

## RULES AND REGULATIONS

### 1 Admission

1. The Management reserves to itself the right of admission.
2. (a) Before a pupil can be considered for admission, the Pro-forma duly filled in and signed by one of the parents, must be deposited with the school along with the pre-admission process fee. If neither of the parents is alive or present, the lawful guardian of the child can sign the form.  
(b) A child who has not attained the age of 5 years will not be admitted to class 1. Admission to higher or lower classes will be governed by this rule.
3. (a) A child who has previously studied in another recognized school will have to submit a Transfer Certificate from the school last attended.  
(b) Transfer Certificate from a school outside Delhi must be countersigned by the Education Officer of the district concerned.  
(c) Municipal Birth Certificate and Residence Proof of Delhi will have to be submitted for admission of a child who has not attended any recognized school previously.  
(d) Special attention must be paid to entering correctly the name and date of birth of the child. Subsequent changes in the date of birth or name will not be permitted.  
(e) Record of immunization must be duly filled in and produced in the office when required.  
(f) Admission to all classes except pre-school is finalized after a preliminary test and/or interview and payment of prescribed fees which, once paid, are not refundable.  
(g) Before admission and/or shifting residence, parents should satisfy themselves that adequate transport arrangements exist for their wards from the place of residence to the school and back. Deviation from the established route or a change in the time schedule will not be permitted. **Parents who shift their residence or change their telephone number or email id have to officially inform the school about the same, so that proper changes are made in the school records. It is mandatory that this procedure should be carried out personally by parents themselves and not through correspondence or through their children.**  
(h) Classes, for students who have answered class X Board Examinations are held before the results are declared. Class

allotment is entirely at the discretion of the Management. Modification in the allotment of study streams, in view of the Class X results, may be made after the results have been declared. Such a change will be entirely at the discretion of the School Management, who will be guided by the results obtained in the Examinations, and/or by the application of the student during the year.

- (i) Parents desiring their children to continue in class XI in this school are required to apply in the prescribed form. Parents who do not submit the Admission Pro-forma to the school within the prescribed time after the results are declared, will forfeit their chance to be admitted to class XI.

## II. Fees (2019-2020)

1. The school fees including the transport fees are payable quarterly in advance by the 20th of the first month of the quarter, i.e., April, July, October and January. A late fee of Rs. 5/- per day will be levied for the late payment of the fees. No specific bills are issued by the school, as the parents are bound by the rule of paying of fees, as established by the school, at the beginning of each year. All annual payments (paid once a year) are paid at the beginning of each academic year, together with the first quarter fee.
2. Parents should ensure that the Registration Number, Class/Section and the name of the student are duly entered on the reverse of the cheques in order to avoid inconvenience.
3. Fees are subject to revision at the discretion of the Management.
4. Fees once paid are not refundable.
5. The school has provided to the parents a facility for fee payment which is through online payment gateway. The details have already been shared with parents.
6. If the fees are not paid by the end of the month in which fees are due, the name of the pupil may be struck off the rolls of the school. For re-admission, the formalities as laid down for admission will have to be followed after previous arrears are cleared.
7. Provision to make payments of the school and transport fees for the whole year in advance, in the first quarter also exists. For details contact the school office.
8. Pupils may not be allowed to sit for any of the examinations unless all dues of the school are paid up-to-date.
9. The school payment/fees counter opens at 9.00 a.m. and closes at 1.00 p.m.

### III. Uniform

Since the school believes and upholds the equality of all students, the school uniform is a mandatory dress code and students are required to report to school always in the prescribed uniform. Parents are requested to go through the details of the uniform as given below. Strict adherence to the following specifications is expected from the pupils. **Pupils must come to school in neat and well pressed school uniforms. Those coming in crumpled or stained uniforms or unpolished shoes are liable to be sent back home or fined.**

