

NORMS AND ETHICS OF SCHOOL

A. SCHOOL DECORUM

1. The almanac should be used as a communication link. Students should carry **almanac and ID Card** regularly.
2. They should be punctual and regular to school.
3. Students should be in proper, neat and clean uniform.
4. Students should be courteous and respectful towards 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 confiscated.**
12. **Students who are 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 grade Nursery to V.**
17. The student, who fails twice in the same grade will not be permitted to continue his/her studies in the school.

18. The student who uses unfair means during assessments 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 (grade VI to XII) 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 student from fever and 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 and Wellness club, Aesthetic club, Art & Craft club, Sports Club-Yoga, Hockey, Volleyball, Boxing, Skating, Basketball, football, Chess, Taekwondo, Athletics.
26. Members of sports club can be called for extra practice before/after the school hours. Sports club can be changed, within a month once opted.
27. Parents should not have any objection if their ward (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 indulge in 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.
3. No student shall remain absent from the class without proper intimation. If he/she remains absent without leave application , a fine of ₹10/- per day will be charged.
4. If the unauthorized absence exceeds a period of three days for the students of grade IX to XII and a period of 7 days for the rest of students then their names will be struck off from the school rolls. 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 leave the school 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. Students must be received at the stop by the parents or guardian. If no one is found waiting to receive the child, he/she will be brought back to school office and must be picked up by the parents from the School.
3. One way usage of conveyance is not entertained. Bus will have to be used both ways.

4. No withdrawal is permitted under any circumstances in the middle of the session.
5. All complaints and suggestions should be sent in writing to transport incharge for consideration.
6. The student , who is using the school bus will be picked up and dropped only at the stop fixed by the school. No student will be picked up/dropped from his/her door.
7. For any change in the bus arrangement, a written request stating adequate reason thereof , should be made.
8. Indisciplined behavior in the school bus will lead to discontinuation of transport facility.

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 and competitions.
2. Every student is having its unique ID and 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 and address.

F. EXAMINATION RULES

1. It is compulsory to appear in all the Assessments.
2. Students 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 re-exam will be conducted, if the student is absent during examination due to health issues, submit the prescription by a certified doctor, only then the report card will be generated.
5. Promotion to next grade will depend on the student's performance throughout the year through various assessments.

SCHOLARSIP SCHEME

Scholarship Scheme only applicable for the meritorious students.

