

SCHOOL RULES

DISCIPLINE

- 1) Self discipline is the forte of the school.
- 2) Every student should bring his/her diary to the school every day. Any remarks from the teacher or the principal should be shown the same day to the parents who must sign it to indicate that they have read the same.
- 3) The school begins at 7:50 am. If the students will arrive late they may be asked to return home as Late comers are not allowed.
- 4) Parents have to take an appointment through a school diary, with a teacher whom they want to meet.
- 5) It is compulsory for all the parents to bring and show the parents Id card at the school main gate to enter the school premises for any purpose.
- 6) Students must wear school ID card during school hours.
- 7) The ringing of the bell in morning is a signal for students to assemble immediately in perfect silence. As soon as they get back to their classes they should get their books ready for the first period.
- 8) Students are not permitted to leave the school during the school hours without prior permission of the Principal or the Academic Co-ordinator.
- 9) School uniform is a discipline in itself and should be adhered to by all students. Students are expected to wear the school uniform in a proper manner as specified by the school.
- 10) Changing classrooms between periods should be done in silence and in an orderly manner.
- 11) Students are advised to keep their classrooms/school building/campus neat and clean. Waste material and leftovers must be thrown into the dustbins only.

12) Students should observe polite civil behaviour. Shouting , bullying or use of foul language is forbidden.

13) School rules can be changed without prior notice.

CODE OF CONDUCT

1) Pupil should come to the school in clean and proper uniform. The school uniform, only in prescribed school colour, should be immaculate, clean and smart, and should be worn on all working days and school functions. In winter school blazer is compulsory. Action will be taken against students who are habitually improperly dressed.

2) They are not allowed to wear any jewels, fancy hair clips, makeup, grow long nails or use nail polish.

3) Students should display polite behavior, wherever they go.

4) A student who uses unfair means during tests will be given "zero" in the subject and a

warning letter. Repetition of the same may result in dismissal.

5) No student shall indulge in unruly violent or harmful behavior in school.

6) Boys and girls must have a proper hair cut. No stylishly maintained hair cut is allowed.

SCHOOL REGULATIONS

7) They must pay proper respect to their teachers and superiors.

8) School is not responsible for the loss of money or any other valuable brought by the students.

9) Misbehavior in the school premises or in school conveyance may also lead to disciplinary action against the concerned student. Objectionable behavior, discourtesy and disrespect to the teachers, disobedience and irregular attendance will also lead to disciplinary action.

10) Parents who make independent transport arrangements for their ward by hiring vans/rickshaws etc. will be fully responsible for the same. They must ensure that proper verification of drivers, rickshaw pullers is done and all safety measures have been taken to avoid any untoward incident

CARING FOR THE SCHOOL PROPERTY

Proper care must be taken in the use of all school property and no pupil should scratch or spoil the desks, chairs or any other items of school furniture, write/draw anything on the walls or in any way damage things belonging to others.

ATTENDANCE & LEAVE RULES

1. All the students are expected to maintain 100% attendance in the school.
2. All the students from Class Pre School to Class X should have the minimum of 95% attendance and for Class XI and XII the minimum of 90% attendance.
3. Students of Classes XI and XII, who have secured CGPA 9.5 and above in Class X and are preparing for the Competitive Examination, will be granted an additional leverage of 5% leave and would require the minimum of 85% attendance.
4. Students participating in National/State/Zonal Level events must have the minimum of 60% attendance. These events will be treated as duty, if approved by the School. Such students will have to submit the supportive documents of participation against the leave.
5. Leaves will be granted only on reasons like prolonged illness, demise of a parent or any other reason of similar serious nature, authorized participation in sponsored tournaments , Cultural Events and Sports meets of not less than Inter School Level. Permission would be granted only for events approved by the school.

6. While Sanctioning the leave applied for, reasons other than those mentioned above, Class Teacher /Principal may sanction leave based on Student's previous leave record,

performance, behavior and any other priority or event in the School. The School reserves the right to decline a leave.

7. Student must avail a leave only in case of urgency.

* Every absence from the school (even for one day) must be supported by a Leave Application specifying the reason for absence, one day leave should be filled in by the

parent in the leave record column provided in the almanac.

* Leaves for two or more days should be intimated through a separate application seeking permission from the Principal. Other than an emergency, approval of the leave/s should be sought at least seven days in advance.

* In case of unforeseen circumstances the child must submit a leave application clearly stating the reason for absence, on the day he/she joins back School.

* In case of any test scheduled on the day of absence, leave application must be submitted to the Class Teacher and a copy of the same to the respective subject teacher.

8. Class Teacher is authorized to sanction leave up to 2 days. Leave for three days or more will be sanctioned by the Principal. In case of an emergency where the leave could not get sanctioned, intimation can be sent to the School through the School's Website and the leave application must be submitted to the Class Teacher on the first day of resuming the school.