| SUMMER  |   |
|---|---|
| BOYS  | GIRLS   |
| <b>Shirt</b> -white half sleeved (tie collar)<br><b>Trouser/half pant</b> -grey<br><b>Shoes</b> -black with laces/velcro<br><b>Socks</b> -navy blue with white stripes<br><b>School belt</b> -navy blue   | <b>Shirt</b> -white half sleeved (tie collar)<br><b>Skirt</b> -grey<br><b>Cycling shorts</b> -black<br><b>Shoes</b> -black with laces/buckles<br><b>Socks</b> -navy blue with white stripes<br><b>School belt</b> -navy blue  |
| WINTER  |   |
| BOYS  | GIRLS   |
| <b>Shirt</b> -white full sleeved (tie collar)<br><b>Trousers</b> -grey<br><b>Pullover</b> -light grey with white & maroon striped border at neck, sleeves & full sleeved<br><b>Jacket</b> -navy blue with school crest<br><b>Muffler</b> -black<br><b>Cap</b> -black<br><b>Shoes</b> -black with laces<br><b>Socks</b> -navy blue with white stripes<br><b>School belt</b> -navy blue | <b>Shirt</b> -white full sleeved (tie collar)<br><b>Skirt</b> -grey<br><b>Pullover</b> -light grey with white & maroon striped border at neck, sleeves<br><b>Jacket</b> -navy blue with school crest<br><b>Muffler</b> -black<br><b>Cap</b> -black<br><b>Shoes</b> -black with laces<br><b>Socks</b> -navy blue with red & white stripes<br><b>Tights</b> -black (P.N. No stockings will be permitted)<br><b>School belt</b> -navy blue |

**BOYS : IMPORTANT**

- Hair must be neat and short. Boys cannot sport extreme or trendy haircuts/hair style.
- Hair must not be dyed.
- Earrings or studs are not allowed.
- Boys are expected to come clean shaven.
- Temporary/permanent tattoos not permitted.
- Must wear a white vest beneath their shirt.
- Boys from classes I to V to wear school half pants, Trousers are compulsory from class VI onwards.

**GIRLS : IMPORTANT**

- Long hair must be plaited or tied up neatly with black hair bands/hair clips.
- Hair must not be tainted or dyed.
- No fancy earrings, bangles, or finger rings, to be worn.
- Multiple earrings are not allowed. Only plain gold or silver ear studs are allowed.
- Wearing of make-up is not allowed.
- Girls must wear a white slip beneath their shirt.
- Girls must wear cycling shorts in summer and tights in winter (not stockings).
- Nails must be kept short and clean without nail polish.
- Temporary/permanent tattoos not permitted.

**SPORTS UNIFORM**

T-Shirt: House colour, half sleeved, tie collar  
Half pants/trousers/skirt-white socks, school belt

**Important points to be noted:**

1. Pupils with unkempt hair would not be allowed to attend school.
2. Long sleeved shirts are not allowed except in winter.
3. Wind cheaters and jackets to be allowed only for travel and not within the school premises.
4. Shoes must be black, leather. Boys are to wear shoes with laces. Slip-ons are not allowed.
5. The school belt is an essential part of the school uniform.
6. Students must wear their respective house badges and parliament badges.

7. Every student must carry his/her identity card to school every day and wear it on his / her person.
8. Casuals will not be allowed on any occasion unless permitted by the school, since it disturbs the required discipline of the school.
9. Students of classes VI- XII are not allowed to wear casuals to school on their birthdays.
10. No student from class VI onwards shall be allowed to enter school premises in casuals even if he/she is coming for extra classes / remedial classes / or any other purpose.

**Guardians are requested to observe the aforesaid details; otherwise, their wards may not be permitted to board the school bus or allowed into the school premises.**

#### **IV. School Timings**

7:25 a.m. — 1.35 p.m.

Departure of Buses: 1.45 — 2.00 p.m.

