

GENERAL RULES

1. Students must carry school almanac and Identity Card to school every day.
2. Students who come to school by private conveyance or escorts, should never leave the school premises before the private conveyance or escort arrives. In case of delay, they should report to the school office.
3. The school does not permit the celebration of birthdays in the school campus. Parents can donate a book to the school library if they wish on account of their ward's birthday.
4. Irregular attendance, unjustified or unexplained absence for more than three class days, habitual idleness, disobedience or objectionable moral influence, justify dismissal.
5. Any type of discourtesy or disrespect to the members of the school staff will be considered as a breach of discipline.
6. Any kind of damage done in the school premises will have to be paid by the parent of the pupil concerned.
7. Great stress is laid on personal hygiene and cleanliness. The uniform must be clean and neatly ironed, finger nails trimmed and hair cut (military cut). Shabby, unkempt and fancy hair style will not be permitted inside the school campus.
8. Wearing necklace, earrings and bracelets are strictly prohibited (once confiscated will not be returned). If repeated thrice strict action will be initiated.
9. Colouring of hair, or putting Mehendi, any sort of Tattoos, or nail polish is strictly prohibited.
10. Running, playing or shouting inside the school building is not allowed.
11. All pupils must wear the prescribed uniform, shoes and socks whenever attending PTM, extra classes, games or called for any other activity.
12. All students are expected to speak only in English. Action will be taken against the student who speaks in any other language.
13. Pupils are expected to co-operate with Student Council to maintain the discipline and ideals of the school. During the absence of teachers, the monitors, prefects will be responsible for the discipline of the class.

14. Tiffins are not allowed by parents to their ward during school hours after their arrival.
15. Pupils are expected to come prepared to school with all that is necessary, for the day's work. Borrowing or lending of pencils, sharpner, pens, rulers etc. is discouraged.
16. When pupils move in the corridors, while changing class they must walk in silence and in a single line. They should always keep to the left. The teacher in the class should be the last to leave.
17. Every child must have a proper school bag. No book should be carried loose in plastic bags.
18. Running up or down the stairs is to be avoided strictly.
19. Students should not bring valuable articles like watches, mobile phones, iPods expensive pen any fancy or expensive article.
20. Students should avoid using plastic bags and the use of thearmocol while making projects. Bringing sharp objects/tools is strictly prohibited in school premises/campus.
21. Students should not pluck leaves and flowers from the garden.

CODE OF CONDUCT

1. All students should come to school on time.
2. Attendance in assembly is compulsory.
3. Be always friendly with all your classmates.
4. The students should always carry and display their I-Cards in the school bus and inside the school premises.
5. Movement of a class from one classroom to other or for PT/ Computer Lab/Science Lab/Library/arrival/dispersal should be in proper queue maintaining one hand distance.
6. Always greet your Principal and Staff Members' courteously.
7. Take an honest pride in keeping the premises of your school, clean and tidy;
8. Avoid littering in the school compound, classroom and stairways; pickup those which you notice.
9. No student is allowed to leave the premises during recess break. Students should bring lunch box with them.

10. No student will stay back in the class without the permission of the Subject Teacher/Class Teacher. Students should use only specified washrooms / water coolers assigned to them. Wastage of time and improper conduct in the wash room is strictly prohibited.
11. Take pride in keeping up the high morale of your school.
12. Always be obedient and respectful to your parents; be grateful to them for the love and affection they have showered upon you ever since you were born.
13. Do not be noisy and quarrelsome; but try to be gentle, cheerful and polite. Endeavour to keep up the high tone of the school, by excelling in good manners.
14. Remember that study is your first duty as a student; do not neglect your home-work and assignments.
15. Be polite to all your elders; assist old and blind persons, respect the rights of others.
16. All students are expected to take care of the school property and should not damage it. Strict disciplinary action will be taken against students who are found guilty of damaging property or are involved in thefts/stealing and other unethical practices.
17. **Use of abusive languages and misbehaviour with classmates/seniors will call for strict disciplinary action.**
18. A student should not indulge in any kind of unfair means during the examinations. Action will be taken on those who are found guilty.
19. It is mandatory for all Students identified for remedial classes should stay back and attend classes.
20. **No student is allowed to show aggressive behaviour /use of physical violence like pushing, hitting, kicking, stone throwing, boxing, slapping etc. Students are expected to give due respect and regard to all the teachers. They should not argue unnecessarily, disregard or have, aggressive behaviour with teachers. Any such act will call for disciplinary action.**

21. Lending borrowing of money or other articles is not allowed. Students are advised to keep their class room/ school building/ campus as neat as possible and throw leftovers only in the dustbin.
22. Since it is a co-educational school, it is expected that students should respect each other and behave appropriately which brings a good name to the school and community and do not indulge in any immoral or anti social activity inside or outside the school.
23. It is expected from senior students that the juniors should be treated with love and affection.

