

UNIFORM:

1	All students are expected to attend school in the complete and proper school uniform, which includes the prescribed attire, school Id, footwear, and accessories.
2	Identity cards must be worn to school on all days.
3	For girls, it is mandatory to wear black cycling tights and slips as part of the uniform.
4	The use of fancy or distracting items, make-up, long earrings, bangles, chains, coloured contact lenses, and other forms of jewellery is strictly prohibited. Non-compliance with these guidelines will result in disciplinary action.
5	Fingernails must be trimmed short and kept clean. The use of nail polish is not allowed.
6	Application of mehendi is permitted only on culturally significant occasions and requires prior approval from the Principal or Section Supervisor.

HAIR:

1	Boys must maintain a simple, short haircut.
2	Fancy hairstyles or fashionable haircuts are strictly prohibited.
3	Girls with hair reaching the shoulders or longer must keep it neatly braided using the prescribed white ribbons.
4	Girls with short hair above shoulder level must wear the prescribed white hairbands.
5	Hair colouring and chemical treatments, such as straightening, are strictly prohibited.
6	Turbans, if worn, must be white in colour.

CLEANLINESS:

1	All pupils are expected to maintain a high standard of personal hygiene.
2	Fingernails must be trimmed regularly and kept clean at all times.
3	Pupils must wear the prescribed school uniform, which should be neat, clean, and accompanied by well-polished black shoes.
4	During the monsoon season, students are required to wear the prescribed rainy footwear.
5	A clean and healthy environment fosters a sound and focused mind; therefore, maintaining cleanliness in and around the school premises is essential.
6	Pupils are strictly prohibited from littering within the school premises.

REGULARITY AND PUNCTUALITY:

1	Regular attendance is mandatory for all pupils. The minimum requirement of attendance in the academic year is 80%.
2	Pupils must arrive at school at least five minutes before the first bell.
3	Punctuality is strongly emphasized and strictly observed.
4	Newly admitted pupils may forfeit their admission if they fail to report within one week from the commencement of the new session.

MANDATORY WORKING DAYS FOR THE STUDENTS AND STAFF:

1	Independence Day
2	Republic Day
3	First and Last working days before and after term breaks.
4	Annual Day, Sports Day and Investiture Ceremony
5	Examination Days
6	Any other event on the discretion of Principal

LEAVE POLICY:

1	Attendance on the re-opening day and the last working day of the term is mandatory.
2	Attendance at all school functions is compulsory.
3	Leave of absence shall be granted only upon prior written application from the parent or guardian.
4	Leave applications must be addressed to the Principal and submitted either through the Class Teacher or the school office.
5	In addition to submitting a leave letter, parents must also record the leave in the school calendar.
6	In the case of extended absence due to illness, a medical certificate must be submitted.
7	Pupils suffering from any contagious disease shall not attend school. If they report before the quarantine period is complete, they will be sent home. Pupils must submit a medical fitness certificate from a registered physician before resuming school.
8	The quarantine periods for the following diseases are as follows: a) Chickenpox: Until all lesions have crusted. b) Measles: Three days after the rash disappears. c) Mumps: Three days after the onset of swelling. d) Jaundice: Until full recovery, certified by a physician.
9	For any long leave not related to medical reasons, parents must seek prior written permission from the school.
10	If a student is absent for more than three consecutive days without prior approval, their name is liable to be removed from the school register.

EARLY LEAVE POLICY:

1	Early leave shall not be granted to pupils except in cases of genuine emergency. In such instances, parents must submit a written application addressed to the Principal.
2	Telephonic communication from parents or guardians regarding early leave will not be entertained.
3	It is mandatory for parents to present the Parent Pass when collecting their ward from the school premises.
4	If a pupil is to be collected by a guardian or any person other than the parent, an authority letter must be submitted in advance.

PARENT-TEACHER INTERACTION (P.T.I.):

1	Parent Teacher Interactions are organized on the prescribed days as mentioned in the calender.
2	PTI provides opportunities for parents to meet the teachers, track the child's progress, strength and weaknesses.
3	Parents shall meet the teachers at the appointed time on appointed days only.
4	P.T.I. dates are subject to change. Any changes to the scheduled dates will be communicated to parents in advance.
5	If the parents cannot make it to the PTI, they can take an appointment with the grade teacher by sending an application for the same.