#### **V. Attendance:**

1. Students must adhere to the school timings as mentioned above. Students arriving late to school are given reminders with a note in their diaries. The third late coming in a term automatically requires that the student be sent home that day and considered absent.
2. Pupils must be punctual at the beginning of the day and for all subject classes and activities. Unauthorized absence from classes, what is commonly known as ‘bunking’, is a serious offence, and can be punished with suspension and on repeated incidence, with expulsion.
3. **For every absence, a written statement, signed by the Parent/ Guardian is required on the day the pupil returns. If a student is absent for more than 3 days for reasons of ill health, a certificate from a doctor is required stating illness and fitness to rejoin.**
4. A student who arrives late is required to bring a legitimate explanatory note from the parent/guardian. The school may for serious reasons, including repeated absence, disregard the note, and disallow absence.
5. All explanatory notes for absence/late arrival should be handed over to the class teacher. No one who is late or has been absent on

the previous day will be admitted to the class, without the permission of the Principal.

6. **Outside the vacation period pupils are not granted leave. Prior permission should be sought for absence from the school for any reason known or planned in advance.**
7. Students absent for more than 20% of class meetings in a year shall not be eligible for a passing grade examination in that course.
8. (a) Students who are regularly sick and fall short of the **required 80% of attendance** may be asked to leave the school on grounds of insufficient physical fitness for regular schooling.  
(b) Students who remain absent for more than one of the mid semester tests, will be marked 'absent' with 'nil' in that test and all subsequent tests where he/she is absent. No average marking in this case will be considered.  
(c) No leave will be granted during the test week.  
(d) **Absence from the school on the day prior to the day of exam will not be condoned in any form.**  
(e) **During the mid-semester test the school will not allow sick leave for half day.**
9. **In case of infectious diseases the parents are required to keep the child at home till complete recovery. When rejoining, they should submit a medical certificate to the effect that the child is fit to rejoin. However, approval will still be subject to school authorities.**
10. **Attendance on the last day prior to vacations and the first day of the school after vacations is absolutely essential. Pupils who do not join school on this day are liable to forfeit their admission. Readmission may be considered. The names of pupils who remain absent without leave for one school week may be struck off the rolls. A punitive fine may be imposed on those who come late as a measure of exemplary punishment.**
11. Any unscheduled holidays may be made good by the school without prior intimation to parents/guardians.
12. Confirmation regarding any unscheduled holidays can be done by checking the school website or the notice board at the gate but not with the janitor.

13. Students will not be allowed to leave school early unless parents/guardians present a written note to the office. Express permission by the Principal is necessary.
14. Parents are not allowed to pick-up students using school buses, from the buses or from the gates, without informing the office and the bus teacher / attendant in-charge, as this could cause serious problems both for the child and the school. In case parents take their children without informing the school and the bus teacher/ attendant in-charge, or when a student, at the end of the school, chooses to take a means of transport, other than his/her designated transport, will be asked to leave the school, as this behavior can lead to very serious consequences.

#### VI. General Discipline:

1. The school does not hold itself responsible for injuries sustained by the pupil, for unintended negligence or natural disaster, while in the school. However, first aid will be rendered immediately and injuries necessitating Hospital/OPD treatment attended to, without delay.
2. Pupils are advised not to have private tuitions. Parents are urged to encourage their children to do their daily work diligently and honestly and to pay utmost attention to the studies in the class room.
3. Parents are encouraged to have their children undergo medical examination regularly for general wellbeing, especially dental, eye and ear care.
4. Parents and/or pupils (individually or collectively) are forbidden to give teachers gifts. Neither parties, nor gift presentations by students or parents on birthdays of students /teachers or such occasions are allowed. A token gift of a sweet may be allowed. This is to ensure equality of relations between students & teachers. Students are not allowed to organise gifts for each other because this is negative discrimination among students. This leads to group formation which is not conducive for class solidarity.
5. Collection of funds for whatever use is forbidden without prior permission of the Principal. Students shall not sell or take orders for any merchandise in school or in the name of the school.

