

DISCIPLINE

PUPIL'S CODE OF CONDUCT

School has profound faith in self-discipline as it believes that discipline is essential in all walks of life. It is an integral tool for the development of personality of the students. The measures outlined are of 'self-help' variety and serve to inculcate an awareness in the students.



1. Dress / Appearance / Turnout

- (a) All pupils are expected to be neat and clean and to wear the prescribed school uniform.
- (b) Shoes need to be well polished.
- (c) Girls are advised to dress their hair using ribbons as per uniform.
- (d) Fancy / Ornamental/ Clips are not allowed.

2. Hands in pockets, slouching gait, untidy dress, dirty shoes and in case of senior boys over grown hair, spikes, narrow bottomed and low waist trousers unshaven, are misdemeanors.

3. Behaviour

- (a) Students must converse in English during school hours.
- (b) Courtesy and politeness will be the hallmarks of the pupils, who must greet all staff members, visitors and elders, showing due respect at all times.
- (c) Classroom discipline should be maintained.
- (d) Pupils must avoid loud talk in and out of classes, and also chorus answers. Silence in corridors, in the library and laboratories is a must.
- (e) Damage to school property will be penalised.
- (f) Litter must be put into litter bins/dustbins and waste paper baskets. Polythene bags are strongly discouraged.

3. Attendance / Leave / Absence

- (a) As regular attendance is an important element of education, no leave or absence will be granted except for serious reasons.

- 
- (b) Attendance on opening and closing days of the term is compulsory.
 - (c) Every pupil is required to put in attendance of not less than 80% of the total number of working days.
 - (d) Parents must state clearly the reason for the absence such as sickness, religious celebrations, marriages etc. Failure to do so invalidates the application.
 - (e) In case of serious illness the Principal must be informed within five days by the parent with a Doctor's certificate accompanied with the leave application.
 - (g) Repeated absence without leave or unexplained absence for more than 6 consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission, if granted will be done on payment of a fresh admission fee.
 - (h) Students are not allowed to miss the exam activity of Cycle test, Formative assessment, Summative as they are equally important for the promotion to the next class.
 - (i) Irregular attendance, habitual idleness, disobedience or defiance of authority, lack of sufficient improvement in studies and conduct even warnings or conduct injurious to the moral tone of the school are sufficient reasons for expulsion of a student.

4. General Instructions

- (a) Pupils are not allowed to bring the following :
 - (i) Objectionable literature, Correction fluid - Pen/Bottles
 - (ii) Valuables and Video games.
 - (iii) Any equipment / material which may cause injury or hurt others. Scissors blades are not allowed to be brought by students of I & II classes.
 - (iv) Mobile Phones, ipod and tabs are strictly prohibited.
- (b) Pupils must report the following to the class teachers :
 - (i) Any sickness / bruise.
 - (ii) Any breakage.
 - (iii) Any errant behavior.
- (c) Pupils must take permission for :
 - (i) Leaving the class from the class or subject teachers.
 - (ii) Leaving school from the Principal.



- (d) Pupils must note that :
- (i) Systematic and regular class works, homework, follow up by way of correction, is essential for satisfactory academic performance/ formative assessment.
 - (ii) Participation in extra curricular activities/games and sports will help total personality development.
 - (iii) Chewing gum, Smoking, Tobacco in the campus is strictly prohibited.
- (e) Pupils should attend the school regularly. They must reach the school at least five minutes before the assembly. Late comers may not be allowed to attend the school.
- (f) Every student should bring the school almanac daily. Any information or request by the parents must be conveyed through the diary to the teacher concerned. If the parents/ guardians are asked to meet the Principal/ Teacher, they must do it without fail.
- (g) All the pupils must have the text books and stationery required for their respective classes.
- (h) Allotting of Sections/Houses and shuffling, as and when required, is fully at the discretion of the school authorities. No request for a particular section/house or changing of section /house is entertained, unless it is found very essential.
- (i) Each pupil is responsible for his own things and advised to take care of his belongings. No valuable articles should be brought to school.
- (j) Wearing of school uniform is a part of school discipline, which is compulsory for all the students. The school uniform is highly significant as it enables the student to identify himself/herself to the school and create a sense of belongingness in him/her. In a way, it establishes a useful bond between the student and the institution

MOBILES ARE NOT ALLOWED

INSTRUCTIONS FOR STRICT COMPLIANCE FOR STUDENTS OF CLASS XII

1. 75% attendance is compulsory for qualifying for all Board Exams. No Admit Card will be issued if pupil's attendance is less than 75% as on 1st Feb. 2017.
2. Any student having less than 75% attendance by Oct. 30, 2016 will not be permitted to sit for the Pre-Board Exam.
3. As per the rules and regulations of the school, it is also mandatory to appear and clear all Internal Exams before appearing for any External Exam.
4. The Admit Card will not be issued until the student clears the subject failed in.
5. A retest will be conducted to give another opportunity to the child to get through the failed subject.
6. It is mandatory to pass independently in theory and practical exams. A student creating indiscipline will be reprimanded.
7. Assistance will be given to Class XII students for competitive exams and demand for books to be procured in the library that are needed for reference in any subject, which they will have to return the librarian within 10 days of a new academic session.



GUIDANCE & COUNSELLING

To help the students overcome their anxiety, stress and strain related to studies and growing up in a highly competitive atmosphere, the school has a well trained counselor. The counselor is available for guidance and counselling to students & parents.



Parents may consult the counselor regarding any problem related to studies, behavior and careers.



PRACTICING CYBER SECURITY

Modern Technology has caught up with the needs of mankind. Suddenly technology has given us powers with which we can manipulate not only the physical world but also ourselves. Internet is a vital part of our future, a fast way to get information and make friends. In school we provide 'Supervised Internet Access' and strongly encourage the parents to do the same.

The benefits of using the internet cannot be denied. In order to encourage safe surfing for the children, emphasis is laid on personal responsibility and following the general guidelines. Let's practice internet safety to make learning safe. Child safety on the World Wide Web suggests that children adhere to the following rules:-

1. I will not give out personal information such as my address, telephone number, parent's work address/telephone number or the name of any location of my school without my parent's permission.
2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I have made on line friends, without first checking with my parents.
4. I will not respond to any messages that are 'mean' or in any way make me feel uncomfortable. If I do get a message like that, I will tell my parents right away so that they can handle the issue with maturity and need arises, contact an agency that deals with such cyber violations.
5. I will never send an unknown person my picture or anything else without first checking with my parents.
6. I will not post undesirable comments/respond to undesirable comments made by others about my schoolmates and teachers.
7. I will talk with my parents to set up rules for going on line:
Decide upon the time of the day
Duration of time I can be online
Appropriate areas to visit

We as parents appreciate and accept the guidelines for safe internet usage for my children. We undertake to accept the responsibility to teach our children, the use of Internet responsibly and under our supervision and not to break the rules.

(Students Signature)

(Father's Signature)

(Mother's Signature)