

## **RULES AND REGULATIONS**

1. Students should converse only in English.
2. Pupils shall be assigned suitable places in the classroom by the class teachers.
3. Pupils, in their own interest, are expected to attend school in neat and smart turnout in full school uniform with clean nails, well – combed hair / trimmed and clean shoes. Anything short of this will not be entertained.
4. Pupils are expected to co-operate in keeping the premises of the school neat and tidy and therefore refrain from scribbling on the walls and scattering bits of paper. Any objectionable behavior like damaging the furniture, dirtying the floor or spitting in corners will be viewed very seriously.
5. Decorum during all public functions shall be maintained.
6. Pupils shall greet one another and their teachers with the traditional “Namaste” and their behavior towards elders shall be marked by respect and obedience.
7. On a teacher entering the classroom, the pupils shall rise and remain standing till they are advised to sit or till the teacher takes the seat. At the end of the class, when the teacher leaves, the pupils shall rise again, express gratitude and resume their seats quickly.
8. The class leaders and deputy leaders shall ever be ready to render smiling service with obedience at every school function, in and outside the premises.
9. Every pupil is required to have an attendance of not less than 90% of the working days in a school year, failing which the chances of promotion to the next class may be doubtful.
10. Students availing leave for more than three days should submit a Medical Certificate along with the leave letter.
11. Pupils requiring leave during any part of the day, whatever be the reason, will have to obtain the Principal's permission in person.
12. Absence without a leave letter and late coming shall be considered as a punishable offence. Habitual late comers shall not be allowed to attend school. Any instance of truancy will be severely dealt with.
13. Parents who are desirous of taking their children home during working hours (in case of emergency) should come in person and get the permission from the office by submitting a written request.
14. If a student is absent for more than a week without notice, his/her name will be taken off from the roll.
15. Physical Education is compulsory for all pupils up to senior secondary / higher secondary classes. Pupils having less than 90% of attendance to PE classes may not be considered for promotion.

16. The School Captain, the Vice-Captain, the School Prefect, the House Captains the House Vice-Captains, cultural and sports secretary will constitute the School Prefect Council that will help and advise the authorities on matters of discipline and administration.
17. Pupils marching from one classroom to another shall do so in order, keeping to the left always, and shall observe perfect silence on their way.
18. During lessons, or while engaged in other schoolwork, no pupil shall enter or leave the class without permission.
19. Any pupil found loitering in the school premises shall be seriously dealt with.
20. During off-hours, whether before or after school hours, during the short break or during the long recess, pupil's behavior will be subject to examination and correction.
21.
  - a) Periodical progress Reports shall be sent to parents or guardians to appraise them of the pupil's regularity, conduct and work at school.
  - b) Any pupil who tampers with the progress report or is found guilty of any other kind of malpractice in this connection is liable to face severe disciplinary action.
  - c) Whenever a call goes to the parent from the school in connection with the child's work or conduct at school, he / she will kindly make it a point to respond to it in the interest of the child.
  - d) Any parent wishing to communicate to the school, based on the progress report sent to him is requested to make a separate communication to the school. Parents are advised not to enter any remark in the report card.
22. Any student caught using unfair means during an examination is liable to be summarily removed from the rolls and a transfer certificate will be issued.
23. All unethical activities inside the campus under whatever circumstances will be dealt with very seriously and result in immediate dismissal. Moral character of high order is required of any person inside the campus.
24. Students are not permitted to bring cell phones to school as per Government Order and as per our school rules and any violation in this regard will be strictly dealt with to the extent of suspension from the school.
25. The management is not responsible for loss of any valuable things brought by the student.
26. Students must avoid possessing any valuable items like gold, diamond, platinum, electronic gadgets etc. Students may keep certain essential inexpensive gadgets like watch in the hostel.

‘Children see magic because they look for it.’

Christopher Moore

27. The Parents are always welcome to discuss with the Principal about the progress, behavior and other problems of their children with prior appointment.
  - a) Timings: 09.15 a.m. – 10.30 a.m. and 03.00 p.m. – 05.00 p.m.
  - b) On all Monday, Thursday and Saturday (for strict adherence)
  - c) With regard to conduct, pupils of the school shall always bear in mind the good name of the institution.
  - d) Any kind of disobedience towards teachers or wardens or school authorities will be dealt with strict disciplinary actions.
28. Students are strictly prohibited from giving gifts to teachers.
29. Organizing parties are forbidden inside the school premises.
30. Any breakage of school assets by the students, the cost should be borne by the parents concerned.
31. Parents are advised not to send their children for private tuition or to coaching centers / teachers for any subject. The parents can seek the help of the principal to enroll their child in the special classes being conducted in the school after school hours.
32. It is also to be noted that as per the rules of the school, our school teachers are not permitted to take private tuition.
33. Students are not allowed to leave the hostel for small domestic functions or events. Short outing with the parent for Birthday etc. may be allowed with prior permission (for residential school students only).
34. Students are responsible for all their belongings (for residential school students only).
35. Food Court provides all necessary eatables for the children. Students must desist from keeping any eatables with them in the hostel rooms. Eatables brought by the parents must be consumed at the waiting area. Eatables can also be shared with other hostel residents with the permission of the warden (for residential school students only).
36. Parents may visit their wards once a month on specified dates. They must make the relevant entry at the gate and meet their wards in the waiting area (for residential school students only). Self out pass will not be given.

‘The way we talk to our children becomes their inner voice.’

Peggy O’Mara

37. No out pass will be issued other than mentioned in the Academic Calender. If any student does not report to school after camp off, the parent should accompany the student and meet Director / Principal and only then the student will be allowed to attend the class. This is for strict adherence (for residential school students only).
38. Any student involving in the following acts will be dismissed immediately from the school and T.C. will be issued indicating the nature of offence.
- a) Adopting Malpractice during exams.
  - b) Stealing things inside and outside school.
  - c) Use of Vulgar language.
  - d) Destruction of School property.
  - e) Physical Violence – Fighting with other students.
  - f) Leaving the school/hostel/class without permission of higher authorities.
39. Students may be permitted to have some pocket money. However, such pocket money will be handed over to the school office at the time of checking into the hostel and an account will be maintained by the warden for all the individual expenses.
40. All hostel students should bring a suitcase and all essentials should be kept in lock and key and it is the responsibility of the student to keep it safe.
41. The last date for applying TC is 19<sup>th</sup> January 2024. Late application will invite incidental charges of Rs.20000.
42. Regular Attendance will be one of the criteria for the promotion.
43. Hostel students opting to be a day scholar after 1<sup>st</sup> of November, hostel fees will not be refunded.
44. Hostel students / parents will not be permitted into the campus after 06:00 p.m. till 06:00 a.m.

