

## SCHOOL DECORUM

The School is a temple of learning and its premises should be approached with devotion and reverence. Thus, every student is expected to-

1. respect one and all especially the elders, parents and teachers.
2. rise when any teacher or visitor enters the classroom.
3. speak with care and thoughtfulness. Avoid impolite language whatever be the provocation.
4. never move aimlessly in corridors, run about, shout or whistle.
5. avoid writing on walls and carving out names on desks/ benches.
6. avoid bringing to school items like - jewellery, pen drives, cameras, smart watches, mobile phones or any other electronic gadgets.
7. refrain from bringing fire crackers in the school premises.
8. avoid bringing/splashing colours in the school premises.
9. not to carry sharp or pointed article in the school.
10. accept defeat with a smile like a true sportsman.
11. regard the school as your second home and do everything possible to keep the classroom and the school premises neat and pleasing to the eye.
12. switch-off lights and fans and turn-off taps when not in use.
13. maintain cleanliness and hygiene of school toilets.
14. never indulge in deliberate destruction of school property and must report any such instance to the teachers.
15. treat your school mates as your brothers/sisters.
16. be ready to co-operate in any endeavour to promote the well-being of the school and schoolmates.
17. avoid indecent talk and behaviour, no matter whatever be the provocation.
18. abstain from visiting street vendors to ensure good health.
19. be ready to accept whatever work is assigned in a rightful manner.

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## DISCIPLINE POLICY

The desire to observe rules should come from within and must be genuine to facilitate building one's character.

1. Punctuality & regularity are the first step towards success. Thus, students must reach at least five minutes before the school time. The late comers will not be permitted to enter under any circumstances.
2. Homework must be done regularly, carefully, neatly and systematically.

3. Students must carry their school diary to school every day. It must have their photograph and complete personal record which should be signed by parents.
4. Morning Assembly is a solemn occasion. Each student is expected to sing the School Prayer, National Anthem, and National Song with due respect.
5. Students are required to go to the assembly hall/ground as soon as the bell for the assembly rings.
6. Students must come to school in a complete school uniform. The uniform must be neat, tidy and properly ironed. The shirt must be fully buttoned and properly tucked in. Shoes must be properly polished. Only uniform socks must be worn.
7. Personal cleanliness, hygiene and neatness is expected all the time. Girl's hair must be properly cut/combed/pinned/plaited (two plaits tied with ribbons for Class I-V and one plait for Class VI-XII). Ponytail is not allowed. Fancy hair bands, hairpins or hair accessories are not allowed. Boys must keep their hair trimmed. Fancy hairstyles and coloured hair are not allowed for both boys and girls.
8. Nails must be kept clean and pared. Applying Nail-Polish, Mehndi, Tattoo or any other artificial imprint on the body is strictly prohibited.
9. Students are not permitted to wear smart watches, chains, earrings, belts, bands, metal-kadas etc.
10. Carrying a mobile is not allowed in the school. If any mobile is found with students during school hours, it will be confiscated and will not be returned for rest of the session.
- 11. Given below are some of the consequential actions of misbehaviors.**

**Stage I:**

Whenever any student is found indulged in a mischievous activity or any activity which may be against the discipline policy mentioned in school diary, the student will be given a warning/diary note by the concerned class teacher or any other teacher.

**Stage II:**

Parents will be called by school authorities, if the child doesn't respond in a positive manner towards the school decorum and discipline even after the diary note/warning.

**Stage III:**

The Pink Card may be issued to a student:

- a) if he/she doesn't improve his/her behaviour even after the meeting of the concerned teacher with the parents.
- b) on the following grounds even if the student does the mistake first time.
  - Disrespect shown to the National Anthem and National Song by not standing up or misbehaving.
  - Involvement in indisciplinary activities.
  - Damaging school property.
  - Acts of violence with other students.

- Using abusive or obscene language.
- Carrying liquor or tobacco product in the school.
- Getting three remarks in a month for improper uniform, coming late or failure to maintain proper personal appearance.
- Any kind of unauthorised gathering/celebration done outside/near the school premises/building by the students.

#### **Stage IV:**

The Red card/ suspension will be issued to the student on the following grounds:

- a) if he/she doesn't improve his/her behaviour even after receiving 3 pink cards in a session
- b) on the following grounds even if the student does the mistake first time.
  - Grave indiscipline which spoils the reputation of the institution in public.
  - Misbehaviour/ inappropriate behaviour with opposite sex inside/outside school premises.
  - Misbehaviour/ inappropriate remarks which destroy the harmony amongst the students.

12. Renewal of the students in class VI, IX & XI will purely depend on the overall behavioural performance of the child and on sole discretion of the principal.

## **ATTENDANCE AND LEAVE RULES**

1. Every student is expected to maintain an attendance record of at least 75% during the year. Failing this, he/she may not be allowed to appear in the final examination. The total meetings are counted from the day the school opens and not from the date of admission of the student.
2. For any absence, leave is granted in the prescribed form signed by the parents / guardians. It is to be submitted to the class teacher/ at the reception on the following working day. In case of sick leave, it should be supported by a medical certificate. However, students suffering from contagious diseases are to resume school only on the completion of the quarantine period and on producing fitness certificate.
3. Those absent for a day, for any reason, should get it entered in the leave record of the almanac, and must get it sanctioned by the class teacher prior or on the following day.
4. The student's name will be struck off from the rolls if he/she is absent from the school for 7 days continuously without taking valid leave. A sum of Rs. 1000/- as Re-admission fee in such cases will be charged.
5. Attendance is compulsory on all School Functions when invited.
6. No half day leave/short leave will be granted, except, with the permission of the Principal.