

## **NORMS AND ETHICS OF SCHOOL**

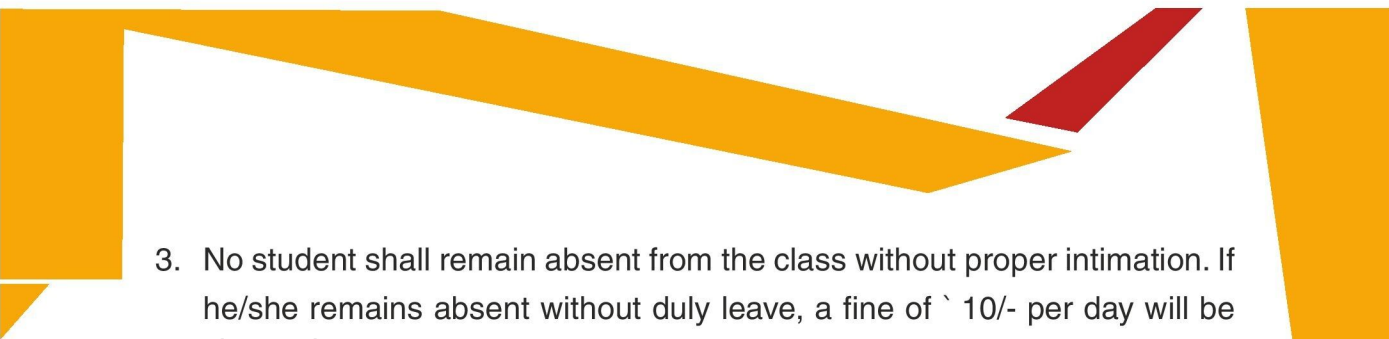
### **A. SCHOOL DECORUM**

1. The almanac should be used as communication link. Students should carry **almanac & I.D.** Cards regularly.
2. They should be punctual and should arrive at school by sharp **7.40 a.m.**
3. Students should be in proper, neat & clean uniform.
4. Students should be courteous and respectful to the staff and fellow students.
5. Students should take care of the school property. If any student is found writing or drawing anything on the walls or furniture, he/she will be punished.
6. Girls are not allowed to wear any jewellery, fancy hair clips, grow long nails or use nail paints.
7. It is compulsory for all the students to attend the assembly.
- 8. Bikes are not allowed for students in the school.**
9. Students are expected to participate in all the school activities.
10. Remarks, given to the students, should be counter signed by the teachers/guardians.
- 11. Students are not permitted to carry mobile phones to the school. If found, it would be returned after the end of the session.**
- 12. Students who are found to be coming late to school or wearing improper uniform will not be allowed to sit in the class.**
- 13. In case of change of Address and Phone No., parents must inform the school within a week in writing.**
14. The School is not responsible for the student's activity after leaving the school premises.
15. Students are not allowed to leave the school premises without the permission of the Principal.
- 16. Supervision form is must for classes Nur. to V.**
17. The student, who fails twice in the same class will not be permitted to continue his/her studies in the school.

18. The student who uses unfair means during tests will be given zero in the subject and a warning letter. Repetition of the same will result in expulsion.
19. Students are responsible for the safe custody of their books and belongings by having them neatly labelled or named.
20. The school reserves the right to suspend the student whose progress in studies is found to be unsatisfactory or whose conduct is offensive to the other students.
21. Every student is having a library card. He/She can get a book issued by using it.
22. Dictionaries, Encyclopedias can be consulted only during school hours.
23. In case a child suffers from infectious diseases like- chicken pox, measles, mumps etc. kindly don't send him/her until he/she recovers (at least 10-15 days of recovery period).
24. A certified nurse is available during school hours for first aid.
25. As per CBSE guidelines, we have implemented certain activities through different clubs i.e. Health & Wellness club, Aesthetic club, Art & Craft club, Sports club-Yoga, Hockey, Volleyball, Boxing, Skating, Basketball, Chess, Taekwondo.
26. Members of sports club can be called for extra practice before/after the school hours.
27. Parents should not have any objection if their child (practicing in club) is going outside for any activity / competition.
- 28. Our sports teacher (lady) also accompanies the team if girls are going to participate in any tournament.**
29. Any form of ragging or bullying is not allowed, if found, will result in disciplinary committee review and could result in expulsion.
- 30. School management doesn't allow any teacher to take private tuition for our school students.**

