



SCHOOL RULES

CAMPUS AND CLASS DISCIPLINE

1. Students should arrive at school at least five minutes before the assembly bell. The school gate will remain closed during assembly.
2. At the assembly bell all the students should make their way to the place of assembly in absolute silence and stand in their respective lines.
3. Students must maintain personal hygiene and come to school in clean & ironed uniform. Students in improper uniform will not be allowed to attend their classes.
4. Cell phones and other electronic gadgets are strictly prohibited within the school premises.
5. Students are prohibited from carrying objectionable literature/material to school.
6. Possession and consumption of intoxicating material in any form is strictly prohibited.
7. Utmost care should be taken to keep the school campus clean and plastic free. Avoid using plastic bags and do not litter the class rooms or the grounds. Make use of the dustbins provided at various locations.
8. The use of mehndi/tattoos/other forms of ornamentation which includes jewellery and expensive watches, wearing cosmetics is not permitted. Boys are expected to wear their hair short.
9. It is imperative for the students to communicate in English with each other and with their teachers in the school premises.
10. Shouting, whistling and using abusive language is strictly prohibited. Bullying and using foul language will be treated as an act of indiscipline.
11. Running, playing and shouting in the classes, corridors and staircases is strictly prohibited.
12. Students shall not leave the class without the permission of the teacher in charge. He/She should carry the 'Out Pass' which confirms the permission of the teacher to move out of the class during period.
13. Students are required to maintain silence and obey the class monitors in the absence of teacher.
14. Changing of classrooms in between periods should be done in silence and in an orderly manner.

LEAVE

1. In case a leave needs to be taken, a leave application in advance, duly signed by the parent must be submitted to the class teacher.
2. If a student is absent for more than 5 days, without prior leave sanction, the name of the student is liable to be struck off the school rolls. Re-admission, if granted, shall be done after the payment of re-admission charges.
3. In case of illness of more than 3 days, a medical certificate by a registered medical practitioner should be enclosed along with the leave application.
4. No early leave will be allowed to any student. Students desirous of attending religious ceremonies/family functions may instead take a full day leave.

SCHOOL PROPERTY

1. All school property should be treated with care. No child should scratch or spoil the desk or any other school furniture, write or draw anything on the walls or in any way damage the school property.

2. All school facilities like Library, Computer Lab, Composite Lab, Audio Visual Room etc. are to be carefully used. Students found damaging library books, lab equipments, sports goods etc. will be suitably fined and/or suspended from using the facility for a certain period of time.
3. Any damage to the school property, caused by negligence or deliberate mischief has to be immediately reported to the teacher on duty and shall have to be compensated by the concerned student/parent. The quantum of such damage shall be determined by the principal for the purpose of recovery of loss.

SAFETY

1. The school is not responsible for personal goods lost in the school. The name, class and section of the student should be marked on all his belongings.
2. The students are not allowed to receive visitors during the school hours. Tiffin boxes, bottles, medicines will not be delivered to the child.
3. Students are forbidden to leave the school premises during school hours without the explicit permission of the principal. They can be allowed to leave, only in emergency, provided the parent/guardian comes to take the child along with the parent card.
4. Possession of offensive weapons like knives, katar, guns, catapults etc. are strictly forbidden.
5. Exploding crackers and splashing colours in the school premises is strictly banned.
6. Students suffering from infectious/contagious disease shall, under no circumstances, be allowed to attend the school until the danger of infection has passed.
7. Wearing of helmet/seat belt and possession of a valid driving licence is mandatory for all students driving a two wheeler/four wheeler.
8. The school shall not be held responsible for any unforeseen accident, illness or mishap which may occur in the school, during school hours or school trips for reasons beyond the control of school.

EXAMINATION AND PROMOTION

1. The school conducts Tests and Examinations for different class groups as advised by CBSE.
2. Promotion in the next class is granted on the basis of whole year's performance of the student; hence it is important to be regular in work and attendance.
3. To be eligible for promotion, the student must secure an aggregate of 33 % marks in the assessments.
4. The child must have a minimum of 75 % attendance to appear for the final examination.
5. There is no provision for a re-test in any subject, if a student is absent from an examination for any reason.
6. There is no provision for double promotion under any circumstances.
7. The decision of the Principal as regards promotion / detention would be final.