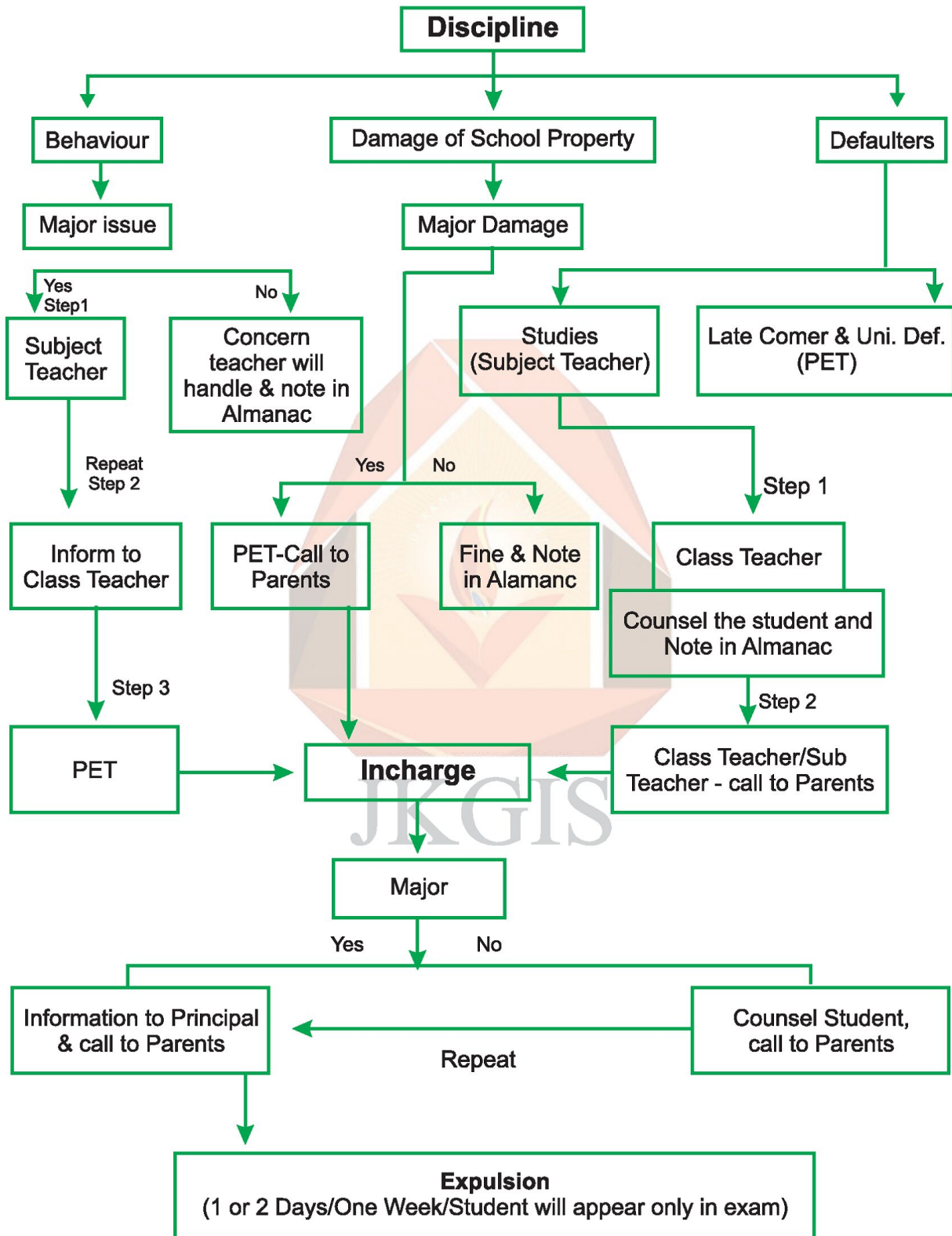
GUIDELINES FOR PARENTS

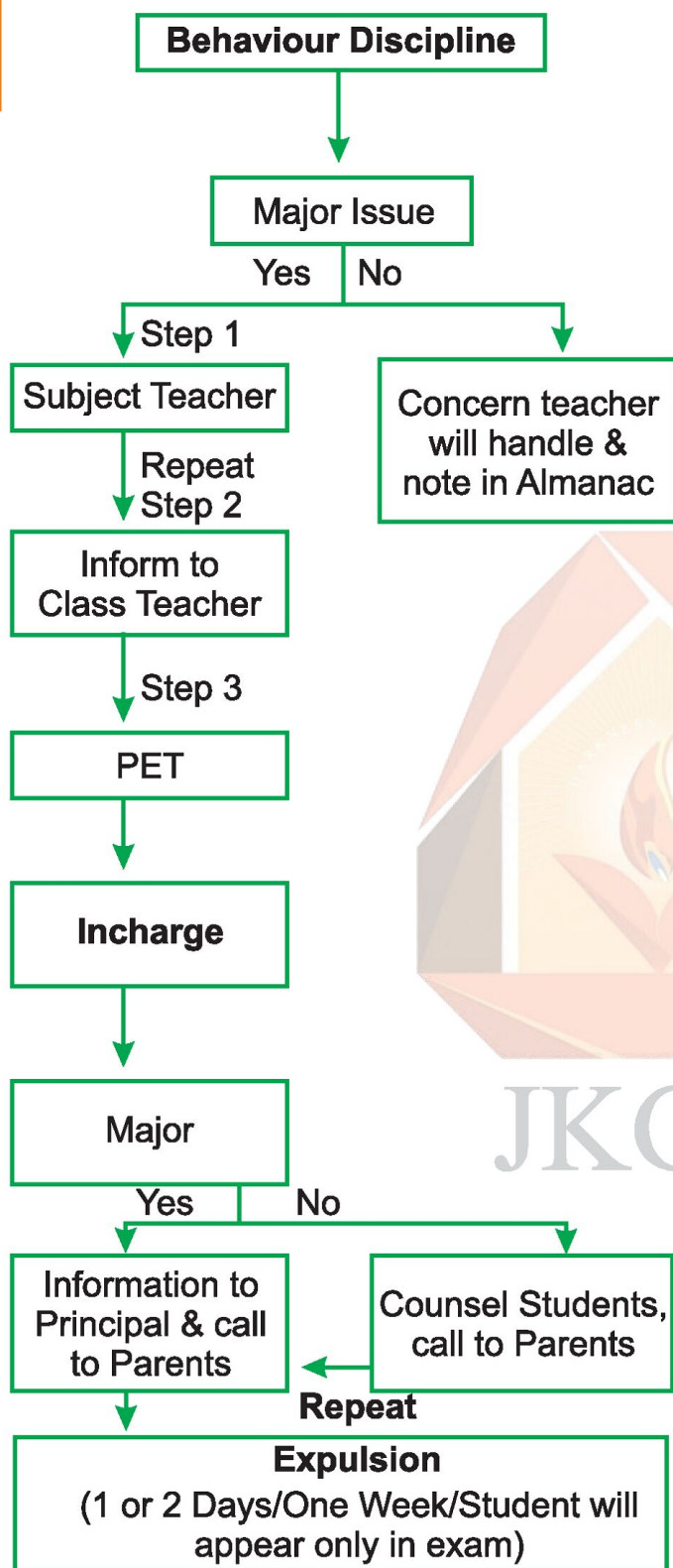
1. Don't send your ward without having breakfast. Kindly send one fruit daily for fruit break.
2. Please remain in touch with the studies of your ward and sign almanac on daily basis.
3. You can send an amount not more than ₹50/- with your ward if he/she needs for canteen.
4. Kindly ensure that your ward 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. Students should be in proper uniform while coming to school on the day of PTM with the parents.
7. Students are not allowed to go home during school hours. Parents are requested not to make any social engagement or medical appointment during school hours.
8. Speak politely with elders in front of your ward(s), as they will be mature members of their own family one day.
9. Birthday celebrations should be kept to a minimum. Please ensure the student should be in uniform only.
10. The responsibility of private transport will be entirely yours.
11. The daily requirements and tiffins 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 feel secure with and around you.
5. Be firm with me. Don't let me pursue wrong habits.
6. Competitions are good but not comparisons.
7. Give reasons why I cannot have something which I ask for, I can understand.
8. Correct or punish me in private.
9. I also want your apology at times.
10. Your appreciation boosts my strength.