LEAVE

1. A pupil who has been present in the morning / afternoon **SHALL NOT GO HOME** in the course of school hours except with the permission of the Principal. Half-day leave is not entertained.
2. No student shall remain absent without leave previously sanctioned by the Principal except in unforeseen circumstances.
3. In case, leave is applied for any reason of sickness for more than 3 days, a medical certificate must be submitted on resuming.
4. Students suffering from contagious diseases should not attend school and should apply for leave. A medical fitness certificate should be produced at the time of resuming classes.
5. **Repeated absence for feasts, weddings, etc. render the students liable to dismissal.**
6. All are expected to attend school on the re-opening day after every vacation. Absence without previous leave (mere informing will not suffice) renders the pupils liable to being struck off from the roll.
7. Absence from the school on the last day of the term and on the first day of the new term may lead to the student's name being struck off from the roll.
8. Attendance is compulsory for all the school celebrations.
9. It is compulsory for students to complete **75% attendance in the year, to make them eligible for promotion to the next class.**

LIBRARY RULES

1. The school has a well-equipped Library. All classes are provided with at least one library period per week.
2. Students are allowed to borrow books if they want to read at home.
3. Students are not allowed to carry their personal books, bag, or any other belongings to the library.
4. Books marked, disfigured, damaged, or lost, will have to be replaced or paid by the borrower.

LATE ARRIVAL

1. The school reporting time for morning section Grade (VI to X) students is 6:55 a.m.
2. The student will be sent back home on late arrival after the third warning.

CYBER POLICY

1. Identity hacking or making a fake profile of any student, teacher or any staff member of school will be treated as Cyber crime and will be treated under cyber law.
2. Students will not use any harsh language about any student or school itself on any social media platform. If done will be treated as a Cyber Bullying case.

Students cannot upload their photographs taken in school premises without permission.

3. Students cannot upload or write anything involving school name.
4. Students are not allowed to bring any digital devices without prior information.
5. Students are not allowed to take photographs in the washroom, classroom or any other place involving school property.
6. Online staking and sending unnecessary messages and pictures will be treated under cyber law.
7. Defamation: use of social media for defamation of any person will be treated as per the defamation act. Offensive messages

such as body shaming, name calling on social media especially can be very hurtful. As the messages spread around so quickly it can cause a lot of distress to the person targeted.

8. Student should not post or share any inappropriate images and comments online or through WhatsApp.
9. Violation of privacy: Uses any electronic device and/or online medium to record, circulate, transmit, publish or bring into the public domain any image, photograph, film, videotape, MMS etc. that has private parts of a child captured in violation of his privacy commits the offence of 'Violation of Privacy of a Child'.
10. **Impersonation: Sending someone messages by assuming a false identity.**

Unauthorised access: Hacking someone's computer, email or social networking account.

11. **Plagiarism is unethical and punishable without attribution of the source.**
12. Misrepresentation: Falsification of age for the purpose of creating accounts or accessing certain websites. It amounts to entering under a contract with the service provider based on misrepresentation of facts and real identity
13. Don't give out personal information such as your address or phone number.
14. Don't share other people's personal information or say things that might violate the safety or rights of others.
15. Don't leave the ICT devices unattended.
16. Don't open emails or attachments from people you don't know.
17. Don't become online 'friends' with people you don't know.
18. Never arrange to meet someone in person who you've met online.
19. If anything you see or read online worries you, communicate with your parents/teachers about it.
20. Never give out personal details in messenger or in personal profiles.

21. Don't send pictures to strangers. Be careful about who you share photos with.
22. Remember that people may not be who they say they are.
23. Most reputable chat rooms allow you to block messages from a particular sender.
24. Use social network's privacy settings so only your friends can see your stuff.
25. What you do not do in real life, don't do on the Internet. This includes all kinds of cyber bullying using text, photos and videos.
26. Posting embarrassing content or pictures on internet can lead to trouble.