

GENERAL GUIDELINES FOR PARENTS / GUARDIANS

The school strongly believes that parents and guardians can play an active role in the process of overall development of the school. However, for better liaison between guardians and school administration, certain guidelines are framed as mentioned below:-

1. Parents are requested to review the pages of the Almanac daily and must countersign the remarks (if any) made by the school. Comments made by parents in the Almanac should be productive and confined strictly to the subject of student's work.
2. Any change of address or phone number must immediately be informed to the class teacher/office.
3. Parents are not allowed to enter classrooms during school hours, without the permission of the Headmaster/ Principal.
4. Leave for half day should be avoided as far as possible. If a parent/ guardian feels that his / her ward is not making the desired progress, the Class Teacher/Headmaster should be contacted at the school.
5. If a parent has any suggestion or opinion, then the same can be communicated to the Headmaster/Principal.
6. Parents should sign the report card of their wards after every evaluation/examination. If the card is lost, a replacement will be made on payment of ₹ 100/-.
7. Parents are requested to monitor the use of internet, specially social networking sites by their wards. Guardians' co-operation is solicited in encouraging their wards to inculcate values of punctuality and discipline both inside and outside the school. They are further requested to apprise themselves of homework and other instructions assigned to their wards by checking the Almanac regularly.
8. Mobile phones, cameras, DVDs, pen drives, expensive jewellery, costly items, fancy watches etc. are strictly prohibited at school. The school will not be responsible for loss of any such items
9. Parents should not give any news / reports to media, related to school, without the permission of the Principal.
10. Parents are requested to make sure that their cell-phones are kept in silent mode while entering the school campus for any purpose.

11. Students should be encouraged to do their home work/assignment by themselves and practise conversation in English at home also.
12. Students will not be allowed to go home during the school hours for security reasons. Incase of any unavoidable work/ medical appointments during school hours, parents/ guardians are requested not to send their wards to school on that day.
13. On any Test day, if the child has to leave the school after the test, he / she has to apply in written for the same and may leave only after obtaining the Headmaster's/Principal's permission.
14. While receiving a student during school hours, either parents or their authorised person need to produce the parent's copy of I-Card at the school gate.
15. The name, class and section of the students should be clearly marked on their belongings.
16. To discuss various scholastic and co-scholastic areas, the school holds Parents-Teachers Meetings at regular intervals which is notified in advance and the parents are requested to attend the same.
17. Crowding at the school gate is to be avoided for the smooth arrival and dispersal of students.
18. A Parents' body formed by the Principal, will actively endeavour to take the school to newer heights of excellence.
19. Parents' Hour has been introduced so that parents can easily approach the Principal on any school related issue.



SCHOOL RULES FOR STUDENTS

1. A student should reach school by 7:00 - 7:15 AM, and report to his /her class room directly before the Home-Room period starts. Students who come late to school and those improperly dressed may be sent back home.
2. The warning bell is a signal for all to go to their respective classes. The second bell, which will follow the warning bell, is an indication for students to gather themselves, in silence, for assembly. All movements inside the school campus must be in an orderly manner.
3. Students should not move out of class without the out-going pass.
4. In the matter of personal hygiene, utmost care should be taken to practice a healthy lifestyle. It includes regular cutting of nails, getting the hair cut at regular intervals (except Sikh boys), polishing shoes and also wearing neat and clean uniform. School uniform should be worn on all working days and for all school functions / events.
5. Students should be extra careful in protecting school assets and maintaining them well. In case of any damage caused by a student the same must be replaced by the parents or the necessary amount is to be paid to school. Repetition of such offence may lead to rustication of the student from the school.
6. Other than textbooks or library books, no book, magazine etc. should be brought to the school without Class Teacher's permission.
7. Cycles must be locked and kept in orderly manner in the cycle stand.
8. Students should not bring any money to school except, when asked for school related purpose.
9. Commuting to school riding on motor bikes/scooty is strictly prohibited
10. Students who come to school with escorts must not leave the school campus before the escort arrives to take them. In case of delay, they must wait at the Art room (for block - I) & Library (for block - 11).
11. 75% attendance in a session is compulsory for a student to make him/her eligible to sit for the final examination.
12. A student will be marked present only if he/she remains present in school till 4th period.