#### **B. LEAVE RULES**


1. Leave for half day should be avoided as far as possible for security reasons. In an emergency, written permission of the principal must be taken.
2. In case of sickness for any period of time a medical certificate and prescription paper must be attached with the leave application.

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3. No student shall remain absent from the class without proper intimation. If he/she remains absent without duly leave, a fine of ` 10/- per day will be charged.
  4. If the unauthorized absence exceeds a period of three days for the students of classes IX to XII and a period of 7 days for the rest of students then their names will be struck off from the Rolls of the school. A re-admission fee will be charged.
  5. The student whose attendance during the year is less than 75% may not be allowed to appear in Annual examination.

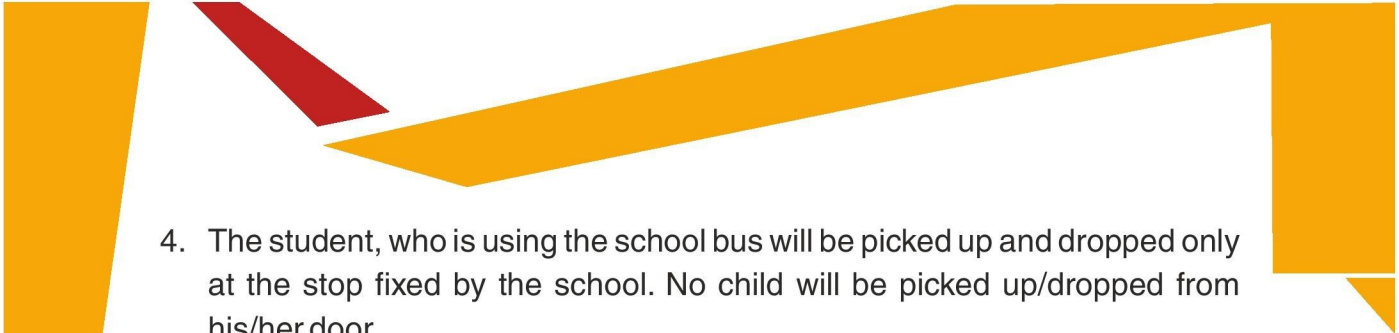
#### **C. WITHDRAWALS**

1. A full Calendar month's written notice or a month's fee in lieu of such notice must be paid before a child is withdrawn.
2. School Leaving Certificate and Progress Report will not be issued unless all dues are cleared.
3. Students who have been on the rolls and who leaves in April or May will have to pay fee till June.
4. The school reserves the right to strike off the name of student on the following grounds :-
  - (a) Irregularity in attendance
  - (b) Behaviour problem
  - (c) Non-payment or irregularity in depositing the fee
  - (d) Any moral breach

#### **D. TRANSPORT**

1. 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.
  2. Small children must be received at the stop by the parents or guardian. If no one is waiting to collect the child, he/she will be brought back to school office and must be picked up by the parents from the office. This is in the interest and safety of the child.
  3. One way usage of conveyance is not entertained. The full bus fee must be paid even though.
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4. The student, who is using the school bus will be picked up and dropped only at the stop fixed by the school. No child will be picked up/dropped from his/her door.
  5. For any change in the bus arrangement, a written request stating adequate reasons thereof, should be made.
  6. Indisciplined behaviour in the school bus will make the child ineligible to use the school bus.
  7. Students can not leave conveyance facility in the mid of the session.

#### **E. ENTAB**

1. School provides online campus care facility- through which you can get absentee's message, home work, holiday H.W., date sheet, exam syllabus and result of different activities & competitions.
2. Every child is having its unique ID & password through which parents can update themselves with school activities.