6. Pupils are required to behave politely and avoid use of indecent language or actions injurious to the feelings of fellow students, teachers or others in this school. Any such behaviour indicative of hurting others' caste or community will attract serious disciplinary action.
7. No student shall indulge in any of the following practices namely:
  - (a) Disfiguring or otherwise damaging any school property;
  - (b) Smoking;
  - (c) Any form of gambling;
  - (d) Use of drugs or intoxicants, except on 'prescription' by a registered medical practitioner;
  - (e) Bullying others and rude behaviour;
  - (f) Use of violence in any form;
  - (g) Making casteist and communalist remarks;
  - (h) Use of obscene language and/or causing hurt to the modesty of others.
  - (i) Truancy during classes is a serious offence.
8. Students are warned about the used of illegal and obscene language against staff/students on Facebook or cyberspace, and clicking pictures of teachers and students and unauthorized posting of them on the web. This is a criminal activity according to the law of the land and will be considered so by the school. It causes serious emotional and moral harm to staff/fellow students. This could invite the provision of POCSO (Protection of Children from Sexual Offences) ACT. The school will take immediate action including suspension/dismissal. Any such act is a serious offence, and can lead to summary expulsion of the student.
9. The school has a zero tolerance to Public Display of Affection (or PDA) which includes indulging in physical contact but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at school or a school sponsored activity between two students. Those who engage in acts of PDA are disrespecting their peers by subjecting them/bullying them into witnessing their affection and will be deemed a major violation of the school's ideals and principles. Students indulging in this act will be struck off the rolls without further notice.



10. Serious violation of the rules and regulations and the discipline of the school are punishable which would include debarring a student from being part of the school team for sports and games/attending any celebration in school/participation in picnics/field trips, exclusion from student leadership positions, school awards & honours, disciplinary suspension. Such action will usually follow verbal counseling by the teacher, a written warning, as a note to the parents by the class teachers, counseling sessions by the school Counsellor. This is to allow improvement in conduct.
11. Immediate exclusion and/or even rustication will follow if the continued presence of the defaulting student is damaging to the physical and moral well-being of other students and of the school.
12. In the absence of the teacher from the classroom, pupils are required to observe silence and obey the monitor of the class.
13. Fines, which may be deemed necessary to be imposed on the students, are only to improve or to enforce discipline.
14. Pupils may be required to take part in various co-curricular and extra-curricular activities even outside school hours. When so required, participation will be deemed compulsory.
15. Staying away from mandatory school functions, including Annual Day and Sports Day without prior permission and/or justification will be considered a discipline default.
16. Parents are expected to give adequate time to their children to help them in their studies; provide them with a quiet place to study, insist on a homework time free from distraction, check with teachers when assignments or other instructions are not clear; encourage their children to do their best so far as accuracy and neatness are concerned; encourage them to read books at home and to collect material which will help them in their education.
17. English being the medium of instruction in the school, students must speak English even in their private conversation in the school.
18. Each student's safety is a major concern of the school. Therefore the following should be strictly observed.
  - (a) Students will wear the identity card with the school uniform, at all time during school hours.

- (b) Parents of pre-primary students are required to train their children to tell their names, address and telephone numbers, when asked by a teacher or a school staff, but not to strangers.
  - (c) If the child has to go to a place other than the home, a note from the parents must be sent to school requesting permission and stating the reason for a child to go to a different address after school. A letter authorizing another person to pick up your ward must be addressed to the Principal and this person must carry his/her identity proof.
  - (d) Parents are not allowed to enter school during school hours to hand over food parcels to children as it disturbs the class in progress nor are they permitted to leave food parcels with the security staff due to security reasons.
19. (a) For reasons of personal security, parents must ensure that whatever transport their ward uses or if they leave by themselves, it is mandatory that all students leave school by 2.00 p.m..
- (b) Parents who send their children to play at the school campus in the evening must give a written undertaking for their children's safety and they will not hold the school authorities responsible for anything that happens, since after school hours, only watch and ward security is available in the school. They will be allowed to play only from 4.30 p.m. to 6.30 p.m. in the summer and 4.00 p.m. to 6.00 p.m. in the winter. They must carry with them an identity card issued for this purpose.
20. Students are responsible to school authorities for their conduct not only in the school but also for their general behaviour outside. Any report or observed objectionable conduct outside the school on the part of the pupils will make them liable to disciplinary action. It is expected that through their good behaviour they enhance the prestige of the school.
21. Parents are advised to inform the Principal about any problem they may be facing regarding their children, keeping in mind that it is only with sincerity and openness of the parents that the school will be able to help their child become a well-adjusted person and a strong character with right attitude. Needless to say that disclosures made will be treated with utmost confidentiality.

