

## General Guidelines for Parents / Guardians

1. **The school expects the co-operation of parents to ensure :-**
  - (a) that their ward comes to school regularly, punctually and dressed-up neatly.
  - (b) that they bring their books and note books to school according to school time table only, in order to avoid unnecessary weight.
  - (c) that the books & notebooks are covered properly and maintained neatly.
2. **Parents are requested :**
  - (a) to acknowledge promptly all school circulars of programmes, Parent Teacher Meets, School Fees and fines etc. and comply with the letters.
  - (b) to report immediately to the school office about any change of address or telephone number etc. with an application.
3. Parents are not allowed to interfere with the school administration in anyway. In case of any problem, they can discuss the same with the Principal. They are welcome to record their suggestions in the suggestion register at the Parents Teacher Meet.
4. Parents / Guardians are expected to co-operate in enforcing regularity and discipline by ensuring that the children prepare their lessons and do their home-work regularly.
5. To improve expression and fluency in English, the school has made it compulsory for the students to speak only in English in the school. It is desirable that they communicate in the same even outside.
6. Parents/Guardians are particularly requested to sign the Principal's/Teacher's remarks in the diary after reading them. The school disclaims all responsibility if the remarks are not signed.
7. In case of any complaint about the school, the parents are requested to contact the Principal and not the class teachers. Criticism of the school or teachers in the presence of students must be strictly avoided as it adversely affects discipline.
8. The Principal has the full authority to issue the Transfer Certificate to a student who is found violating the school rules or indulging in activities detrimental to the smooth running of the school.
9. Parents must make sure that the children do not bring any expensive articles to the school.
10. Carrying mobile phones by students to school is strictly prohibited.
11. School Almanac is the bridge of communication. Kindly read/ go through it regularly. Also ensure that your ward brings the Almanac to school every day.
12. Encourage your child to read books at home.
13. Punctuality is a must, a real sign of discipline, thus students must reach school on time.
14. The School reserves the right to send a late comer back and not allow him/her to attend the school on the day he/she arrives late.
15. Students are strongly discouraged to leave school during school hours other than on medical grounds.

### APPEARANCE & TURNOUT

1. Students should always be neatly dressed-up and should come to school in proper uniform as specified for the season.
2. Shoes should be well polished and the socks should be clean and tidy.
3. Growing long nails and applying nail paint is not allowed. Nails should be regularly clipped.

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4. Students should get their hair cut at regular intervals.
5. Hair-do for girls (Making Pouf is not allowed)
  - (a) Class I to V - Two Plaits
  - (b) Class VI to X - Single Plait
  - (c) Class XI & XII - A Pony Tail

### SCHOOL RULES

The desire to observe rules should come from within and must be genuine to facilitate building one's character.

1. Students must carry their Almanac to school every day. It must have their photograph and personal record complete and it should be signed by parents.
2. Students should reach school at least five minutes before the first bell rings.
3. Students are required to go to the assembly hall/ ground as soon as the bell for the assembly rings as assembly fosters a sense of community & positive ethos.
4. Morning Assembly is a solemn occasion. Each student is expected to sing the School prayer, National Song and Anthem with due respect.
5. Students are not allowed to use office telephone without permission
6. Homework assigned to the pupil by the teacher should be done regularly, carefully and systematically. The Parents/Guardians are requested to co-operate with the school authorities by checking up the almanac of their ward daily.
7. Each pupil is expected to be responsible for the safe custody of his/her books and other belongings.

### SCHOOL DECORUM

The School is a temple of learning and its premises should be approached with devotion and reverence thus every mpsite/mgpian is expected to-

1. respect one and all especially the elders, parents and teachers. Act with deference as required in the situation.
2. rise when any teacher or visitor enters any room, where they happen to be.
3. speak with care and thoughtfulness. Avoid extreme language whatever be the provocation.
4. never loiter aimlessly in corridors, run about, shout or whistle.
5. avoid writing on walls and carving out names on desks / benches
6. avoid bringing to school any costly items - mobile phones, cameras, pen drives, Ipods jewellery etc.
7. refrain from bringing fire crackers in the school premises,
8. avoid bringing/splashing colours in the school premises,
9. carry no sharp or pointed article to the school.
10. accept defeat with a smile like a true sportsman.
11. regard the school as his/her second home and do everything possible to keep the classroom and the school premises neat and pleasing to the eye.
12. switch-off lights and fans and turn-off taps when not in use.
13. flush toilets before and after the use.
14. never indulge in deliberate destruction of school property and must report any such instance to the teachers.

15. treat his/ her school mates as his/her brothers/sisters.
16. be ready to co-operate in any endeavour to promote the well-being of the school and schoolmates.
17. avoid indecent talk and behaviour, no matter whatever be the provocation.
18. never patronise street vendors to ensure good health.
19. strive to attain excellence in whatever activity he/she participates.
20. be ready to accept whatever work is assigned in rightful manner.

## Attendance And Leave Rules

1. Every student is expected to maintain an attendance record of minimum 75% during the year. Failing this, he/she may not be allowed to appear in the final examination. The total meetings are counted from the day the school opens and not from the date of admission of the student.
2. A pupil who is found to be habitually absent without any bonafide reason or any explanation from the parent, is liable to have his/her name struck off the school rolls.
3. For any absence, leave is granted in the prescribed form signed by the parents / guardians. It is to be submitted to the class teacher/ at the reception on the following working day. In case of sick leave, it should be supported by a medical certificate. However, students suffering from contagious diseases are to resume school only on the completion of the quarantine period and on producing fitness certificate.
4. Those absent for a day, for any reason, should get it entered in the leave record of the almanac, and must get it sanctioned by the class teacher prior or on the following day.
5. The student's name will be struck off the rolls if he/she is absent from the school for 7 days continuously without taking valid leave. Re-admission in such cases will be discretionary.
6. Attendance is compulsory on all School Functions.
7. No half day leave/short leave will be granted , except, with the permission of the Principal.

## School Activities And Clubs

The school provides a fairly wide range of activities and parents are required to encourage their children to participate in all such activities / club activities:

- |                           |                           |                                 |
|---------------------------|---------------------------|---------------------------------|
| ● Eco Club                | ● Commerce Club           | ● Debate                        |
| ● Heritage club           | ● Quiz Club               | ● N.C.C., Scout Guide & Bul-Bul |
| ● Science Club            | ● Newton Club             | ● Band                          |
| ● Interact Club           | ● Home Science Club       | ● Yoga                          |
| ● Music Club              | ● Mass Communication Club | ● Exhibitions                   |
| ● Maths Club              | ● Cyber Club              | ● Drawing/ Painting             |
| ● Dance Club              | ● Safety Club             | ● Fine Arts                     |
| ● Health & Wellness Club  | ● Bhartendu Club          | ● Personality Development       |
| ● Readers & Literary Club | ● Theatre Club            | ● Community Service             |
| ● Sports Club             | ● British Council         | ● Swachhta Club                 |
| ● Sanskriti Club          | ● Adventure Club          |                                 |