**Note:- To get update properly, you must intimate school about the change in phone numbers & address.**

#### **F. EXAMINATION RULES**

1. It is compulsory to appear in all the Assessments.
2. Child should have at least 75% of attendance to appear in exam.
3. It is compulsory to bring the admit card to appear in exam.
4. No exam will be conducted again, if the child is absent during exam due to health issues, submit the prescription paper by certified doctor, then only the report card will be generated.
5. Promotion to next class will depend on the student's performance throughout the year through various assessments.

#### **SCHOLARSHIP SCHEME**

**JKG is glad to announce 100% Scholarship Scheme only for the meritorious students.**



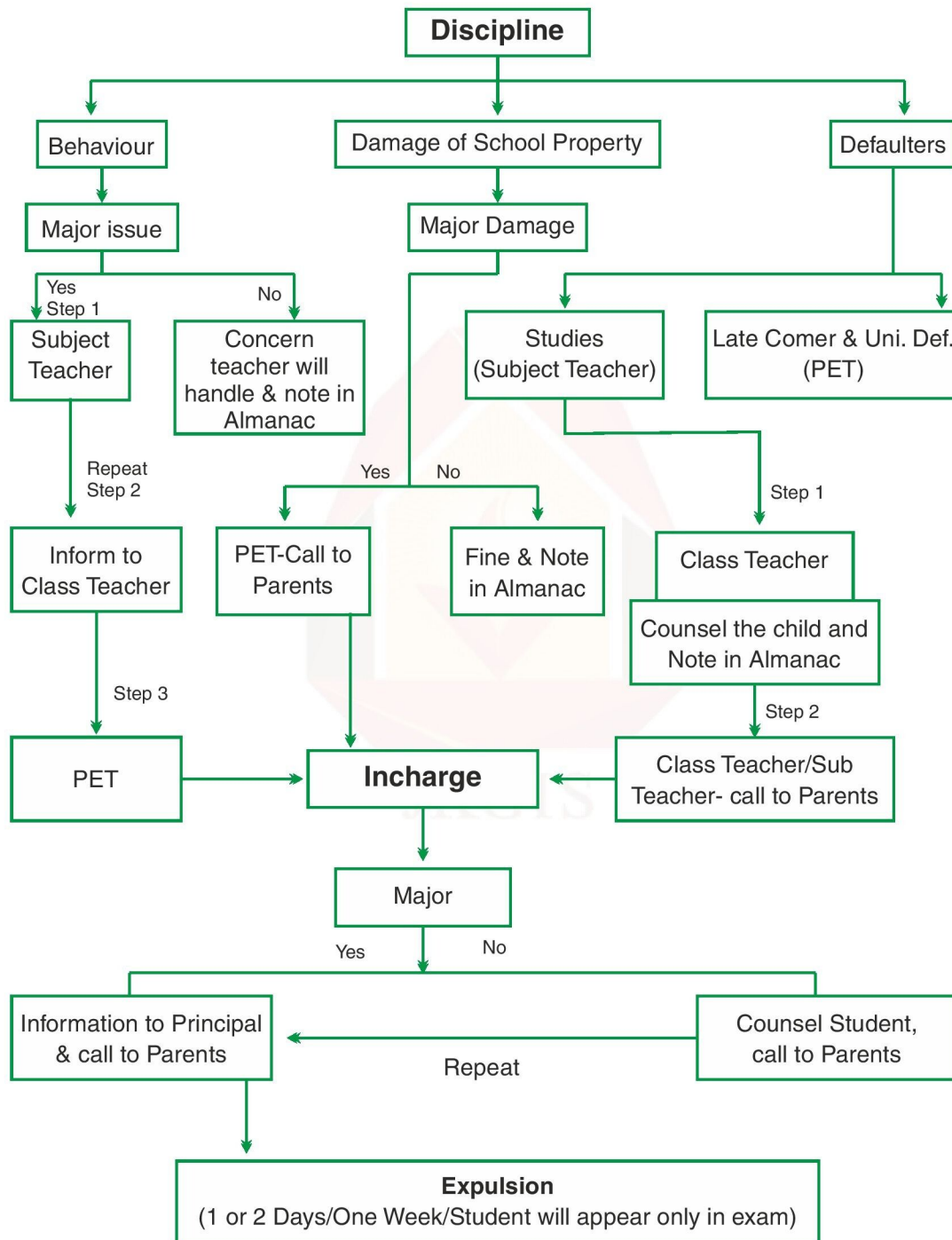
### GUIDELINES FOR PARENTS

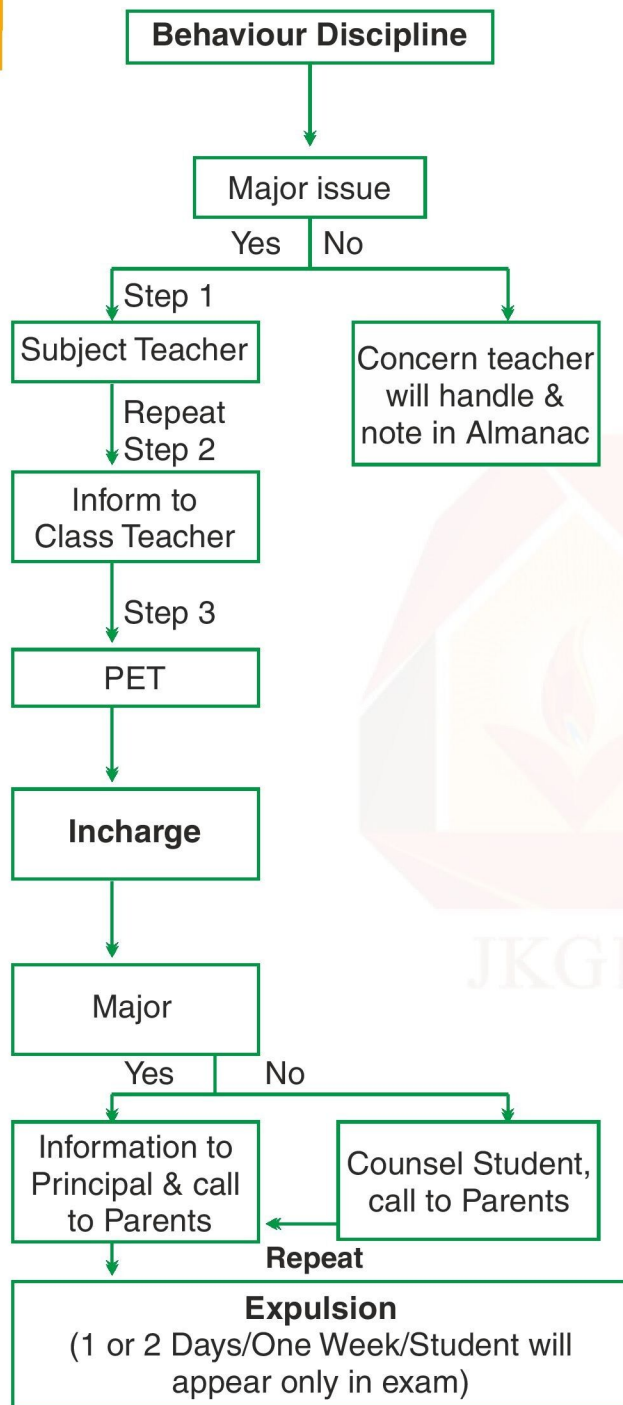
1. Don't send your child without having breakfast. Kindly send one fruit per day for fruit break.
2. Please remain in touch with the studies of your ward and sign almanac on daily basis.
3. You can send an amount of ₹ 50/- only with your child if he/she needs (for canteen/private conveyance).
4. Kindly ensure that your child should carry almanac and other study materials according to time table on daily basis.
5. Students should be in proper, neat and clean uniform.
- 6. Child should be in proper uniform while coming to school on the day of PTM with parents.**
7. Child is not allowed to go home during school hours. Parents are requested not to make any social engagement or medical appointments during school hours.
8. Speak politely with elders in front of your kids, as they will be the mature members of their own family one day.
9. Birthday celebrations should be kept to a minimum. Send only toffees and child should be in uniform only.
10. The responsibility of private transport will be entirely yours.
11. The daily requirements and tiffin have to be brought to school by the students. No item will be accepted at the school front desk or gate.
12. Students are not allowed to carry any valuable items with them. If caught, it will be returned only to parents.