DISCIPLINE POLICY

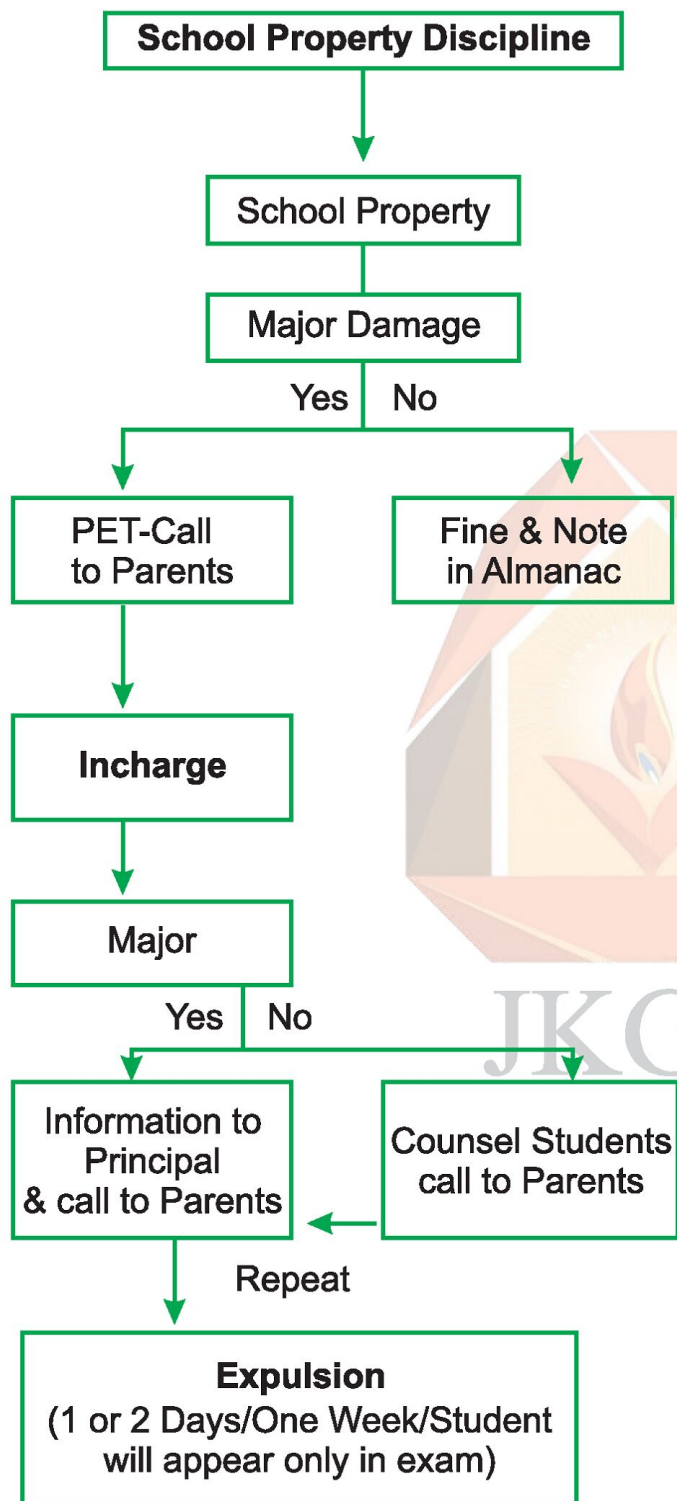




Introduction : - School discipline is a system of rules and behavioural strategies appropriate to the regulations of children or adolescents and the maintenance of order in school. Its aim is to control the student's action and behaviour.

