

GENERAL RULES OF THE SCHOOL

(to be strictly followed by students)

FUNCTIONAL

1. The students should arrive at the School only around five minutes before the starting bell (duration 10 seconds) is rung.
2. Clean and prescribed school uniform is to be worn on all the school days. A student who is slovenly dressed may be sent home.
3. At the stroke of the first bell, all the students should assemble in their respective class-rooms for attendance after which they should file out for attending the morning assembly. After the assembly, they must return to their respective class-rooms quietly in line.
4. The students must carry with them their School Almanac while entering the Class, Laboratory, Library or attending the morning Assembly. The school almanac must be carried even during internal movements like attending yoga, music, art, dance classes and special assemblies.
5. Every student must take part in all the curricular and co-curricular activities unless declared unfit or exempted by the Authorities.
6. Every student must cover his/her note-books / text books properly with prescribed covers only, and label them positively.
7. Students must bring their copies and books to the school as per time table. Extra books, newspapers or periodicals must not be brought to the school without prior permission of the school authorities.
8. Students must not bring oily food and pickles to the school in their tiffin. Students are advised to avoid bringing unhygienic eatables.
9. Those students who commute by the school buses, must carry their identity card, wait at their respective bus stop in an orderly fashion and board the bus in a disciplined manner. They should not board or alight from moving buses. They should not hang or stand on the footboard of the bus. Commuting by school bus without identity card will invite disciplinary action.

10. **I-Card** : It is mandatory for every student to wear the Identity Card issued by the school while in school uniform. In the event of loss of the card, a fresh one can be issued on payment of Rs. 100/-.
11. The students who come to school by cycling, should park their cycles in the cycle-stand and lock it properly. They must follow all the traffic rules while on road.
12. Those who commute on their own should not loiter about on the way. They should be prompt in reaching the school/home in time.
13. Students must actively participate in classroom discussions/interactions. Every student must take part in all the curricular and co-curricular activities, sports and national social programs as planned by the school, unless declared unfit or exempted by the Authorities.
14. The etiquettes of library must be displayed at all times. The students must maintain silence in the library.

ETHICAL

1. The students are expected to be disciplined in their general behaviour.
2. All the students should be keen in keeping their classrooms and the school premises clean and tidy.
3. Students should behave in a gentle manner wherever they go. They should remember that the school is judged by their conduct. They should greet their seniors, teachers and elders whenever and wherever they meet them.
4. Students must not quarrel nor fight among themselves nor resort to any kind of unfair practice.
5. All the students must use decent, respectful, courteous and graceful language at all times with the fellow students as well as the staff members.
6. The behaviour of the students should be such that it brings respect to the institution they belong to.

OTHER IMPORTANT RULES

1. Any photograph to be attested by the authority of the school must be snapped in school uniform only.

2. Whenever a student visits the school alone / with parents for whatsoever the reason may be, he/she must be in school uniform.

If any student(s) will be seen getting involved in any form of indisciplined activity anywhere inside / outside the premises of the school during/ beyond the school hours in school uniform, it will be treated as gross indiscipline.

3. Students are not allowed to bring any motor vehicle to the school.

4. The students are not allowed to wear or bring any kind of valuables like cell phones, I-pods, MP3/MP4 players, cameras, transistors, precious coins, stones or any item of jewellery like chain, rings etc. to the school. The school will **not be responsible** for loss of any such article if brought by the students. Such items will be seized by the authorities of the school if found using or wearing it in the school premises.

5. Irregular attendance, habitual late-arrival, idleness, negligence in doing home work, disobedience and disrespect or any other reprehensible behaviour towards teachers and others may entail dismissal from the school. Students are accountable to the school authorities for their conduct both inside and outside the school.

6. Students are neither allowed to use the school telephone without permission nor attend any phone call during class hours.

7. Parents are advised to park their vehicles in the parking space only, on their own risk.

8. No collection of money, for whatsoever the purpose may be, shall be made in the School without the prior permission of the Principal. Money should neither be lent nor borrowed. No article should be exchanged by the students among themselves. Distribution of sweets in the school /class rooms on birthdays is strictly prohibited.

9. The Institution should not be held responsible for accidents and loss of items or valuables etc. although proper care is taken to prevent such occurrences.
10. All the students must extend their co-operation in proper upkeep of all the property of the school.
 - (a) The students should not scratch or spoil the desks, benches, chairs etc.
 - (b) The students should not damage any furniture of the school nor the belongings of others. Damage done even by accident should be reported at once to the Class Teacher. Recovery against any such damage must be done up by the concerned student(s) with a fine imposed on him/her/them for such a misdeed. Such misdeeds may entail expulsion from the school also.
 - (c) The students should not write or draw anything on the walls.
11. The students who come to school under the care of escorts should never leave the school campus on their own. In case of delay in the arrival of the escort, they should report to the school office for further course of action.
12. The school reserves the right to dismiss such students whose diligence of progress in studies is constantly unsatisfactory or whose conduct is harmful to the school environment or whose guardians show little interest in the progress of their wards. Immorality, grave insubordination, contempt of authority or willful damages to school property is always sufficient reason for immediate dismissal.
13. Firing crackers or splashing colours in school premises is strictly prohibited. Non-compliance to these instructions may result in expulsion from the school.
14. The students are not allowed to leave the premises of the school without the permission of the Principal. The permission to leave the premises will be granted only on **medical ground** with the specific request of the parents for **Half day leave** in writing.

15. Any girl student who wishes to apply mehandi / henna can do so only within the palm, but not on fingers, nails, arms etc.
16. The students must maintain cleanliness and hygiene of the washrooms. They must ensure that no scribbling/graffiti is done by them anywhere in the washrooms.
17. **In the school laboratories** the students must not tamper with any educational materials. The chemicals must be used economically and as authorized by the teachers.
18. The students must maintain cleanliness and hygiene and keep their surroundings clean be it the school premises, home, neighbourhood, gardens, lawns and roads.
19. Students must not litter the roads or ground as a matter of habit, instead make use of the garbage bins.
20. **UNAUTHORISED PHOTOGRAPHY IS NOT ALLOWED IN THE SCHOOL.**
21. The School Authorities do not promote nor encourage unofficial Parties / Get-togethers organized by the students at Hotels or other locations for whatsoever the occasion may be.
22. The students must adhere to other such rules & regulations as and when framed and implemented by the school.