school functions. Students not wearing the uniform will not be allowed to attend classes.
4. The school uniform should be clean and ironed properly. Students who are sloppily dressed or wearing dirty clothes are liable to be sent back home.
5. Students shall bring those textbooks and notebooks required by their time table, as well as their diary and writing materials to school every day.
6. Students should obey the teachers and school authorities in all matters and are required to follow the instructions given by the school authorities. They are not allowed to be in other class rooms during intervals.
7. Students should be polite and courteous. All students are urged to maintain high moral and ethical standards set by the school in their manners and conduct.
8. Students should behave in a proper manner wherever they go. They should always remember that the school would be judged by their conduct.
9. Any reported or observed objectionable conduct of the student inside or outside the campus will invite disciplinary action.
10. Irregular attendance, habitual negligence in school work, dishonesty, obscenity in word or act, serious misconduct or threats inside or outside the school shall lead to dismissal.
11. Students will responsible for their belongings, such as books, money, umbrella, lunch box etc.
12. No jewellery including **silver anklets, fancy chains, dangling ear rings, more rings etc.** should be worn in the school on any occasion. Valuable articles should not be brought to the school.
13. Students are not permitted to colour their hair, grow/polish their nails and shave their head. Boys shall ensure that their hair is trimmed short and at regular intervals. They are not allowed to grow beards. Girls shall plait their hair neatly into two halves with black coloured ribbon.
14. The students shall keep classrooms and their surroundings neat & clean and tidy.
15. Students shall treat all school property with care. Students are forbidden to write or scribble on the wall/furniture, dirty the classrooms or damage any material. The parent/guardian will have to compensate for willful damage done to school property or to that of others.
16. If a student sees any school property damaged, s/he should report the matter to the school office immediately.
17. All students must take part in Physical Education and other co-curricular activities unless medically unfit or exempted by the Principal.

18. The Class Teacher is to be notified immediately of any change in the address/telephone number of the student or his/her parent/guardian.
19. Students shall maintain a record of books (other than their regular school books) read by them.
20. Parents/Guardians shall ensure that their child/ward devote enough time at home to his/her studies and assignments.
21. All children must bring their school diary with them everyday. Parents/Guardians shall check the school diary everyday, take note of communication from the school and practice work/assignment given and sign in the space provided. They shall also acknowledge circulars and Teacher's remarks.
22. Students shall bring only vegetarian lunch with them and avoid bringing oily food items. **Consumption of junk food is strictly prohibited within the campus.** A napkin must be brought along with the tiffin/lunch box.
23. Parents/Guardians shall respond to the reports and information that the school sends them in a timely manner. The school community needs the full cooperation of the parents/guardians.
24. Books and magazines not recommended by the teachers shall not be brought to the school.
25. **Parents/Guardians who escort their child/ward to and from school shall leave them near the school gate in the morning and receive them at the gate in the afternoon. Parents/Guardians shall not enter the classroom or remain in the school premises.**
26. No student shall leave the school premises during the school hours, without the permission of the Principal and his/her Class Teacher.
27. No student shall stay back in the school premises after school hours except when advised by the Principal or teachers. The school shall not be responsible for their well-being if they stay back after school hours without permission.
28. **Students shall reach school at least 5 minutes before the first bell** and not earlier than 15 minutes before the first bell, unless instructed. The school shall not be responsible for their well-being beyond the time specified above. All students are expected to be present for assembly without fail.
29. Upon receiving notice of warning issued to the student, the parent/guardian shall counsel the child/ward at home not to repeat the mistake/breach of any rules.
30. To ensure uniformity, only notebooks recommended/supplied by the school are to be purchased.
31. Parents/Guardians shall not personally arrange to have any of the staff give private tuition. Any such request shall be made to the Principal, who in turn may arrange for the same.
32. All requests, complaints etc. should be given in writing to the school office.
33. If parents fail to behave in a good manner with the school authorities, employees or teaching staff, the school authorities shall be well within their rights to compulsorily issue Transfer Certificate to the ward of such parent without any notice.
34. If the student is found cheating in the examination by indulging in copying or replacing answer sheets, it shall lead to his/her suspension/dismissal or compulsorily issuing Transfer Certificate.
35. **Use of mobile phones, media players and cameras by the students are strictly forbidden in the school campus. Parents should ensure that their wards are not carrying mobile phones, cameras, CDs and articles other than study materials to the school.** If found, it will be confiscated and will not be returned.
36. Students who are under medication should take prior permission of the school authorities before bringing medicines to the school.

37. Medicines used by parents or other family members should not be brought to the school. Parents should ensure that their wards do not carry any medicines or drugs or any such unauthorised items, strict disciplinary action will be taken.
38. **Use of alcohol, tobacco or narcotics is strictly forbidden in the school campus.**
39. No act of violence that includes physical or sexual abuse, bullying or ragging will go unnoticed and unpunished. Punishment will be commensurate with gravity of the action. It may vary from suspension in attending classes, collective and heavy fine in case of group offenders and even go to the extent of expulsion.
40. The School Managing Committee (SMC) is the ONLY approved forum to interact with the management. No other forum or association will be recognised by the management. The management will not entertain any issues raised by any such forum or association.
41. After the first and second term assessments/examinations, the Principal at his/her discretion will call for class-wise or division-wise parents to discuss about the academic and co-scholastic aspects of the students or an open house. The Principal's decision in the above said matter will be final and binding.
42. Long leave of absence is granted on a prior written application from parents or guardians. Mass absenteeism will be dealt with seriously. The school authorities will be within their rights to take any action, which they deem fit, to enforce discipline and order.
43. Girl students should report immediately to the Principal or school authorities any kind of misbehavior or molestation while in school.
44. Teasing in any form is a serious offence, especially the juniors. The offender may be expelled from the school.
45. Appointment with the doctors etc. should not be made during school hours as far as possible.
46. Except on duly certified grounds, no extension of vacation is allowed. All the students are expected to attend school on the opening day after each of the vacations.