22. Students are not allowed to enter classrooms other than their own.
23. Pupils are strictly forbidden to make purchases of eatables or any other articles from unauthorized dealers / street vendors near the school premises.
24. A student involved in any incident even outside the school which brings discredit to the institution either because of unpleasant nature or inviting criminal or legal action by police or the court will be dismissed from school without further enquiry.
25. Any student found travelling at odd hours with fellow students in a motorized vehicle without parent's permission and/or without a valid license which otherwise is a violation of any law of the land, will be liable for disciplinary action, if this is brought to the notice of the school authorities.
26. Students as well as parents are reminded that the minimum passing marks in the school are 40% both in the semester exams as well as in the final promotional exams.
27. Although the conservation of our environment is fundamental, it is also equally decent that applications made to the Principal or the School Office be done on an A4 sheet of paper. Applications submitted to the office or to the Principal inappropriately will not be considered.

#### **VII. School Diary**

1. Every pupil must possess a copy of the School Diary which should be brought to school everyday. Apart from entering legibly the name and other personal data, pupils should not enter in it anything except what relates to school work.
2. The school diary is to be preserved carefully and no page from it should be destroyed or smudged.
3. Pupils must show the diary to their parents/guardians whenever they are given notes by the Principal or teacher and obtain their signature. Entries by parents/guardians should also be shown to the Principal/Teacher.
4. **Parents are expected to look into and sign their children's school diary everyday.**
5. **If a pupil loses the diary, he/she will have to purchase a new diary.**

### VIII. Personal Belongings

1. Pupils should not bring valuables or money to school.
2. Students found possessing any reading or viewing materials of indecent nature are liable to rustication without notice.
3. **Bursting crackers in the school or carrying inflammable material is considered by the school as an indicator of intention to harm others, cause disturbance and damage to limb and property and a serious violation of the fundamental tenets of the school, namely respect and concern for one's fellow. Anyone found or reported to have carried this activity in the school either personally or through others will be suspended. It may even lead to dismissal after verification.**
4. Students are prohibited from bringing Gulal/Colours of Holi to school or playing with these colours in the school premises.
5. Every pupil should take care of his/her personal belongings. School authorities do not assume the responsibility for loss of such belongings.
6. Name of the student and class should be marked on the personal belongings to facilitate recovery when lost in the school premises.
7. **Any telephone or electronic device illegally brought /smuggled into school against norms is a major violation of school discipline fraught with serious consequences. Any such device will be deposited in school to be recovered by the parents at the end of the session. School will not be responsible for any damage/loss/ theft of such a device while in storage.**

### IX. Cleanliness

1. It is the duty of all the students to keep their classrooms and other places in and around the school, clean and in an orderly manner. They should cultivate the habit of using the dustbin.
2. No pupil is allowed to write on the black board unless asked to do so by the teacher.
3. Before leaving the classroom students will pick up waste paper and any unwanted material from the floor and place it in the waste paper basket; will leave desks and chairs in proper arrangement; will switch off lights and fans; will close the windows; in general the room will be left in a condition to be used again.

**X. School Property**

1. Every student should take care of the school property. Intended or neglectful damage to school property is a serious breach of school discipline and will have to be made good by the defaulting students.
2. Damage done even by accident should be reported at once to the class teacher or the supervisor.

**XI. Library**

1. Library books are issued to the pupils once a week on the day fixed for each class. They must be returned at the end of the week and if required may be re-issued.
2. Students must acquire the habit of reading as it is important for their education process. Parents are required to urge their children to cultivate this habit.
3. Students are expected to take care of the library books. Writing or marking on a book is strictly forbidden. Damages/Loss of books while in possession of the student will have to be made good by the student in whose name the book has been issued.
4. Books must be returned before the holidays.
5. Failure to return the books on the assigned day will attract a fine.

**XII. Transportation.**

This section is subject to change in view of the Supreme Court directive without any notice.

