

Rules of Discipline: -

Attendances and Leave Policy

1. Students have to be regular and punctual to school.
2. A minimum of 75% attendance in school is compulsory for every student. Maintenance of minimum attendance is mandatory to be eligible to appear in tests/exams.
3. A student must not remain absent from school without information. If he/she is absent for Six days without information, his/her name will be struck off and re-admission will solely be at the discretion of the Principal.
4. Whenever a student is absent or on leave, a written application in hard copy or by mail should be sent to the class teacher.
5. Sick leave will be granted only in genuine medical case on submission of medical certificate.
6. Students must not come to the school if they are suffering from a contagious disease and are not completely free from infection.
7. Students of classes VI to XII will not be allowed to come to school by second trip, either availing the bus facility or by their own conveyance. In case they do so, their parents will have to make necessary arrangements to take them home.

Dress and Appearance: -

- 1) Students must come to school wearing the correct school uniform. Uniform must be neat, clean and ironed.

For boy's trousers with short length drainpipes and bellbottoms are not allowed. A simple and elegant haircut only is allowed.

Girls are not allowed to wear low waist skirts and have fancy hair style

- 2) Personal cleanliness, hygiene and neatness is expected at all times. Hair must be neatly cut/pinned/plaited and combed. Nails must be kept clean and short. Boys must maintain their hair trim and neat.
- 3) Failure to comply may result in the student being sent home after two warnings recorded in the defaulter diary.
- 4) Students are not permitted to wear costly or fancy/smart watches, chains, earrings, belts etc. Primary students are not allowed to wear watches.
- 5) Students are not allowed to colour / spike / gel their hair, wear nail polish, tattoo. Fancy hairstyles are not allowed.
- 6) The Shirt must be fully buttoned.
- 7) Students have to come to the school in proper school uniform during PTM. On any other off days also students are supposed to come in school uniform only. However, they can wear decent outfit on their birthdays if they wish

School Property:-

- 1) Students should be particularly careful not to litter the school premises. They should use the bins especially provided for that purpose. Polythene bags are strongly prohibited.
- 2) They shall not disfigure the walls and furniture (scratches, writings or drawings), damage the school furniture or indulge in such objectionable acts.
- 3) In case a student is found guilty in any kind of damage or disfiguring to the school property then his/her parent shall be liable to pay for or replace the damage without any delay or dispute.

Behaviour:-

- 1) Student Students' overall conduct and behaviour with all the members including teachers and fellow students must always be courteous and polite. They must strive towards perfection, healthy competition and collaboration with complete acceptance of their fellow beings. They must respect others' feelings and religious beliefs.
 - 2) Students who avail the bus service must maintain discipline in the bus. They must listen to the teachers, driver and conductor. Fighting or engaging in disruptive behaviour in the bus will be dealt with severely.
 - 3) Students must be helpful and courteous to each other and any visitor whom they may meet in the school premises. They are always expected to properly greet all whom they meet. Courteous words like 'please', 'thank-you' and 'sorry' are the most beautiful words to put in practice.
 - 4) Students are required to speak in English while at school.
 - 5) Students are expected to take care of their own belongings. The school shall not be responsible for any losses. Wearing gold chains, bracelets, rings etc. is not allowed.
 - 6) Students are prohibited from bringing mobile phone, digital diary, I-pod smart watch or any other electronic items to the school. The articles will be forfeited in case a student is found possessing them.
 - 7) Abusive language, shouting, screaming, and any kind of violent act are strictly prohibited within the school premises. Running, playing, and shouting in the classrooms and corridors during study hours is also forbidden.
- Students must not indulge in fights or any form of physical or verbal abuse. They are expected to uphold the prestige and fair name of the institution at all times.
- Stringent action will be taken against any student found instigating or participating in such misconduct
- 8) Students are prohibited from bringing any cake or expensive gifts to school on their birthday or any other days. They can wear decent outfit on their birthdays if they wish.)
 - 9) Students may not go to the toilets or to drink water during class time. Such needs must be attended to during the break. However, if any student has a medical problem, the same must be brought to the notice of the class teacher in writing with medical certificate attached.
 - 10) Students should not bring any sharp or metal object in the school premises.
 - 11) Students are not permitted to leave their materials or project files at the reception desk or submit them through bus drivers or conductors.

Discipline: -

Students will not be allowed to attend the school and will be sent back home in the following cases:

(A) Coming late to school -in case students come later than 7:50 a.m. during regular summer school timings, and 8:50 a.m. during winter school timings.

(B) Improper turnout- in case students do not come to school in proper turnout as decided by the school as follows:

Strict disciplinary action will be taken against students violating discipline norms. The punishment may range from heavy fine to expulsion.

1.The student will be counselled at school.

2 Teacher will send a note through ma Parents will be called by the Discipline committee for a first warning.

- 3 Parents will be called to the Principal's office for a second warning.
- 4 Permanent expulsions from the school at the Principal's discretion.

Maintenance of Study Materials:-

- 1) All school books must be labelled and neatly maintained throughout the year.
- 2) Books must be brought according to the day's timetable without fail.
- 3) Students are not permitted to paste stickers and colour the pages of school notebooks unless specifically instructed by the teachers.

School Timings:-

- 1) Students must be present in the school at 7:50 a.m.
- 2) Students will not be permitted to enter the school once the assembly has started at 8:00 a.m.
- 3) Parents will not be allowed into the school premises after the first bell at 8:00 a.m.
- 4) Parents/Drivers coming to pick up their wards will not be permitted into the corridors/classrooms. They will have to wait in the designated areas for their wards.