SCHOOL TRANSPORT RULES AND GUIDELINES:

1	The bus fee is to be paid for twelve months and must be remitted in three instalments. Fees are subject to revision based on changes in fuel charges and applicable taxes.
2	Cancellation of bus services during the academic session is not permitted.
3	Pupils must travel only on their allotted bus route and board the bus from their designated stop. Drivers are strictly instructed to stop only at authorized bus stops.
4	Pupils should reach their designated stop at least ten minutes before the scheduled arrival of the bus. Buses will wait for a maximum of two minutes and will not wait for late-comers.
5	Students must wait until the bus comes to a complete halt before approaching the entry door. All pupils should be seated immediately after boarding and must remain seated while the bus is in motion.
6	Pupils are expected to maintain discipline at all times while using the school transport. Unruly behavior , including shouting, distracting the driver, standing while the bus is moving, or any act of vandalism, is strictly prohibited.
7	Misconduct will lead to strict disciplinary action , including the possibility of being debarred from availing the school transport facility .
8	Any damage caused to the school bus will be recovered from the parents or guardians of the concerned pupil. Repeated offences may result in withdrawal of transport privileges.
9	If parents or guardians fail to collect the student from the bus stop, the pupil will be brought back to the school for safety reasons.
10	In case of mechanical failure, traffic congestion , or other civic disruptions, bus services may be delayed or cancelled. The school management reserves the right to modify or cancel routes or services as necessary.
11	For any queries regarding delays or transport-related concerns, parents should contact the Bus-In-charge staff . Drivers should not be contacted directly , except in cases of emergency, to avoid distractions during transit.
12	Parents opting for private transport must ensure full responsibility for their child's safety . Proper verification of the driver must be done, and all necessary safety measures should be in place.
13	Drivers must carry valid Escort Cards or School-issued ID Cards when picking up students. Pupils using private transport must use only the designated school gates for drop-off and pick-up.

BIRTHDAY CELEBRATIONS:

1	Pupils may wear decent colorful dress to the school on their birthday (only applicable for Class Nursery to V)
2	Pupils from Class VI to XII are required to wear the school uniform on their birthdays; wearing colorful dress is not allowed.
3	Birthday celebration in class is not allowed. No cakes will be cut in the class. Pupils are not allowed to give treats and gifts to other pupils / teacher' in the school premises and bus.
4	Pupils can contribute to the school library by donating books with his / her name written on the book or a sapling may be planted in school on the occasion.

HOME ASSIGNMENTS:

1	Home Assignment instils discipline and forms an important part of a student's education since it reinforces the work covered in the classroom.
2	All Home Assignments and Note book completion are a part of the Assessment.
3	Pupils shall do all Home Assignments independently. Parents can assist their ward in establishing a regular time for completing the Home Assignments.
4	Spelling drills and writing for English Language and Math tables are daily home assignments for Primary Section (I to V).
5	Pupils need not write above mentioned home assignment during assessment week.
6	Parents are requested to ensure that their ward completes his / her work in time.

EVALUATION AND PROMOTION:

1	The academic progress of pupils shall be assessed through a system of Continuous Assessment. Promotion to the next higher grade shall be determined based on the pupil's overall performance throughout the academic year.
2	Parents will be informed of their ward's performance through the Progress Report.
3	The Progress Report shall be presented to parents at the end of each term.
4	Updates on the pupil's progress will also be communicated during Parent-Teacher Interaction (P.T.I.) sessions.
5	Decisions regarding promotion or detention will be made following a comprehensive review of all aspects of the pupil's academic and personal development. The decision of the Principal in this regard shall be final and binding.

HEALTH AND HYGIENE:

1	Encourage children to maintain personal hygiene and cleanliness, including regular trimming of nails and timely haircuts.
2	Ensure that students get adequate rest by sleeping for at least eight hours each night.
3	Motivate children to engage in daily physical exercise to support overall health and fitness.

4	Provide nutritious and well-balanced meals in their tiffin to promote healthy eating habits. It is equally important that such habits are consistently followed at home.
5	Ensure that children drink safe water—preferably boiled or filtered. Students should also carry a filled water bottle to school to stay well-hydrated throughout the day.
6	Discourage the consumption of ice creams, milk products, and other food items from roadside vendors or unhygienic sources, as these can pose health risks.
7	It is advisable to de-worm children at least once a year, in consultation with the family physician.
8	Please ensure your child receives all mandatory vaccinations as per the Health Department guidelines. Immunization records may be requested by the school.

LIBRARY RULES:

1	All students and staff of the school are members of the library.
2	A student can borrow only one book for a period of one week.
3	A staff member can borrow a maximum of five books at a time for a period of one month.
4	3 Books will be issued to the students, during the library periods. No book will be issued or returned during the teaching hours.
5	Marking, underlining or writing on library books, periodicals, and newspapers is strictly forbidden.
6	Reference books and current periodicals will not be issued to any member. These can be consulted only in the library.
7	If the books are not returned within the specified time it will be viewed seriously and a fine will be charged as per rules.
8	The Librarian may call for a book at any time, even if the issuing period / duration has not expired.