1. Students who avail the school bus service should report to the assigned pick-up point at least five minutes before the stipulated time.
2. A pupil will not be permitted to board a bus other than the one to which he/she is assigned.
3. Students will board the buses in an orderly manner, giving due priority to younger students.
4. Parents transporting children or having some transport arrangement must report to school before the specified time (7.25 am) and take the child after the school ends. No cars or any other transport will be permitted to be parked during the school time, in front of the school.

5. Any request to change the bus route/stop must be submitted to the Principal prior to the change that is to be made.
6. Bus monitors shall be assigned to help maintain discipline in the absence of the teacher / bus attendant on bus duty.
7. The following acts are considered serious violations:
  - (a) Discourtesy and disobedience to the teacher/ bus attendant on duty, driver or conductor.
  - (b) Changing places frequently while the bus is in motion.
  - (c) Discourtesy to other children.
  - (d) Pushing and jostling when boarding the bus.
  - (e) Trying to distract the bus driver's attention.
  - (f) Destroying bus property.

Note: Payment for damage will be required before the offender is reinstated on the bus.

8. In the event of a child being involved in a discipline problem while riding a bus, the Principal, at his discretion, may take any disciplinary action, even suspending the offender from the use of the bus.
9. Parents who want their children to avail the school transport facilities shall give a written undertaking that the school will not be held responsible for any damage, injury / loss of life and/or property due to any accident and or otherwise failure to pick up or reach the students in time.
10. The bus service is liable to be withdrawn or changed from any area as and when it is not found to be feasible. Transport charges may be increased when the need arises, and this may be done without prior notice.
11. A calendar month's notice must be given in writing before withdrawing a pupil from the bus. However students, who have availed of the school transport for the second and third quarters, will not be allowed to discontinue it for the last quarter.
12. Students who withdraw from the bus services in the last quarter claiming that they do not need the services will have to reapply in the next session as a fresh applicant which will be considered subject to availability of seats in the bus.

13. Parents are responsible for ensuring the safe return of students required to stay in school after school hours when transport is not provided by the school.
14. The school is not responsible for any student who boards a wrong bus from school by intent or goes to another student's house without explicit information from the parent verified by the school authority.
15. All students are required to note the bus route number and parents are required to educate the students to board their proper bus and in case of doubt to stay back in school for remedial action.
16. The school transport facility will be made available only if allowed capacity in a given bus exists. There is no automatic bus transport for a student.
17. **All parents whose wards are commuting to and fro school by privately arranged vehicles are required to ensure and verify that the crew of private vehicle operators possesses the character and antecedent verification report from the police authorities.**
18. Students who miss the bus in the afternoon for any reason should immediately report to the School Reception or Office and are not allowed to leave the school campus on their own.
19. (a) Keeping in view the safety of students, we have earmarked gates for students using different modes of conveyance. Self (walking) students should use School Gate No. 1, 2 and 5. Students who travel by bus will enter/exit through School Gate No. 3 & 4. Students traveling by self- transport/private vans will use School Gate No. 2 & 6.
- (b) Please note that parents of students commuting by own vehicles are NOT allowed to drop/pick up their wards from any Gate other than Gate No.. 2 & 6. Any violation of this will be treated as violation of School discipline of the student concerned.
20. As there is no parking facility for visitors outside the school, parents are to use the parking space available in the parking lots near the school which are as under:
 

|  |                      |
|--|----------------------|
| Hauz Khas Market underground parking     | - capacity-250 cars. |
| Ansal Plaza basement parking             | - capacity-300 cars  |
| AIIMS underground parking at Masjid Moth | - capacity-1000 cars |

### XIII. Meeting (P.T.M)

1. In order to ensure safety and security of students in school, access to school is restricted. As a result the following measures are in place:
  - a) If a teacher wants to meet a parent she will send a slip through the child to that effect.
  - b) In case a parent is called telephonically, a slip to that effect will be submitted at the gate by the teacher, which the parent must collect.
  - c) If the parent wants to meet a teacher, she/he must write a note in the student's diary, which will be acknowledged by the teacher.
  - d) **IMPORTANT FOR SECURITY**