9. A Medical Certificate issued by a Registered Medical Practitioner/Hospital as applicable must support the leave on Medical grounds. The requisite certificate is required to be submitted on the day the student joins the school after availing the leave. In case the absence is likely to exceed three days, an interim Medical (sickness) Certificate is required to be submitted within three days. During the Summative Assessment/Terminal Examination, in case of illness, the leave application must be sent on the same day along with the Medical Certificate. In case, of inability to send

the Medical Certificate on the same day it should be submitted within three days of absence.

10. A student joining after suffering from an infectious or contagious disease or any serious ailment is required to produce a certificate of fitness issued by the concerned

doctor/hospital permitting him/her to attend the School.

11. Attendance on the last working day of school preceding vacations/holidays and the first working day thereafter is compulsory. No leave shall be granted for any extension of holidays before or after especially for social gatherings or trips.

12. Attendance on all important events/functions is compulsory. The students found absent, are liable to face disciplinary action.

13. Short leave will not be permitted unless there is dire emergency.

14. Students with attendance below the prescribed level or indulging in frequent absenteeism or where leave is not authorized for certain reason (s) by the school, will call for action. Repeated absence without prior sanction of leave, unexplained absence for more than six consecutive days renders the student's admission liable to be cancelled.

PLEASE NOTE:

1. It is clarified that under the relevant rules and orders, principal is empowered to condone absence from the school upto the maximum of 25% and that also under very special circumstances and on merit, in each case.

2. In the case where attendance is below 75% the matter shall have to be referred to CBSE Chairman, submitting there with relevant supportive documents, duly recommended by the Principal for condoning the absence. Principal's recommendation will be strictly on merit in each case. Recommendations can be sent only for reasons like prolonged illness, demise of a parent, and other reasons of similar serious nature.

3. Students having attendance less than 75% in an academic session shall not be permitted to take examination and would be detained.

MEDICAL AID

1. In case of an emergency occurring in school, first aid is promptly administered by the school and the child may be rushed to the nearest hospital depending on the need of the situation. However, in situation not so grave, the choice of hospital of the parent may also be sought.

2. In case of serious illness or an ailment, parents are requested to keep their child at home. On resuming school, it is advised that parents communicate the details about the illness and medication to both, the class teacher and the school nurse. This will ensure timely medication for the child and proper care being administered. It is also important that a medical certificate from the doctor be sent if the child has been suffering from a contagious disease or a serious illness.

WITHDRAWAL

1. Prior to the withdrawal of a pupil from the school, a month's notice must be given in writing, otherwise one month's fees will be charged.

2. Transfer certificates are not issued until all school dues are settled.

3. Transfer certificates are issued after seven working days post the submission of the withdrawal application.

4. The school reserves the right to suspend or withdraw any pupil whose conduct or progress is not satisfactory.

SCHOOL TRANSPORT

1. Bus facility will be provided where ever possible.
 2. Use of school transport is not compulsory for the students.
 3. Parents/guardians are advised to ensure supervision of the children till the children board the school bus. In case of breakdown of school bus service due to unavoidable reasons the school will not take any responsibility to transport children from various stops. In case of such an eventuality, parents/guardians will have to make their own arrangements for transportation of their children to and fro.
 4. If parents want to use / discontinue the transport facility, application must be submitted in writing in one month advance otherwise one month's fee will be charged.
 5. School shall not be responsible for any mishap.
 6. The list of stops is prepared keeping in view the convenience and safety of all the commuters. Therefore the buses will not stop at the individual's convenience.
 7. Students will be responsible for any damage caused to the bus due to their negligence or vandalism.
 8. Unruly behavior like shrieking and shouting is strictly prohibited. Courteous behaviour is expected at all times.
 9. On receiving a complaint against a student causing indiscipline or being disobedient to the bus staff, his/her bus facility is liable to be withdrawn.
- Important note: Coming to school by self driven scooter, bike or car is not permitted. In case of private transport user, the school shall not be responsible for any mishap.

PAYMENT OF SCHOOL FEES & OTHER CHARGES

1. It is the responsibility of the parents to deposit fee and other charges on time. Fee is required to be deposited monthly, by the 10th of every month.
2. Monthly fee must be paid by 10th day of every month. However, parents can deposit school dues for the whole year in advance or quarterly.

3. In case, the fee is not deposited by 10th day of a particular month, a fine will be charged as per school rules.

4. Students will not be permitted to appear in the exams till the dues are cleared.

5. In case the fee and other charges along with the late fee levied thereon, is not deposited by the last working day of the month in which such fee is due, the name of the student shall be struck off the school rolls on the last working day of the month under rule 35 & Rule 167 of Delhi School Education Act & Rules 1973. Thereafter, the student will have to be readmitted, subject to the availability of seat, on payment of all the outstanding school dues and fulfilling the admission formalities afresh. 6. In the event of a cheque being dishonored due to any reason, a penalty of Rs. 500/- shall be levied and the payment of dues, inclusive of amount of penalty and late fee (leviable after the due date of payment) up to the date of payment, shall be accepted by Demand Draft/Pay Order only.

MSPS RULES