

RECOMMENDATIONS TO PARENTS / GUARDIANS

To help you work in coordination with the school we wish to apprise you of the school rules. Kindly read them carefully so that the school works along with you to provide the best to the child.

1. A child is the most prized asset and always tries to emulate his parents. So it is the responsibility of the parents to be vigilant because the child is learning from them at all times.
2. Special attention should be paid to child's personal hygiene, attire, punctuality and ensure that he / she wears the school ID card daily.
3. See that your ward is prepared for the weekly tests. Keep a tab of his / her performance, teacher's remarks in his/her class work exercise books/almanac and check the class work, extended learning activities for home and circulars uploaded on the portal on daily basis.
4. Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
5. Your ward should be instructed to be careful about his/ her belongings. Expensive articles like jewellery, mobiles, cameras or any other electronic gadgets etc. should not be brought to school. In case of violation of this rule, the articles will be confiscated. Parents will have to collect the article from the school with an undertaking that such violation will not be repeated.
6. If your ward is absent from school, he must make up for all the work missed by him/her under the guidance of the concerned teacher.
7. Parents / guardians are not allowed to visit their wards or teachers in the classroom. If your ward is to leave the school campus during school hours, he must bring a letter explaining the reason. A gate pass would be issued with the knowledge of the Class teacher, by the Principal. This must be presented at the school gate at the time of leaving & the child must be escorted by the parent.
Escort card is mandatory.
8. Students suffering from infectious diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping Cough and Jaundice etc. should not come to school till they recover fully.
9. Students suffering from any of the diseases are advised to be under continuous medical supervision of a Specialist Doctor. History of their illness must be filled up in the Almanac along with the treatment being taken.
10. **The change of address, telephone number or bus route number should be intimated to the school office immediately.**
11. You are requested to avoid using mobile phones while in school campus. Please switch off your mobile in case you wish to meet the Principal/Teachers.

SCHOOL RULES-GENERAL

1. A students should carry their almanac to school every day with their photograph duly pasted and the identity information signed by the parents.
2. Students who come to school by private conveyance should arrive at school 5 minutes before the morning bell. Students are advised not to come to school in a self-driven vehicle. In case of mishap owing to rash or negligent driving, the school shall not be held responsible.
3. Students should maintain personal hygiene and come neatly dressed in school uniform. Students must carry their ID card.
4. Students are expected to respect school property and the property of others. No student should damage any school furniture, write or draw anything on the walls or in any way damage things belonging to others. Damage done, even by accident, should be reported at once to the Class teacher or Principal. Any damage done will be made good by the one who causes it.
5. Students who bring any object to school which can cause harm or damage to school personnel or property will be subjected to strict disciplinary action as per the school rules.
6. Students are advised to keep their class rooms / school building/campus as neat as possible and make use of dustbins.
7. Students should take care of their belongings.
8. Leave absence record is to be maintained in the almanac and leave application is to be submitted to the class teacher on the same / next day.
9. Students should observe polite standards wherever they go. They should always remember that the school is judged by their behaviour.
10. Students are not allowed to bring mobile phones or any other electronic gadgets to school.
11. Bursting of crackers and splashing of colours is strictly forbidden.
12. Bullying in any form- direct, indirect, cyber bullying or using foul language are punishable offences and may even merit expulsion from school. It is expected that students behave in a manner which brings a good name to the school community.
13. The school reserves the right to suspend or to take strict disciplinary action against a student whose performance in studies is constantly unsatisfactory or whose conduct is harmful to other students.
14. Students found tampering with the school records e.g. marks allotted by teachers in tests / exams are liable to strict disciplinary action.
15. No student will be allowed to go home during school hours without the written permission of the Principal.
16. Students should not have a Facebook or other social networking account as this may be misused. Misuse of any application will lead to disciplinary action against the student.
17. All information related to scholastic and co-scholastic activities is available on the school website.

SCHOOL UNIFORM

All students must come to school in prescribed school uniform (for summer and winter season) as per school norms.

SCHOOL TRANSPORT

Students can avail the School Transport subject to the availability of seats. The routes of the school buses are drawn up and the parents should consult the School Transport Incharge for necessary details.

BUS RULES

1. The bus facility once opted for has to be continued throughout the year. The bus facility, in special cases, can be discontinued or changed with prior permission of the school authorities with the next quarterly payment.
2. All students using the school bus are expected to be at the bus stop at least five minutes before the arrival of the bus.
3. The bus will not wait for late comers.
4. Students should stay away from the main road until the bus arrives.
5. No student should come near the entry door of the bus until it has made a complete stop.
6. All students must occupy vacant seats immediately after boarding their buses. No student should travel standing on the foot-board.
7. The drivers are authorized to stop buses at the designated stops only, unless directed by the transport Incharge.
8. When the bus is moving, students must not move around in the bus nor must they expose their heads or arms outside the window.
9. Students will be held responsible for any damage to buses caused by them.
10. No student is allowed to eat in the bus.
11. Discarding of trash or food either inside or outside buses is not permitted.
12. All buses are equipped as per government guidelines.

SCHOOL FACILITIES

Medical checkup of students is done and a record is maintained. If the doctor finds that a child needs special medical attention, parents are informed. Parents are requested not to send a sick child to school to attend classes or to appear for examinations as the child's health is of prime importance.

SCHOOL LIBRARY

The School Library is open to all bonafide students of the school. All classes are provided with atleast one library period per week. Books are issued for one week only for classes III onwards. Reference books, magazines, newspapers, etc. are also available.