

# Rules and Regulations



## General Rules:

1. Discipline must be maintained in the school by the student.
2. Students must come in their proper uniform.
3. It is compulsory for all students to attend the morning assembly.
4. Latecomers will not be allowed inside the school.
5. Parents must not come inside the school to collect or leave the child.
6. Parents should not go to the classrooms as it disturbs students and affects the school discipline.
7. Lunch packets and other articles can be handed over to the ayahs along with the child's name, class, and section.
8. School authorities, though exercising all care, are not legally responsible for the safety of the child while traveling under their own arrangement.
9. Parents must collect their wards from school on time.
10. A leave application signed by the parent or guardian should be sent preferably on the day of absence but through the child on the following day. Medical certificate and fitness certificate, if leave is availed on medical grounds, should be submitted on the date of joining.
11. No student should miss any unit test or examination conducted during the session.
12. Identity cards must be worn daily by the students.
13. Girls with long hair must make plaits and have blue ribbons. Short hair should be neatly cut and pinned back with a light blue hairband.
14. Non- Sikh boys should have their hair cut at regular intervals.
15. The school is not responsible for any goods lost. It is advisable not to wear jewellery, watches, etc in school.
16. Students should be polite wherever they go. They should remember that the school is judged by their conduct.
17. Students should get their report cards signed by their parents. If the report card gets damaged, a fine will be imposed.
18. As far as possible, once the child comes to school, he/she should not ask for half-day leave.
19. Students must not indulge in
  - a. Spitting in or near school building
  - b. Disfiguring or otherwise damaging any school property
  - c. Rowdiness, rude behaviour, or bullying
  - d. Castes, communalism or practice of untouchability
  - e. Use of foul language
  - f. Shouting or whistling in the school building.
20. Haircut, uniform and punctuality of students must be checked by the parents.

- 21. They are advised to write to the school about a student's problem or seek guidance. A meeting can be arranged with the concerned teacher.**
- 22. Parents must check their ward's almanac daily and sign the teacher's remarks, if any, and take necessary steps.**
- 23. Parents must ensure that their ward carries textbooks and exercise books as directed by the class/subject teacher.**
- 24. If your ward wants to leave the school campus during school hours, a gate pass must be obtained from the Headmistress.**
- 25. As the medium of instruction in their school is English, students can be helped by a certain amount of regular English conversation at home.**

## **MANNER TO BE PUT IN PLACE:**

**Good manners and politeness make a favourable impression whereas rudeness leads to bitterness. A humble, smart, and active student showing due respect to his elders is a proud product of the school. Follow these guidelines and you will make a place in people's hearts: -**

- I. Greet people politely whenever you meet.**
- II. Never hesitate to repeat 'Thank you' and 'Please'.**
- III. Ask for permission to enter or leave a room.**
- IV. Learn to queue up & wait for your turn.**

## **Late Arrivals:**

- 1. Students must be punctual and come to school at the stipulated time. School gates will be closed for the late comers.**
- 2. All late arrivals must be accompanied by the parents.**
- 3. Three late arrivals will lead to the students being sent home.**

## **School Library:**

**The school library is open to the Bonafide students of the school. All classes are provided with at least one library period in a week. Students must observe the following rules.**

- 1. Students can borrow books from the library.**
- 2. Students will be responsible for the book issued by him/her.**
- 3. Any damage should be reported to the Librarian before issuing the book.**
- 4. A fine will be imposed if a book is lost or damaged by the student.**
- 5. A late fee of Rs.2/- per day will be charged if the books are not returned within the stipulated time.**
- 6. Marked, disfigured, or damaged books will have to be paid for or replaced by the borrower.**
- 7. Students are not allowed to bring their books into the library.**

## **Expectations from the Child:**

- 1. Punctuality is the keynote of school discipline.**
- 2. Wear proper, neat uniform.**
- 3. Be responsible for your belongings.**
- 4. Once a child attends school, he/she will not be allowed any short leave.**
- 5. In case of emergency, the child could be escorted home by the parents with a written permission of the Principal.**
- 6. No student should go out of the class without a class pass.**
- 7. Students should not loiter about and disturb the teaching of other classes.**
- 8. Show respect to teachers.**
- 9. Be friendly to all.**
- 10. Keep classrooms and school premises clean.**
- 11. Be regular in attending school.**
- 12. Be honest and do not use unfair means during tests.**
- 13. Help weak students to cope with their studies.**
- 14. Be responsible for your actions and accept consequences.**

## **Attendance:**

**As per the regulations of IAF Educational Society and Central Board of Secondary Education (CBSE), a minimum of 75% of total attendance of the academic session would be necessary to appear for the Annual Examination. Shortage up to 15 % may be considered for condonation in case of genuine illness (if supported with medical certificate from a qualified doctor) or any other reason beyond the control of the student.**

## **Promotion to the next class:**

**As per the new CBSE guidelines, to pass an examination a candidate must obtain 33% in each subject and an aggregate of 35% for promotion to the next standard.**