

# RULES & REGULATIONS

**1 Academic Year : April to March**

Pre-Primary to XII : Monday to Saturday

- **2. School Timings:**

From April To Mid Novemberst

Class 1 onward 07:50 a.m. to 2:00 p.m.

Prep - 07:50 a.m. to 12:00 p.m.

From Mid November to Marchst

Class 1 onward 8:50 a.m. to 2:40 p.m.

Prep -08:50 a.m. to 12:30 p.m.

Timings: Office transaction with parents: 09:00 a.m. to 03:00 p.m.

## Meeting:

(i) With Principal/Co-ordinators from 01:00 p.m. to 03:00 p.m.

## General:

- 1. Students should attend the school regularly and he/she must be punctual.
- 2. Students having less than 75% attendance will not be promoted to the next class. Period of absence also does not include absence on medical grounds.
- 3. Class X & XII student with less than 75% attendance will not be recommended to appear in Board examination.
- 4. No student will leave the school premises during school hours without the permission of the Principal/Co-ordinator .
- 5. Student should be collected punctually after school hour. The School is not responsible for the safety of the child out side the school or after school hours.
- 6. Student returning to the school after an absence must bring a letter signed by the parent explaining the reason for absence.

- 7. Student who is having infectious disease should on no grounds be sent to school. They must, on their return to school, bring a medical fitness certificate.
- 8. A fine may be imposed individually or collectively if the school property is damaged or destroyed.
- 9. If a student remains absent without written permission for ten consecutive working days, his/her name will be struck off the rolls. Principal's decision in such cases shall be final and conclusive.
- 10. The cleanliness of the school must always be kept in mind.
- 11. Students's photographs will be attested by the school only if they are snapped in school uniform.
- 12. Monetary fines on the student, if any must be deposited in the account of office.
- 13. It is compulsory for students to participate in all activities of the school. Absence from major events (Independence Day, Republic Day/Annual Sport Day/Competitive Events, if selected to represent the school) will be punishable, as per the school rules.
- 14. Students coming to the school on holidays must come in proper school uniform.
- 15. The school will not be responsible for any kind of injury and ailment to the student while present in the school or during educational trips.
- 16. There is no provision for retest/re-exam if missed due to any reason, even on health grounds.
- 17. Constant negligence for work, in subordination to teachers, obscenity in word or deed will full/repeated breach of school regulation individually/ collectively , indulgence in acts of indiscipline inside or out side the school will lead a pupil to serious disciplinary action including suspension and expulsion. Students engaging in street fight involving outsiders will be rusticated.
- 18. Scribbling on wall, desks, boards or tearing off page from school diary is punishable.
- 19. Every student called upon to attend extra classes or to take part in other school activities including rehearsal must compulsorily participate.
- 20. Students who need remedial classes or do not complete their homework will be detained

in school, after pack-up time.

- 21. Students taking short leave/attending the school only for the test period or half a day will not be awarded 100% attendance certificate.

## TEXT BOOK AND STATIONERY

- 1. The student will procure book and stationery according to the list prescribed.
- 2. Wearing of school blazer will be compulsory from 1st Dec. to 31st Jan. and during extremely cold weather conditions.
- 3. Handkerchief should be carried regularly .
- 4. Any variation of color/design in the pattern of uniform will not be over looked.
- 5. Kindly stitch on the nametags of your ward on the sweater/blazer for identification.
- 6. Wearing school ID card is compulsory for the student.