SCHOOL TRANSPORT

1. Transport facility once taken cannot be discontinued in mid-session.
2. The school transport will pick up the child only from the designated pick-up point. It is not possible for the school transport to reach narrow and congested lanes.
3. Unruly behaviour like shouting, bullying, running, taking limbs out of the van/bus etc. is strictly prohibited. This may result in the withdrawal of transport facility.

4. The school will do its best to provide an alternate arrangement in case the school transport is unable to reach the pickup/drop point on time due to mechanical failure, illness of driver, en-route disturbance, severe weather conditions etc. However, the parents may be expected to make their own arrangements in such scenario.
5. Parents sending their ward by private transport must check for its safety standards and ensure against overloading.
6. School transport is available. Adequate care is taken for the safety of the children, however, the school shall not be held responsible for any accident, mishap or injury that may occur in and around the school premises or during travel.

PARENT

1. Persons carrying arms, persons under the influence of alcohol and persons indecently dressed will not be allowed to enter the school premises.
2. Parents are expected to keep their mobile phones in silent/aeroplane mode in the school campus. They are not permitted to take any photograph/video without the explicit permission from the principal.
3. Parents are required to restrict their movement till the reception area and not move around the school campus without the explicit permission of the principal.
4. Parents are expected to be polite with the teachers and office staff. Misdemeanour of parent/guardian in terms of verbal or physical violence and forced entry can result in the dismissal of your ward.
5. Parents are required to submit true and correct information about themselves and their ward. The address, phone no. and email should be correctly and completely mentioned for school records. Any change should be earnestly reported to the school. The school will not be responsible for any missed intimation or any other loss due to incorrect or incomplete information submitted by the parent.
6. If your ward has any chronic ailment then you are required to inform the school in writing and submit the medical prescription, diagnostic reports and a medical certificate listing out any precautions to be taken by the school.

SCHOOL FEE

The school fee has to be deposited as per the fee schedule. If fee is unpaid for two or more instalments, the examination, academic and co-curricular activities of a student will be suspended, the name of the student will be struck off from the rolls and re-admission will be granted at the discretion of the Principal.

WITHDRAWAL

1. For a child seeking withdrawal from the school an application for T.C. should reach the Principal's office on or before 31st January. T.C. making charges of Rs. 500 / - will be applicable for withdrawal applications received after 31st January.
2. Transfer certificate will be issued only after submission of an application to the effect and clearance of all dues payable to the school.
3. Three months extra fee will be charged for withdrawal applications received after the start of the session.

DISMISSAL

A student can be asked to leave the school on the following grounds:

1. Non - payment of school dues as per fee schedule.
2. Repeated detention in the same class for two consecutive years.
3. Shortage of attendance (less than 75 %)
4. Indulgence in indisciplinary activities of cheating, vulgarism, bullying and disobedience and disrespect towards teachers / school / peer group.
5. Repeated breach of school rules.
6. Vandalizing of school property.
7. Misdemeanour of parents / guardians in terms of verbal or physical violence and forced entry as a mob into the school premises without providing any identification & relationship to the students.

GENERAL

1. Fines/suspension may be imposed on the students for violating the school norms like coming to school in improper uniform, not bringing books/ notebooks, late coming, remaining absent, using abusive language or breaking any other school rule.
2. As the medium of instructions in this school is English, all notices will be sent in English.
3. Posting of any derogatory remark or photograph against the school/teacher/peer group on social networking sites (e.g. Facebook/Instagram/Orkut/Youtube/Twitter etc.) will be treated as an act of indiscipline and may lead to termination from the school.
4. The school may take photographs & videos of students during class, school activities, school tours etc. The same can be used by the school for any promotional activity on social or print media. The student and parent would have no objection to the same.
5. The school may take out the students for educational, competitive, sports or recreational day/overnight trips. Parents unwilling to send their wards to any such trips may forward their written non-consent at the start of the session to the principal.
6. The students will be required to participate in various sports and other activities like dance, drama, debates at school and inter-school level, as part of the co-curricular program of the school. Parents unwilling for the participation of their ward in any or all the activities need to inform the school principal in writing at the start of the session.

The school rules can be modified at any point of time without any prior information during an academic session and these modified rules will be applicable to all old and new admissions.