No parent is allowed in school without the Parents' Identity Card issued by the school. In case the parents do not have an Identity Card, the same must be arranged at the earliest since without it entry in the school is barred at any time, even on the PTM days.
2. Periodic meetings of parents with the teachers will be arranged by the Principal in order to ensure co-ordination in the process of the children's education. The schedule for the PTM is mentioned in the school planner. Notes by the teacher on the PTM file should be signed by the parents.
3. Parents who regularly fail to attend Parent-Teacher meetings will be deemed to be not interested in the student's education and as this is pernicious to the school in general and the student in particular, the student may be asked to discontinue.
4. On completion of the terminal or final examination, report cards should be personally collected by the Parents/Guardians.
5. Besides the meetings arranged regularly, parents are expected to attend to instructions given through the diary or through special notes and come to school when so required.
6. Parents of academically weak students and/or with unsteady disciplinary conduct, who fail to attend P.T. meetings, will be deemed to be uninterested in their ward's education.



#### XIV. Withdrawal/Dismissal

1. One calendar month's notice will have to be given for the withdrawal of the child from the school. However, full fees for the quarter will be charged.
2. All dues must be cleared and books and other school property items returned before the child is withdrawn and Transfer Certificate obtained.
3. Duplicate copies of T.C. may be issued on payment of ₹100/- All T.C. applications will be processed within a maximum period of 5 days.
4. Pupils who fail in a class for two consecutive years, or are overage by two or more years will not be permitted to continue his/her studies in the school.
5. The Management reserves to itself the right to dismiss any student.
6. The Principal is empowered to effect the withdrawal of a pupil or to remove the name of the pupil from the rolls of the school if, in his opinion, the progress of the pupil or conduct is unsatisfactory or whose parents/guardians show little interest in the progress of their wards. Immorality, insubordination, contempt of authority or willful damage to property is always enough reason for immediate dismissal. Prolonged absence which is not adequately justified or explained may be considered reason enough for dismissal.
7. The Management may require the withdrawal of any student when satisfied that such a step is necessary in the interest of the school.
8. Students whose academic performance is indifferent or poor despite the efforts by the school, and/or whenever disciplinary profile is not satisfactory will not be admitted to the Senior Secondary School section of the school after the Secondary School Examination.

#### In all such cases:

- A. When parents fail to submit proper documents required as per school norms for admission of their wards, at the time of admission or anytime later, within the prescribed time, and continue to stay in default, even after two notices in writing to the parents, and
- B. When students whose conduct is seriously contrary to the discipline and ethos of the School, such as using obscenities, hurting others, specially fellow students and when they are

involved in aggressive behaviour, and who continue to stay in default even after two notices in writing to the students and the parents, and

- C. When parents whose wards suffer from any type of learning disability, or have serious learning shortfall, that requires special professional assessment, essential to enable the school to help them, and parents refuse to comply with the advice of the School and refuse to get an assessment done and/or seek professional assistance required for such cases,

After issuing two written reminders urging compliance and in the event of the failure to comply, the ward's name will be struck off the rolls of the school without any further notice.

This is an essential prerogative of the School established under Article 30 (1) of the Constitution and its rights to establish and administer educational institutions of their choice.

#### **XV. Admission to Class XI**

1. The School will normally admit all the students who have been in the school from Nursery or for a period of 6 years.
2. Whilst admitting students to Class XI, the school will make a serious effort to advise students to take up streams suitable for them in or outside the school with personal counseling, aptitude tests etc. which are compulsory to all students.
3. The admission however will be barred to those students who for serious reasons of breach of discipline are threats to the general wellbeing of other students and for serious negligence of study such as:
  - (a) Students who have been promoted in any class from VI onwards, without securing minimum passing marks.
  - (b) Students whose parents do not attend the Parent-Teacher Meetings or whose Report Cards remain uncollected after examinations.
  - (c) Students who have been regularly defaulting in doing homework and submitting it for correction.
4. The decision of the Principal in the allotment of the stream to the students of the class XI is final.