### CHILD'S VOICE FOR PARENTS

1. Please accept me, as I am unique with my own individual personality and learning style.
2. Be patient with me as I love to experiment and ask questions.
3. I need your confidence, understanding and respect.
4. Show your love, I am very insecure.
5. Be firm with me. Don't let me form wrong habits.
6. Don't compare me with others.
7. Give reason why I cannot have something which I ask for, I can understand.
8. Don't discuss, punish or correct me in front of others.
9. I also want your apology if I am right.
10. Your appreciation boosts my strength.

## DISCIPLINE POLICY



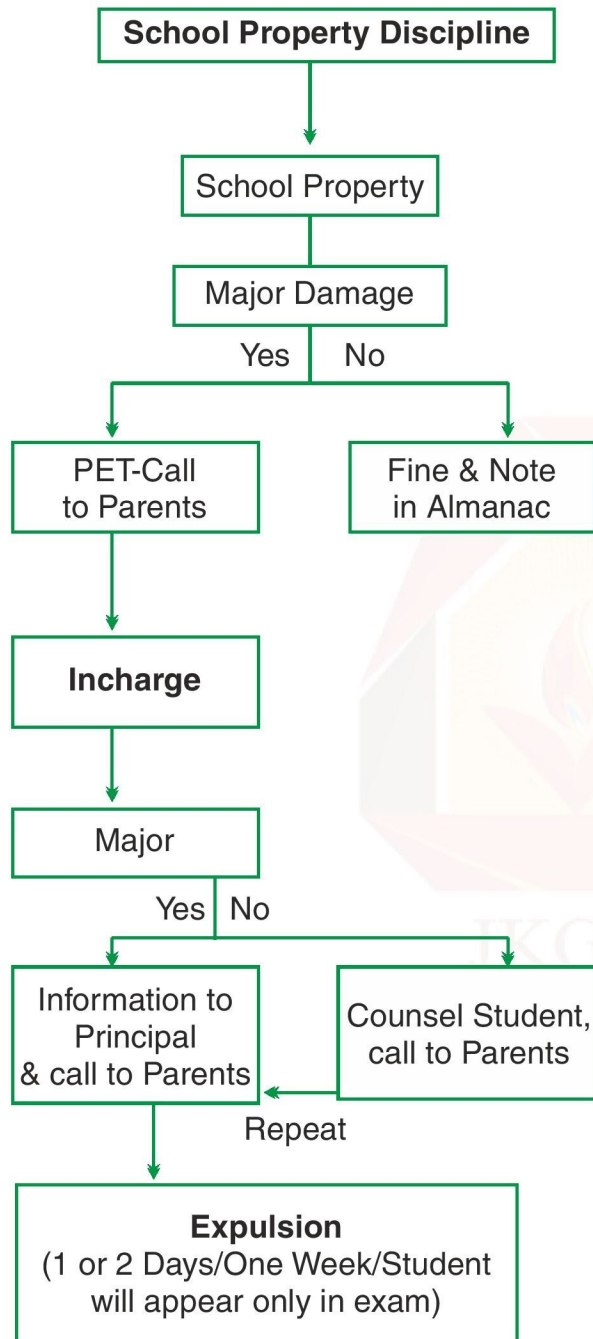


**Introduction :-** School discipline is a system of rules and behavioural strategies appropriate to the regulation of children or adolescents and the maintenance of order in school. Its aim is to control the student's actions and behaviour.

