

## **RULES & REGULATIONS / GUIDELINES FOR THE PARENTS**

To achieve our aim, the School seeks the cooperation of the parents as every child is a Joint responsibility of the school and the parents. Here is an inclusive list of some guidelines for the parents: -

1. Parents / Guardians are strongly recommended to attend Parents Teacher Meet (compulsorily) in the general interest of the child.
2. In order to secure all that is best in the education of children the maximum co-operation and support between parents and school authorities is desired. They should not pay much heed to the complaints of the children, but should try to inculcate in them respect, love and admiration for their teachers, authorities and management and inspire them to maintain discipline and honesty.
3. Remarks made by the Principal or Teacher in the School Diary are required to be countersigned by the Parents / Guardians. To this end, the diary should be regularly checked.
4. Parents are advised to check the School Website or School Mobile App regularly. Any announcement or circular posted on website would be considered authentic and need not be circulated to parents or students in paper, unless it is most important.
5. Parents/Guardians must not wait for any reminder for fee deposition. The due dates are already been given at various places such as School Prospectus, Diary, Fee Cards, Website and Mobile Apps. Parents have to keep in mind the Due Dates at their end.
6. Parents / Guardians are encouraged to seek clarification on all matters pertaining to their wards. In case of legitimate complaint or a matter requiring serious attention, the Class Teacher/ Principal should be promptly contacted after seeking prior appointment or the particular day fixed for the same.
7. Parents must pay strict attention and immediate action on any letter sent from school regarding performance, conduct or behavior of child.
8. Parents must keep in mind the fee deposition dates. As per the strict rule, if the fee of your ward is not deposited for continuous two terms, the name will be automatically struck off from the rolls. The student can again be readmitted after depositing the required readmission fee and permission of Principal.
9. If the fee is deposited after the stipulated last date for deposition, late fee as applicable by the rules will have to be deposited along with school fee.
10. Parents, Guardians and Visitors are not allowed to visit the academic blocks. In case of necessity when students or teachers are to be met, prior permission from the Principal is required.
11. Parents must not meet with School teachers at the time of School getting over and relieving of students. The main emphasis of Teacher at that time is to take care of proper relieving and handling of child. For any sort of meeting and discussion, prior appointment is necessary. The School Diary can be used as the medium of fixing meeting.
12. Parents / Guardians are requested to notify the school of any change of address. Full address and telephone number should be listed on the first page of the School Diary.
13. Where special precautions regarding health are to be taken for a particular student, parents/guardians are advised to make a written request to the Principal.

14. Neither the management nor the teachers will be responsible for the safety of the children on their way from home to school vice versa. It is up to the parents or guardians to see to their safety on the way. The school takes no responsibility if students are sent back during the working hours for disciplinary reason.
15. Absence from classes for social functions is strongly discouraged. Parents are responsible for any loss to the performance of their wards due to this.
16. Parents / Guardians are advised to caution their wards against the purchase of food or refreshment from street vendors outside the School Premises.
17. As the medium of instruction in the School is English, a certain amount of regular conversation in English at home will help your wards to follow his/her classroom instructions easily.
18. The School strongly discourages private tuition. If the Child's performance is not satisfactory, parents should contact the Principal for guidance.
19. Kindly ensure that your child sets aside timely school work daily. You are requested not to create an atmosphere of stress at home as regards to academic pursuits.
20. Admission is considered provisional till deposition of Transfer Certificate and Mark sheet of Last class passed from previous School. Only after deposition of the same, admission will be considered as final, else it will be liable for cancellation and no fees will be refundable under such circumstances.
21. The Report Card of Term Examination is given only to the Parents / Guardians.
22. In case, a child is absent on medical grounds, you are required to submit the leave application along with the medical certificate from the Clinic/hospital.
23. In case, the child is suffering from contagious diseases such as chicken pox, do not send your ward to school till the doctor certifies that the child is fit to attend the school.
24. Parents should not interfere with the School Administration in any manner.
25. Criticism of a student's teacher in his/her presence should be seriously avoided because it causes the student to lose his/her confidence in teacher with the consequent failure to learn from him/her.
26. Even at home, guidance and encouragement should be constantly provided for mental, physical and emotional growth. Parents must encourage their ward to participate in all sorts of School activities for their overall development.
27. Parents should notify their Email Id's and regularly check their Emails.
28. Parents are to use landline numbers generally instead of calling on mobiles of school authorities.
29. The School Gates are closed after 10 minutes of scheduled timings. No late comers will be allowed after the school gates are closed.
30. Conveyance fee is payable for 11 months in 2 installments (For 5 months and 6 months respectively) only. Conveyance will not be started without depositing the conveyance fee and signing Rules and Regulations Form for Conveyance.
31. Fees once deposited is not refundable under any circumstances, except the caution money (after proper application)
32. The student, whose parents / guardians misbehave with the school authorities, will be removed from the school.
33. The School does not accept Tiffin / Lunch Boxes in middle of running school. Parents are advised to send Lunch / Tiffin in the morning in School Bags only in order to avoid inconvenience thereafter.
34. Students admit cards for final examination will be issued only when there are no dues regarding any sort on part of student.
35. Take keen interest in every day experiences of your child at school. Interact with him/her about what they do at school.
36. Be a patient listener and express interest in your child's development.

