

NORMS OF DISCIPLINE

The school expects every student to uphold and contribute to maintaining discipline within the institution.

1. Punctuality & Conduct:

- (a) Students must be regular, punctual, and demonstrate good conduct.
- (b) Late arrivals will not be permitted. The school gate will open 15 minutes before school hours, and the school management will not be responsible for students arriving too early.

2. Uniform:

- (a) Students must wear a clean, neat, and appropriate uniform as per the season (summer/winter). Untidy uniforms, unpolished shoes, or inappropriate attire may result in disciplinary action, including fines or being sent home. A slip/chemise should be worn. No accessories or ornaments should be worn.
- (b) Growing nails or applying nail polish is strictly prohibited.
- (c) Students with long hair must tie it with sky blue ribbons or matching hair bands.

3. Identity & Documentation:

- (a) Every student must carry their identity card daily.
- (b) Any changes in residential or office addresses and contact numbers must be communicated to the school office in writing immediately.

4. Language Policy

Students must communicate in English at all times within the school premises, including private conversations.

5. Respect for school infrastructure:

- (a) Students must care for school property. Any damage, intentional or accidental, must be reported immediately and compensated by the responsible student.

- (b) Writing or drawing on furniture, walls, or any other school property is strictly prohibited.
- (c) Any student witnessing damage must report it, even if the responsible person is unknown.

6. Cleanliness & Order

- (a) Students must keep classrooms and school premises clean and use dustbins for waste disposal.
- (b) Writing on the blackboard is allowed only with the teacher's permission.
- (c) Before leaving, students must clean their desks, pick up waste, switch off lights and fans, close windows, and leave the classroom in an orderly state.
- (d) Students must not enter classrooms other than their own.
- (e) Instructions from house prefects, class monitors, and on-duty schoolmates must be followed.

7. Prohibited Items:

- (a) The school is not responsible for lost goods or money. Students must not bring valuable items like expensive watches, cameras, or mobile phones. Any confiscated mobile phones will not be returned.
- (b) Novels, newspapers, periodicals, comics, MP3 players, tape recorders, or any objectionable materials are not allowed.
- (c) Bringing fireworks, explosives, harmful instruments, or sharp objects (such as razor blades) is strictly prohibited. Possession of such items or engaging in physical aggression may lead to immediate suspension.

8. Zero Tolerance Policy:

- (a) The school reserves the right to suspend or dismiss students for unsatisfactory academic performance, misconduct, disrespect, willful property damage, repeated indiscipline, or absenteeism. Parents showing little interest in their child's progress may also lead to disciplinary action.

- (b) Suspended students will not be permitted to participate in excursions or extracurricular activities.
- (c) Underage driving, cheating, stealing, lying, and bullying are strictly prohibited.

9. Code of Conduct:

- (a) Special care must be taken by teachers and pupils to maintain an atmosphere of silence and serious work during class hours.
- (b). During the recess, pupils are expected to leave the class rooms and go to the playground. No student may leave his/her class in between teaching periods.
- (c) Running and shouting inside the school building is strictly forbidden. Students should greet teachers, elders, and peers in a respectful manner.
- (d). Students are accountable for their behavior both inside and outside school. Any misconduct outside school that harms the institution's reputation will result in disciplinary action. It is expected that through their good behavior they enhance the prestige of the school.
- (e) No collection for any purpose whatsoever may be made in the school without the permission of the Principal.
- (f). Students shall not offer gifts or entertain teachers without the permission of the Principal.
- (g) Birthday celebrations with cakes, drinks, or extravagant items are not allowed. Students in Class VI and above must wear their school uniform on their birthday.
- (h) Photographs for school-related attestations must be taken in the school uniform.
- (i) Students should wear their identity cards, which must be maintained for the full session. No student shall be allowed to enter the school premises without a valid ID card. If the ID card is lost, it will be mandatory to get a new card, which will be issued upon repayment.

10. Leave Policy:

- (a) Leaving school during hours, including recess or exams, requires prior written permission from parents, countersigned by the Principal or school office. Parents or authorized guardians must accompany students leaving early. In emergencies, only parents may pick up their child.

(b) Leave of absence requires a prior written application from parents/guardians, except in unforeseen circumstances.

(c) Latecomers or students absent the previous day must submit a leave application signed by parents/guardians.

(d) Continuous absence for more than ten days without approval may result in removal from the school rolls. Readmission, if granted, requires a payment of ₹500.

(e) Attendance is mandatory on the last working day before vacations and the reopening day after vacations. Unauthorized absence will result in a fine of ₹100 per day. Medical certificates are required for sick leaves. Fine collections support underprivileged students.

(f) Students with frequent illnesses and less than 75% attendance may be asked to withdraw on medical grounds.

(g) The **minimum attendance requirement** for students is **75%**.

11. Safety and security:

The school will take all possible care and precaution to safe guard the children when they are in the school campus. However, it will not be held responsible for any mishap during their stay in the school. The First-Aid will be rendered immediately and injuries necessitating hospital/OPD treatment will be attended to, without delay.

12. Health and wellness:

Students returning after an infectious disease must present a doctor's fitness certificate.

The prescribed quarantine periods are:

(a) Chickenpox – Six days after the first crop of vesicles disappears.

(b) Measles – Seven days from the appearance of the rash.

(c) Mumps – Until swelling of the salivary glands subsides (approximately nine days from symptom onset).

These norms are designed to foster discipline, respect, and responsibility among students while ensuring a safe and productive learning environment.