GENERAL SCHOOL RULES:

1	The school calendar must be brought to school every day and used for homework, notices, and school-related communication. If lost, a new one may be purchased from the school office for ₹100.
2	Parents are requested to regularly check the school calendar, workbooks, and notebooks and remain updated on notes, homework, and other important communications made by the teachers. They should actively take interest in their child's academic progress.
3	Pupils must cultivate self-discipline and good conduct. Teachers will take appropriate corrective measures to maintain discipline in the classroom. These efforts must be supported by regular parental involvement and positive reinforcement at home. Parents are encouraged to monitor their child's academic progress and check diaries, workbooks, and test papers regularly.
4	Parents must ensure that their children come to school properly dressed in full uniform and are equipped with the required books and stationery.

5	Any change in address or contact information must be communicated to the Principal in writing at the earliest.
6	Students must address all staff members respectfully and stand when speaking to the Principal, teachers, or visitors.
7	Pupils are expected to be polite and gentle with peers. Good manners, uprightness, obedience, punctuality, and self-restraint must be observed at all times.
8	English is the only medium of communication permitted between students and teachers within the school premises.
9	Pupils are accountable to school authorities for their behaviour both inside and outside school. Pupils must respect the rights of others and avoid disturbing or interrupting the class.
10	Students must bring books according to the timetable and use only the prescribed notebooks in the correct pattern and size.
11	All personal belongings must be labelled clearly. The school is not responsible for the loss of books, money, clothing, cycles, or any other items.
12	Students must walk in line when moving to games, the library, laboratories, computer classes, or boarding the bus.
13	Silence must be maintained during school hours and while moving through corridors. Running, shouting, or playing inside the school building is strictly prohibited.
14	Parents are not allowed to go to the class directly to meet the teachers.
15	Deliveries of books, lunch boxes, or projects will not be entertained during school hours.
16	Pupils may not leave the school premises during school hours without proper authorization. If a pupil must leave early, the escort must carry a written note from the parent bearing a signature matching school records.
17	It is advised that children be picked up by parents or authorized guardians from the school or bus stop.
18	Students are strictly prohibited from bringing cameras, mobile phones, smartwatches, audio/video devices, fireworks, or any other electronic gadgets to school. Confiscated items will not be returned for the entire academic session.
19	Bursting crackers, splashing water, or applying colours in the school premises is forbidden, even during festivals.
20	Pupils must take utmost care of school property. Any damage caused will be recovered from the parents or guardians, and disciplinary action will be taken.
21	No collection of money (including fines) or sale of tickets is allowed without prior written permission from the Principal.
22	Parents are welcome to submit suggestions in writing to the Principal. However, parents and students must not request personal favours or offer gifts to any staff member.
23	All dates related to school programmes, vacations, and activities are subject to change. Any revisions will be communicated to parents in advance via circulars.
24	Parents are requested to come in formal attire whenever they enter school premises to maintain the decorum of school.
25	Non-compliance with these rules may result in strict disciplinary action, including suspension or expulsion from the school.

CODE OF CONDUCT:

A	The following acts and conduct on the part of students will amount to misconduct
a.	Misbehaviour towards teachers or any other employee of the school.
b.	Intentional disturbance of classes.
c.	Absence from classes without permission of the teacher
d.	Bullying/Intimidating others
e.	Misbehaviour towards fellow students.
f.	Damaging/disfiguring school property.
g.	Indulging in physical violence in any manner in school and in the school bus.
h.	Disobeying lawful orders of the teacher/Principal.
i.	Bringing unauthorized people/articles/instruments.
j.	Theft/pilferage of school/student's property.
B.	In case of misconduct, school shall take action as per observation, which may involve:
a.	Oral & written warning to the student
b.	Suspension from class/school
c.	Penalty in the form of fine as deemed fit

FOR PARENTS: RESPONSIBILITY AND CONSIDERATION

1	Please do ensure that no net-surfing by your ward is done at home without your supervision and close monitoring.
2	Children tend to pick up abusive language / foul words from the media and different sources without understanding their meaning taking requisite measures to counsel and check them at our end and request you to take corrective action at your end too.
3	Kindly label all belongings and uniforms of your children neatly with the name, class, section child.
4	Your attention is drawn to the fact that criticism of a teacher or school in the presence of the child, causes him/her to lose respect for the same and will hinder his/her progress.
5	Parents must attend Parents – Teacher Meeting regularly.

REMINDERS:

1	A student whose name has been struck off due to absence without prior permission, or who is habitually late, careless, or undisciplined, shall not be considered for readmission.
2	No student shall leave the school premises during school hours without the written permission of the Principal. Such permission will only be granted under exceptional circumstances and upon a written request from the parent or guardian.
3	The Principal reserves the right to suspend any student. Parents or guardians may also be asked to withdraw their child from the school if the student's conduct or academic performance is found to be unsatisfactory.

4	All entries regarding absence, late arrival, or half-day leave must be recorded in the designated section of the school diary. Notes on loose sheets of paper will not be accepted.
5	The school reserves the right to add, modify, amend, or cancel any of the rules and regulations stated in this almanac at its sole discretion. Such changes shall be binding on all parents and guardians.