

General Rules

TRANSPORT RULES

Transport facility can be availed by all the students.

For a safe journey to school, the following rules must be followed by the students.

1. Students can only get on / off from their fixed bus-stops.
2. Students can only travel in their assigned buses. Even on request students will not be permitted to do otherwise.
3. At the end of the school day, students should board their respective buses immediately and not alight thereafter. They should remain seated till buses leave.
4. Strict action will be taken against the students who do not go back home directly from school.
5. Students should not run to the bus but walk in a line.
6. Students should not jump on or off a moving bus, as it is dangerous.
7. Students should not push each other while getting on or off the bus.
8. Students should maintain discipline in the bus as any mischief will disturb the driver.
9. Students should not stretch their head or hands out of the bus.
10. Students should cooperate with the staff on duty and abide by the instructions given by them from time to time.
11. Students should not stand in front of or behind a stationery bus.
12. The students violating the above rules will be strictly punished which may include suspension or expulsion from the school if deemed fit.

Note:

Suggestions, in respect of transport should be brought to the notice of the Principal or transport Incharge for immediate readressal .

LIBRARY RULES

1. Students are allowed to borrow only one book at a time and retain it for the period prescribed. Those who do not return the book in time will be fined Rs.2.00 per day per book.
2. Marking, underlining or scribbling in the library books is strictly forbidden.
3. Borrowers are required to examine the books at the time of borrowing and report to the librarian about the damage, loss of page or picture etc.
4. Books lost, damaged or wrongly handled will have to be paid for or replaced. The discretion of the Principal in this matter shall be final and binding.

General Rules

PUNCTUALITY & ATTENDANCE

1. All students must be regular and punctual to school and at school activities. No one is allowed to leave the school premises without the permission of the Principal.
2. No leave of absence is granted unless prior written application from parent / guardian is submitted. Leave may not be presumed except in case of unforeseen circumstances.
3. In case of leave except on grounds of illness, the parent / guardian of the student should, as far as possible get the leave sanctioned by the Principal beforehand. In case, sick leave for more than two days is availed, the application should be supported by a Medical Certificate.
4. Every absence (sick leave or otherwise) must be entered briefly in the Leave Record page of the Diary and signed by the parent or guardian.
5. Every student is required to put in 75% of attendance in an academic session. No student will be allowed to sit for the promotional examination unless he / she puts in the minimum number of attendance.
6. An unsanctioned leave for 3 consecutive days may result in the removal of the student from the rolls.
7. No leave for half day will be granted. In case of emergency, the parent /guardian may personally take the child with him / her after taking permission from the Principal.
8. Students are not granted leave beyond the regular vacation periods except in case of illness. A student who suffers from any infectious disease must produce a fitness certificate from a competent authority to the effect that he may attend the school without risk of spreading infection.
9. Students who come late to school and those who have been absent on the previous day must bring an application for late attendance / absence countersigned by the parent and submit the same to their class teacher and seek his/her permission to attend classes.

General Rules

10. Students suffering from any one of the following diseases must observe the prescribed period of quarantine before returning to class.
 - a. Chicken Pox : Till complete falling of scabs.
 - b. Cholera : Till the child is completely well.
 - c. Measles : Two weeks after the rash disappears.
 - d. Mumps : Until the swelling has gone.
 - e. Whooping Cough : Six weeks.
 - f. Jaundice : Six weeks.
11. Students should rejoin the school immediately on its reopening after vacations. Leave to attend marriages or other social functions is not encouraged. Those absenting themselves without sanction of leave or on refused leave may be dealt with severely by imposition of heavy penalty including expulsion from school in cases of persistent default. Also students not doing their home task for 3 consecutive days or making consistent defaults in this regard are liable to be expelled from school
12. Students securing 100% attendance (both the meetings of the day) in an academic session shall be awarded in the Annual Function of the following academic year.
13. Withdrawal of a student during school hours for attending religious/social functions is not allowed. In case of emergency Principal may be contacted.