### Behaviour Discipline

- Be punctual for school and all classes.
- Respect the rights of others and avoid disturbing or interrupting the class.
- Respect and cooperate with teachers, staff and other students.
- Have all materials required for each class.
- Remain in class until dismissed by the teacher.
- Keep the classroom and school premises clean and tidy at all times.
- Avoid rough games in the playground.
- Walk quietly and orderly in the corridors & while moving in the school.
- Any form of ragging or bullying is not allowed, if found, will result in disciplinary committee review and could result in expulsion.



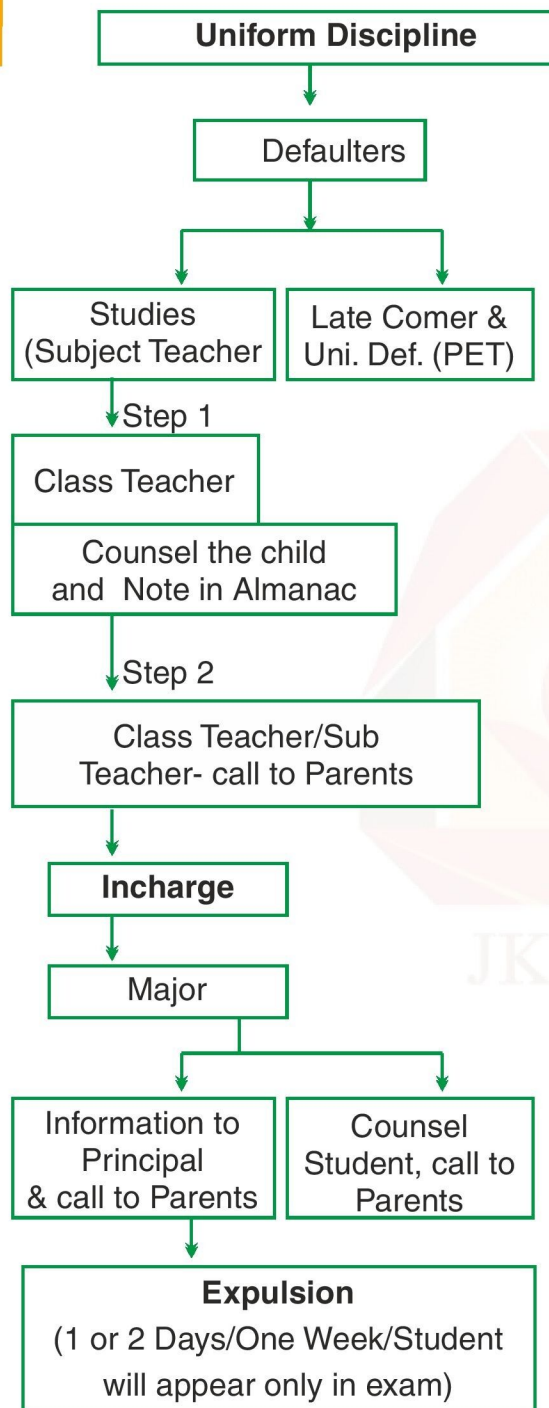


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### Transport Discipline

- Student should be at the stop 5 minutes before according to the given time.
- Students should not use abusive language.
- Sit quietly on the assigned seat of the bus. Be alert to the instructions of the driver.
- Respect and cooperate with teachers, staff and other students.
- Don't spoil Bus property and other student's property.
- Once you have boarded the bus at dispersal time, you are not allowed to come out of the bus.
- Once entered, you are not allowed to move out from school premises.





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### **Uniform Discipline**

- Student should be in proper, neat and clean uniform according to days.
- Hair should be properly washed and combed.
- Hair should be timely cut (for Boys).
- Hair should be properly plated, no colourful band and clips are allowed (For Girls).
- **You are not allowed to wear fancy dresses even on your birthdays .**
- Shoes should be properly polished.
- Student should complete their Classwork and Homework within the given time.
- Student should be punctual and strict to arrival time.
- Work quietly during class and follow all the instructions of the teacher.
- Take the permission of the teacher before asking questions, moving or addressing the class.