RULES

1. **Every pupil must have a copy of this Hand Book which must be brought to school daily.**

   i) **The student's name and other details including specimen signatures of Parents, must be filled in within a week after the re-opening of the school.**

   ii) In the absence of the Father they may produce the Mother's signature, and in the absence of the Mother, Guardian's signature.

   iii) Parents must see this Hand Book regularly, note the remarks / reports and sign them promptly.

   iv) Parents to be involved in child's overall development by regularly tracking Child's academic and extra-curricular progress. Parents must spend quality time (atleast one hour) every day with their child.

   v) Interaction Day is mandatory. Both parents must make it a point to attend it as it helps to know the over all performance of the child. No neighbour / Relatives are allowed. Children must come in complete uniform as per the timing given by the teacher.

vi) Pupils are liable to be sent home from class if these remarks / reports are not signed.

vii) Punctuality is essential. Every day children are to be in class on time. Late comers will be sent home after 3 'late remarks.'

viii) Parents are to leave their wards at the school gate near the rope. Once your ward has entered the premises parents must leave the campus immediately and not stay back to discuss any matter with teacher etc.

2. **Running, playing or shouting inside the school building is not allowed. When classes get over at the end of each session the pupils, in due order and in silence should move along the corridors to the exit.**

3. It is necessary to observe perfect silence when changing classes for language and other subjects.

4. Irregular attendance, habitual idleness, disobedience malpractices in connection with examination or conduct otherwise is injurious to the moral tone of the school, justify dismissal.

5. Children must come neat and tidy to school. Girl's hair to be tied in pony tails or plaits with red ribbon.

6. **Fines may be imposed by the Principal only for faults against regularity and discipline.**

7. Pupils are responsible to the school authorities not only for their conduct in the school but also for their general behaviour outside the school. **Any reported or observed objectionable conduct out of the school, on the part of the pupils, will make them liable to disciplinary action.**

8. Politeness and courtesy of speech and conduct as well as cleanliness of dress and person are expected from every pupil as a matter of course. Any type of discourtesy or disrespect to members of the school staff will be considered as a serious breach of discipline.

9. It is obligatory on the part of the pupils to participate in all co-curricular and other school activities.

10. **Pupils are forbidden to take part in any political or other organizations likely to result in violence or communal disturbances.**

11. **No books other than those prescribed, may be brought into the school premises without the permission of the school authorities.**

12. Any damage done in class or about the permises will have to be made good by the pupils. The decision of the Principal regarding the amount to be paid shall be final.

13. A pupil who fails consecutively twice in the same standard will have to leave the school.

14. Every pupil should endeavour to keep up the high tone of the school by excelling in good manners and department.

15. In case of serious misbehaviour a pupil will be given warning. The third warning will lead to the dismissal of the pupil from the school.

16. Pupils suffering from contagious or infectious diseases will not be permitted in school.

17. Parents and Guardians are not allowed to see their children or interview teachers during school hours.

18. **No present or any demonstration to the teachers is allowed without the previous consent of the school authorities. No collection for any purpose whatsoever is to be started without the previous permission of the Principal.**

19. **Pupils are responsible for the safe custody of their books and belongings. It is not advisable for pupils to have money or valuable articles with them. The use of gold ornaments is stricty probibited.**

20. **Parents / guardians are requested to notify the school of any change in address without delay.**

21. Letters received in the school, addressed to pupils, may not be delivered.

22. Leaving Certificate will be issued only to those pupils who have settled all their fees up to date.

LEAVE ABSENCE

1. Parents / Guardian are requested to give their specimen signatures in the space indicated in this Handbook. Only these signatures will be accepted on Leave Notes, Reports etc.

2. A pupil who has been present in the morning shall not go home in the course of the school hours except with permission of the Principal (or the Vice Principal, Supervisor in exceptional cases). **In the normal course, leave must be obtained by a written application from the parent or guardian in the prescribed "Leave Record" in this Handbook.** Request for leave written on loose sheets of paper may not be granted. Truancy must be checked up by parents.

3. If a pupil is late or absent she must bring a written justification in the "Absence Record" in her Hand Book. The school disclaims all responsibility if through failure to produce this, a girl / boy is obliged to return home during school hours.

4. A pupil who has remained absent from school for three consecutive school days without prior permissin shall be admitted into class only with the permission of the Principal.

5. Pupils who have been absent from school for three months or more without permission, are liable to be struck off the roll and may not be re-admitted.

6. a) **Pupils must not remain absent from school on the last day of the school prior to the commencement of the summer, Diwali or Christmas holidays.**

   b) In case of sickness or absence, the school authorities must be **NOTIFIED ON THE SAME DAY** through a classmate or in person and a Medical Certificate produced.

7. The school observes all public holidays declared by the State Government. Sectional holidays will be granted if applied for in writing only in case of emergency.