***FR. AGNEL SCHOOL HAS ZERO TOLERANCE TO BULLYING, PHYSICAL, MENTAL OR, IN THE CYBER SPACE, OBSCENITY AND ANY TYPE OF SEXUAL OFENCES BY ANYONE IN THE SCHOOL***

- All incidents of intimidation against another, especially against junior students, by forcibly taking their belongings, food, etc. are bullying.
- Any intimidation direct or indirect against other students, especially junior or of other gender is serious bullying.
- All direct or indirect remarks of obscene or sexual nature against and/or of another gender are a very serious bullying.
- Posting or subscribing to posts offensive to another on the web is cyber bullying. (Refer to VI General Discipline, point 8)
- All physical aggression leading to hurt or intimidation, including threatening physical action is also bullying.
- Carrying obscene material to school, including digital material on phone devices or other Personal Digital Assistants of any kind, even if not shown to others, is serious violation of obscenity and prevention of sexual offences norms. Every incident will be reported and recorded and if proved correct, action will be taken.
- Physical Display of Affection (PDA) will be deemed a major violation of prevention of sexual offences norms. (Refer to VI General Discipline, point 9)
- Carrying phones or other digital devices, which is in contravention of explicit school norms is a serious offence and will be dealt with seriousness. Contemplated action in this matter is the seizing of the material which will be kept in the school until the end of the session.
- Students' counseling is an essential part of the School system and parents must give their consent before their child is counseled in the School, whenever it is required. (Refer to VI General Discipline, point 10)

*I have read the rules of the school and agree to abide by them.*

\_\_\_\_\_

Name of Student

\_\_\_\_\_

Signature of Father

\_\_\_\_\_

Signature of Mother

Date :

## GUIDELINES FOR PARENTS

### — **School timings**

School timings will be from 7.25 a.m. to 1.35 p.m. School gates will close at 7.25 a.m. No entry will be permitted after 7.30 a.m.

### — **Security of Your Child.** Kindly ensure that your ward has the proper Identity Card on him/her. All details are to be mentioned clearly. Change in address or phone number is to be informed officially at the school office. Any medical problem faced by your ward should be informed to the class teacher in writing at the beginning of the session.

### — No child will be allowed to go home with anyone except his/her parents unless the parents send a note duly signed by them.

### — **Diary.** Parents must read the school diary so as to acquaint themselves with the school rules and regulations and confirm their acceptance for the same by signing in the school diary. It is compulsory for every parent to check their ward's diary everyday so as to follow the time-table of the day or sign any note written by the class teacher. Personal details page of the diary should also be duly filled up. The diary also enlists information regarding the holidays, Parent Teacher Meetings and other activities.

### — It is compulsory to attend the Parent Teacher Meetings on the scheduled date. Kindly adhere to the timings.

### — Parents are not permitted into the classroom to meet the teachers and their child during the class hours. In special case, you can meet the teachers by prior appointment only.

### — **School Uniform and Personal Hygiene.** Children should be sent to school neatly dressed in clean and proper school uniform. Clean shoes, socks and hair bands are a part of the uniform. Nails should be clipped regularly.

### — **Assessment System.** The school follows a regular progressive assessment system. Oral as well as written work is taken into account. Correction work must be done regularly to ensure good performance.

- **Leave Notes.** Leave applications should be written on a foolscap white sheet and addressed to the Principal. Three days medical leave must be accompanied by a medical certificate. Long leave is sanctioned by the Principal.
- **Books, note books, worksheets, files etc.** need to be covered and maintained neatly. File the worksheets regularly in the given file. Books to be sent to the school according to the time-table.

#### Special Note

- Working Saturdays are mentioned in the diary. In case of change the students will be informed about it.
- Encourage your child to speak in English.
- Develop good reading habits.
- Spend quality time with your child.
- Due to the growing incidences of child sexual abuse faced in contemporary society, please be aware of the company your child keeps in the neighborhood and family.
- Set a good personal example for your child.

Fr. J.A. Carvalho  
Principal