

SCHOOL RULES

Rules of Conduct and Discipline

- Students must report to school on time. **No child will be allowed to enter the school premises if he/she reaches after the stipulated time - 7:30 a.m. in Summers and 7:55 a.m. in Winters.**
- **Students are not allowed to carry cell phones to school. Cell phones if confiscated will be returned only when the school issues a School Leaving Certificate to the child.**
- Students must keep/help in keeping their class rooms, corridors, school building and campus neat and clean at all times.
- Students are not permitted to make or receive phone calls at the Reception. (Urgent messages will be communicated to them.)
- Punctuality and regularity, proper uniform, promptness in completion of work and exemplary conduct in and outside the school is expected at all times.
- Students displaying insubordination to teachers, using abusive language, exhibiting violent/aggressive behaviour, cheating, stealing, bunking, bullying, fighting, smoking, drinking, gambling, bringing obscene material to school, playing Holi, bursting crackers in the school premises, driving car/scooter/ motorbike to school, will invite strict disciplinary action.

Corrective Measures

- For corrective measures the school has a Disciplinary Committee comprising of senior members of the faculty.
- Corrective Measures will be administered only with a view to correct the deviant behaviour of the student.
- In this regard the Principal's discretion is exclusive and final.

Damage to school property

Any damage to property in the school premises, whether defacing, disfiguring or destroying, is liable to receive a written warning/ suspension / fine.

Uniform of students

The school uniform, as per the prescribed design / pattern / colour is compulsory for all students.

Boys: Hair should be short and neatly combed. Jewellery of any kind and beards are not permitted.

Girls: Hair should be tied back or plaited unless it is very short. Ribbons /ruffles should be of white colour. Jewellery, long nails, nail polish or make up of any kind is not permitted.

Students should be smartly dressed and their turnout should reflect the image of the school.

Counselling Services

The school has a full time team of counsellors to help students and parents. They are available on all working days one hour after students' school day to help with academic, emotional and behavioral problems and difficulties faced by students of all ages. Parents can contact them on the school phone numbers to fix the day and date for their appointment.

Guidelines for Parents

- Parents' role and guidance is required and expected at all times along with cooperation in matters related to their child's development into a progressive, balanced, morally strong and effective individual in and outside the school.
- Please ensure that your ward brings the diary to school everyday.

- You are requested to maintain close contact with the school through the diary and attend all Orientation meetings / PTMs / School functions.
- Please ensure that your ward carries books/notebooks according to the timetable of the day.
- Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
- Whenever you have to send a written communication about your ward, always mention his/her full name, class, section and class teacher's name.
- You are requested not to visit your ward or teachers in the school. For any information/emergency, contact the School Reception.
- You are requested not to send your child to school if he/she is unwell.
- Please do not allow your ward to bring gifts of any kind for distribution in the school. Only students of classes I-V are permitted to wear party clothes on their birthday, if they so desire.
- Your ward should not bring valuable articles like expensive watches, fountain pens, calculators, gold ornaments to school. The article will be confiscated and will only be returned at the end of the academic year.
- You are requested to sign your ward's Report Card after careful scrutiny and send it back through your ward within two days of receiving it.

Instructions Regarding Payment of Fee

- **Online Fee payment facility** is being provided to enable easy and convenient payment. The parent can click on the Parent Login link at the Home page of school web portal for fee payment. A Convenience Charge is to be paid by the parents @ 1.25% on Credit/ Debit Card and Rs.25/- flat on Net banking excluding service tax for availing the same.
- Fee can also be deposited in Bank of India, A-2/48, Rajouri Garden by 15th of every quarter through Cheque/Pay order. Please write name, class, admission no. at the back of the cheque/payorder.

Note : If the cheque is dishonoured or is returned for any reason by the bank, the fee should be paid by Bank Draft along with the bank charges of Rs.100/150 or whatever levied by the bank.

- After the 15th and up to the 31st of the first months of the quarter, other than online deposit the fee cheques can be put in the drop box at the School gate with a late fee of Rs. 100/- between 08:30 a.m. – 10:30 a.m. A fine of Rs. 200/- & Rs. 500/- will be levied in the second and third months respectively. If the fee is not paid on the last day of every quarter, the name of the student will be struck off the rolls.

Transport

- School Transport on the existing routes can be availed of, subject to availability of seats, and change of route is not permitted.
- Transport Fee will be charged for the full academic year. Transport cannot be discontinued mid-session.
- All the students using the school bus are expected to arrive at their designated bus stop atleast five minutes before the arrival of the bus.
- The front door is the only authorized entry and exit point and no student is permitted to stand on the foot board of the entry/exit point.
- Students will travel only by the buses allotted to them. The drivers are directed to stop the buses only at the designated stops.
- If a student shows insubordination towards the teachers/ students/ conductor or driver, he/she will not be allowed to travel by school transport.
- If a student vandalises a school transport vehicle, he/she will not be allowed to use the school transport facility.