Behaviour Discipline

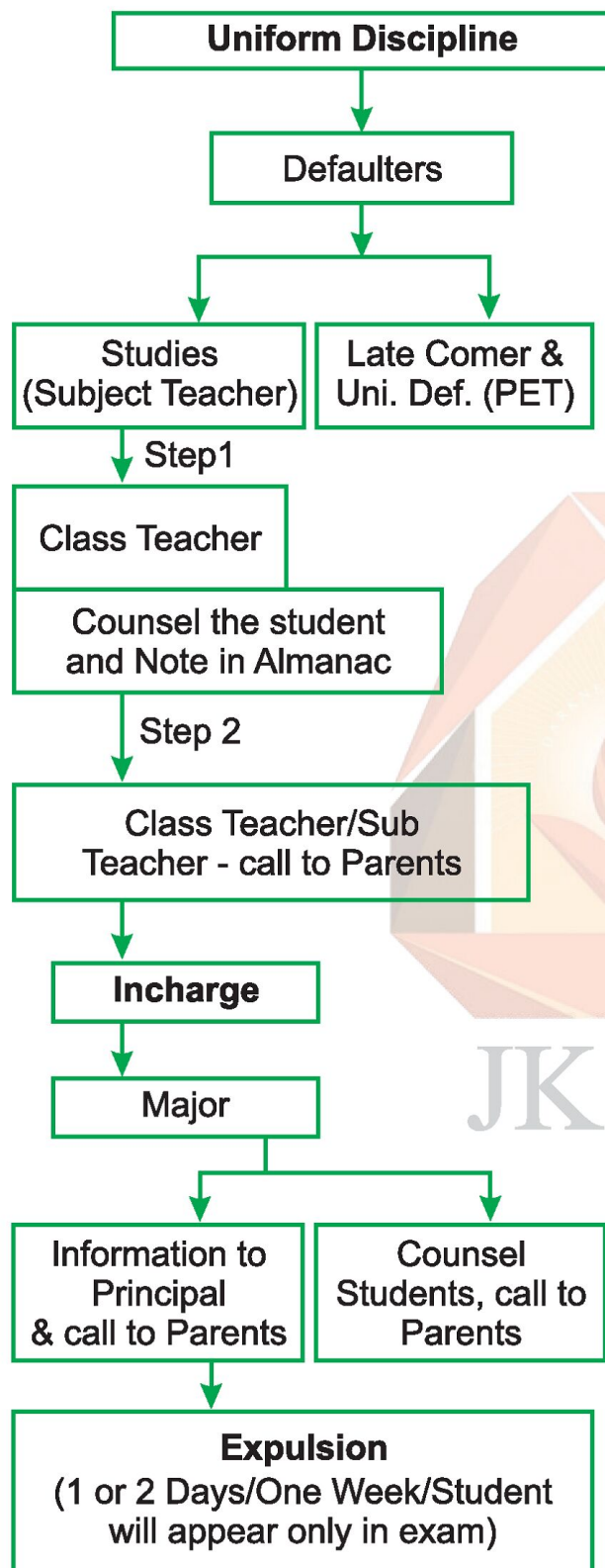
- Be punctual for school and all classes.
- Respect the rights of others and avoid disturbing or interrupting the class.
- Respect and cooperate with teachers, staff and other students.
- Have all materials required for each class.
- Remain in the class until dismissed by the teacher.
- Keep the classroom 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 bullying in school is not allowed, if found, will result in disciplinary committee review and could result in expulsion.



- Care must be taken of all school property.
- No student should scratch or spoil the desks or chairs, damage or misuse any school property.

Transport Discipline

- Students should be at the stop 5 minutes before the scheduled timings.
- 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 the student boards the bus at dispersal time, he/she is not allowed to leave the bus.



Uniform Discipline

- Students should be in proper, neat and clean uniform according to specified days.
- Hair should be properly washed and combed.
- Hair should be timely cut (for Boys)
- Hair should be properly plated, no colourful bands and hair clips are allowed.
- Casual dresses are not allowed even on birthdays.
- Shoes should be properly polished.
- No student, during the school time, shall enter the campus without proper uniform.
- Parents are requested to collect the uniform from the authorised dealer only.

HOUSE NAMES & COLOURS

1.	AMBER	RED
2.	CITRINE	YELLOW
3.	EMERALD	GREEN
4.	SAPPHIRE	BLUE

MOTTO OF HOUSES

SAPPHIRE HOUSE: Friendship, Fraternity Fellowship

Like the sea and the sky, Sapphire House symbolizes peace. It has been long identified with chastity, piety and repentance. It promotes a positive attitude towards life, helping to move forward towards a path of self fulfillment.

EMERALD HOUSE: Valour, Vigour, Vibrance

The Emerald House stands for durability and rarity which is also a revealer of truth. It opens and nurtures the heart and is a symbol of inspiration and infinite patience which embodies unity and compassion. It also symbolizes great vision and intuition.

AMBER HOUSE: Gallant, Gratitude, Glory

The Amber House has the power to absorb negativism and transform it into positivism. It removes obstacles and stimulates intellect. It associates with the energies of Gold which brings success, enthusiasm, happiness and power.

CITRINE HOUSE: Power, Prayer, Practice

The Citrine House is joyful with bright energy which lights up many aspects of one's life. It has energies of good fortune and good luck. It lets go off your fear and anxiety and aids you to be able to accept all the good that's coming your way.