37. Be encouraging and supportive about every positive initiative your child takes. Know your child's likes and dislikes.
38. Please help your child differentiate between desirable and undesirable behaviour. Help him / her to recognize and adopt alternative behaviour for every undesirable behaviour.
39. Patiently carry out a dialogue with your child about his/her mistakes.
40. Adopt a positive attitude towards every new activity that your child participates at school.
41. Be available for your child when he/she needs your support and guidance.
42. Limit the hours of viewing television and engage them in active outdoor play activities.
43. Trust your child and give him/her unconditional positive regard.
44. T/C Rules: - A proper application along with T/C Fees as applicable. T/C will be issued within 7 days after completing all the formalities.

### **GENERAL RULES FOR STUDENTS**

1. Student should come to school 10 minutes before the bell rings for the Assembly. Late comers will be penalized.
2. In order to attain the proficiency in Spoken English, the students are advised to converse in English, both in the School as well as at home.
3. Students are not allowed to bring with them costly material and money. The School Authorities will not be responsible for its loss.
4. Students are not allowed to bring Vehicles until and unless they hold a valid License issued by the Licensing Authority of Transport Department of Rajasthan. School does not encourage and will not be responsible for any kind of mis-happening, loss or any kind of theft of such vehicles.
5. The Principal is fully empowered to issue T.C. to a student who is found indulging in activities detrimental to the smooth running of the school, such as irregular attendance, habitual idleness, negligence in doing home work, disobedience and disrespect of teachers etc.
6. Care must be taken of all school property and no student should scratch or spoil the school furniture, walls and other school property. If found so, he/she may be penalized and disciplinary action will be taken against him.
7. Students are expected to display good manners and behavior, courtesy towards their parents, guardians, members of the staff and visitors to the school.
8. Irregular attendance, habitual negligence in studies, disobedience, dishonesty, insubordination or any other conduct injurious to the moral tone of the school is sufficient reason for rustication, suspension or fine.
9. Students are responsible for their conduct both in and out of school. Any reported or observed objectionable conduct outside the school will make the student liable for disciplinary action or even dismissal.
10. No student must come out of the class without the Class Pass.
11. Mobile phones are strictly prohibited in the school for students and teachers as well.
12. Boys are not allowed to keep long hair and use of hair color and highlighter are strictly prohibited.
13. Girls are not allowed to use Nail Polish.
14. Serious infringement of Library Rules could lead to a revocation of Library privileges.

15. Damage to the school property in any form will be dealt with strictly; the cost of the damage will be recovered from the students as a usual process.
16. Unless an excuse is sought in writing, students must come to school neatly attired in the school uniform. If not, they are liable to pay fine or can be sent back home.
17. At the morning assembly all students must immediately form lines according to classes in the ground. Silence is to be observed during on the way to the classrooms.
18. Dismissal at the end of the school will be according to classes and must be orderly.
19. No fines or collections for any purpose whatsoever by anyone may be made without the Principal's permission.
20. The School does not accept responsibility for the loss of books, clothes, money or other articles of students. Students are also advised not to bring large sums of money or valuable articles to school.
21. Students are not to leave the school premises during school hours, including recess without the written permission of the Principal or Administrative In charge.
22. The absence of teacher from class should be brought to the notice of School Office. The Class monitor is responsible for the order and discipline of the Class till a substitute teacher reaches the class.
23. The students have to follow the Class Rules, if any made and must cooperate with Class monitors for maintenance of Discipline.
24. In the event of a teacher being unduly late or present but not taking the class, the monitor is to inform the school office.
25. School premises are to be kept clean. Litter or rubbish is to be disposed off in bins provided for the purpose.
26. Students are not to indulge in any activity which may tarnish the school image.
27. Strict self discipline is to be maintained at Reception area, Director Room, Staff Room, Administrative Blocks.

#### Disciplinary Procedure

1. On continuous Small Defaults by students, a Grey Card will be issued.
2. On three Grey Cards, One Blue Card will be issued.
3. On Issue of two Blue Cards, one Red Card will be issued.
4. Issuance of two Red Cards will amount to termination from the School without listening any further excuses in whatsoever regard.

**Name of Mother:** - .....

**Signature** .....

**Name of Father:** - .....

**Signature**.....

**Name of Students:** - .....

**Signature**.....