

### **GENERAL RULES**

1. No pupil shall absent himself / herself without leave previously obtained except in case of unforeseen circumstances. In such cases, the application must be submitted on the following day.
2. No absentee will be allowed to attend the classes without leave letter from the parent, duly signed by the Class Teacher.
3. For absence of more than three consecutive days, a medical certificate will have to be produced.
4. Where long leave becomes necessary due to unavoidable reasons, permission from the Class Teacher/Co-Ordinator must be sought and obtained in advance.
5. Irregular attendance, long absence without leave letter, habitual idleness, neglect of homework, disobedience towards teachers, and other reprehensible behaviour may entail dismissal from school.
6. Pupils are responsible to the school authorities for their conduct both inside and outside school.
7. Attendance on the re-opening day of each term is compulsory. If the pupil is absent continuously during Term opening's, the name of the pupil will be removed from the rolls and the pupil will be re-admitted only on payment of re- admission fees.
8. All students and teachers should be present at the Assembly. SMS will be sent to the parent latest between 10 A.M.
9. Late comers of Std. I to X will be allowed to enter the school classes after 9.45 a.m.
10. Attendance is compulsory for all functions of the school.
11. Pupils with less than 75% attendance are not eligible to appear for the final examinations. Shortage upto 15% only may be condoned on medical grounds. Cases of shortage falling below 60% of total attendance shall not be considered (LKG to VIII). IX to X, only 10% shall be considered.
12. The student who wants to go home during school hours must produce a leave letter from the parent and get it signed by the Principal. The letter thus signed should be given to the Class Teacher and office to get the Exit Pass.
13. Parents are requested to see that the children are not sent to the school before 8-15 a.m.
14. The school uniform is compulsory on working days and for school functions.
15. Pupils are expected to keep the class rooms and school premises absolutely clean.

16. Pupils are strictly forbidden from scribbling on the walls, furniture or any part of the school premises. Should they damage any part of school property, they will have to compensate for the loss, and they shall also be liable for disciplinary action.
17. Damage done to building, furniture, library books, sports goods etc. must be paid by the culprit and if the culprit cannot be identified the whole class will have to pay for the expenses of repair.
18. The students themselves are responsible for their own books, pen, tiffin carrier or any other articles they may bring to school.
19. The School diary should be brought to the school every day without fail.
20. Pupils are not allowed to meet parents or visitors or to leave the school premises during school hours without the permission from the Principal.
21. Money transactions and exchange of articles among pupils are not allowed.
22. Proper announcements shall be made to the parents incase of any amount/fee to be collected in cases of Field Trips/ Exams / School Occasions and Events etc.
23. No books other than those used in class or taken from the school library, periodicals or comics are allowed to be brought to the school.
24. Every student must take part in school games and cultural activities unless declared physically unfit or exempted by the Principal.
25. Disobedience or disrespect towards the Staff will be treated as a serious misconduct.
26. Parents should make use of the school diary for communication with the school.
27. Parents may meet the Class Teachers only with the permission after school closing hours.
28. Parents / Visitors are not allowed to enter the school premises beyond the inner gate without prior permission from the School.
29. Lunch for the children is to be sent with them only. Parents / Servants are not allowed to bring and hand over the lunch to the children at the lunch time.
30. Only students can enter the school campus in the mornings. Accompanying parents / servants should leave the children at the Main gate.
31. After school hours, parent/ servants are to wait inside the School Grounds and collect their wards when they come out.
32. No Vehicle of parents/ servants will be allowed to be parked inside the school campus at any time. Parking just outside the compound wall of the school for a longer time is also not allowed.

33. Students of LKG & UKG will be brought to the side gate at 2:30 p.m. respectively.
34. Parents are not allowed to interfere with the school administration in any way. In case of any problem they can discuss the same with the Principal.
35. The wards, whose parents are found indulging in activities prejudicial to the Management and teaching staff, will be dismissed from the school with compulsory T.C.
36. Parents must inform the school whenever there is a change in their address.
37. Children suffering from infectious diseases will not be allowed to attend school. Only on producing a fitness Certificate from a medical officer they will be allowed to return to school. Other children belonging to the same family should also be kept at home till such time as they are free from infection.
38. Parents are requested to co-operate with the staff and ensure the progress of their children by paying attention to their regularity, punctuality and discipline and by taking interest in their children's work. They should check the pupil's diary everyday and note the home-work assigned and ensure it is completed.
39. Parents are requested to see that their children do not come to school with any gold ornaments or any valuable articles and the school is not responsible for the loss of such articles.
40. The permission of the Principal/Vice-Principal/Co-Ordinator/Class Teacher should be taken before private tuitions in the school premises can be arranged with a teacher of the school.
41. Please avoid sending children for private tuition outside. Please contact the school, for any special assistance needed.
42. Students are not permitted to bring cell phones to the class, if found, it will be confiscated and will be returned to the parent and may attract suspension from the school.
43. Students are not permitted to come to school on two wheelers (Bike or Scooter). If caught the two wheeler will be sent to the nearest Police Station. It can be picked up from there. This is the order from the Police Department.
44. Bullying is strictly prohibited inside the school premises and no such act will go unnoticed nor unpunished. Bullying can be through physical intimidation or attack, verbal abuse, sending unpleasant SMS, Messages, Photographs or E-Mails to other students.
45. All parents are advised to guide their wards appropriately. If any student is caught bullying others, action will be taken on the student. In extreme circumstances it can go to the level of issue of Transfer Certificates.