13. School PREFECTS, i.e. Student Council Members should wear their respective badges daily.
14. Students must bring their tiffin consisting of nutritious food packed neatly. They must bring a clean napkin and a bottle of drinking water with them.
15. Every student is advised to obey the instructions given from time to time by the members of the Student Council.
16. Practice of any School Programme should not be done in groups, anywhere outside the school premises.
17. All students should carry paper soap/hand sanitizer for daily use.
18. Students should wear I-cards everyday to school.
19. Chewing gum or similar substances are prohibited.
20. Students must speak in English as long as in the school campus.
21. Birthday gifts and cakes are not allowed. At best, chocolates can be distributed in the particular section.

The school authority reserves the right to take stern disciplinary action against any student in case of breach of any school rules.

SELF
discipline

RULES CONCERNING LEAVE & ABSENCE

1. Leave will be granted only on prior information from parents/ guardians on the following grounds :
 - (a) in case the student is sick.
 - (b) in case of serious illness or death of a relative.
 - (c) for any condolence visit if the student's presence is unavoidable according to the custom.
 - (d) to attend the marriage of his/ her own brother, sister or brother / sister of either parent.
- *No leave will be granted during examinations.**
2. The parents must send the leave application to the class teacher in case of absence of students from school.
3. A student returning to school after suffering from an infectious or contagious disease should produce a Medical Fitness Certificate from a registered medical practitioner or from IOCL BGR Hospital. Students suffering from the following diseases must observe the prescribed period of quarantine before joining class.
 - (a) Chicken Pox: Till complete falling of the scabs (14 days).
 - (b) Cholera: Till the child is completely well.
 - (c) Measles: Two weeks after the rash disappears.
 - (d) Mumps: Until the swelling cures (about 30 days).
 - (e) Whooping Cough: Six Weeks (42 days).
 - (f) COVID - 19 : Till complete recovery.
4. Any student absent without sanctioned leave/information will be fined at the rate of ₹ 5/- per day up to consecutive 10 days. If he/she remains absent beyond this period, his/her name may be struck off from rolls. Re-admission may be granted at the discretion of the Principal.
5. When leave is planned, application should reach the class teacher at least two days before if the child intends to avail the leave.
6. Confirmation regarding the granting of leave must be asked from the class teacher through almanac/over telephone.
7. In case of emergency or when the child is unable to come to house, leave application must be submitted on the day the child re-joins. However, the class teacher should be informed about it the same day over phone or WhatsApp message.

WITHDRAWAL

1. A clear calendar month's notice in writing or a month's fee in lieu of notice must be given before the pupil can be withdrawn.
2. Students leaving school in the month of Summer Vacation must pay the fee for the following month when school re-opens.
3. Transfer certificate will be issued only after clearance of all dues and submission of application.
4. Students may be asked to leave the school on any Disciplinary ground.
5. A student who repeats twice in the class will not be permitted to continue his / her studies in the school.



COMPUTER LABORATORY RULES

1. Students will use required programmes / websites under the guidance of the teacher.
2. Internet should not be used by students unless instructed by the teacher.
3. Playing games (online) / listening to music is restricted.
4. Students are not allowed to install any software.
5. All programmes should be closed before logging out.
6. Students should not store any personal file in the computer.

SAFETY IN OTHER LABORATORIES

1. Students are allowed to enter Labs & perform experiments only under the guidance of teachers.
2. Laboratory glassware are not to be used as containers for food or beverages.
3. Labels & instructions for using equipments must be read carefully.
4. Hands should be washed with soap after performing experiments.
5. Aprons should be worn during experimentations.

LIBRARY RULES

1. Books will be issued to the students from Class-III onwards for home reading.
2. Books will be issued for a period of 14 days and should be returned or re-issued on time. Re-issuing can be done only for once.
3. Magazines (other than the current issues) and can be borrowed from the library for a maximum period of 7 days. Utmost care must be taken while handling them.
4. The magazines & books issued should be returned to library in good condition without any damage. If they are found to be marked, torn or damaged, the borrower will have to pay the price of the material or replace the same.
5. Books & reading materials, must be checked properly after being issued and before leaving the library. Any mark, damage or loss of pages should be brought to the notice of the librarian immediately.
6. Study materials must not be taken out of the library without getting them properly issued.
7. Students must obtain library clearance before leaving the Institution.
8. Students must not bring their personal books, bags and other belongings to the library.
9. Students may take out materials of their interest from the racks but must place them back in the right place / order.
10. A fine of ₹ 5/- per day will be charged from the borrower if the book is not returned to the library by 1 month from the date of issue.
11. If a book or any other library material is lost, the same may be purchased and deposited to library within 1 month of the date of issue or the price of the book/item has to be deposited to school's Accounts Section along with a fine of ₹ 100/- for each book/item.
12. All library dues should be cleared before receiving the answer sheets of the Final Examination.