

Rules & Regulations

These Rules and Regulations cannot and are not meant to be exhaustive. They have been framed to act as guidelines. Clarifications should be sought from the Director as and when necessary.

General

1. All correspondence, unless otherwise mentioned below, should be addressed to the Director.
2. A guardian should inform the School immediately of any change in his address and telephone number.
3. Guardians can meet the Director/Founder-Rector on any working day during office hours, provided he/she is free. To avoid waiting and any inconvenience, a prior appointment should be made.
4. Guardians will not normally be allowed to see their wards during school hours. In an emergency, they should contact the Director/Secretary for permission to meet their wards.
5. The School or any member of its staff shall not be responsible, wholly or partly, for any mishap, accident or injury which, in spite of the normal precautions taken by the School, might befall or be suffered by a pupil during the period of his stay in the School or during any educational tour, excursion, or camp arranged for by the School.

Attendance

1.
 - a. Guardians must ensure that their wards are regular and punctual in attendance.
 - b. A guardian/An escort accompanying a student, who is late in reporting to the School, must sign the Late Attendance Register kept at the School gate.
 - c. If a student of Grade 9/10, who has already reported late to the School three days in a particular term, is late again on a subsequent day, he will not be allowed to attend any class on that day.
 - d. For an AS/A Level student, whose attendance will be recorded subjectwise, three late arrivals will be treated as one absence.
 - e. No student will be allowed to enter the School premises if he reports 30 minutes after his first class of the day is scheduled to commence.
2. In case a student cannot attend his classes, a letter giving the reason for such absence and requesting its condonation must be sent to the Director/School Office at the earliest opportunity.
3. If a student is absent for three or more days, his guardian should meet the Director personally, not only to explain his absence but also to ascertain how much progress has been made meanwhile in different subjects.
4. A student, who has been absent for more than three days on medical grounds, will not be allowed to attend classes unless an application explaining the nature of the ailment together with a fitness certificate from a registered medical practitioner is produced.
5. Frequent absence or late attendance may compel the Director to take appropriate disciplinary steps against the student concerned.

- a. If an AS/A Level student attends less than 85% of the classes held in any subject, the marks obtained by him in the Mock Examination in that subject will not be entered in his Progress Report.
 - b. If an AS/A Level student attends less than 75% of the classes held in any subject, he will not be allowed to sit for the Mock Examination in that subject.
6. A guardian must apply for and obtain the permission of the Director/Founder-Rector in writing if for any reason his ward has to leave station while the School is in session. Such permission is not to be taken for granted, and suitable disciplinary steps, including suspension, may be taken if this rule is violated.
7. If a student is absent without any information for 30 days, inclusive of all holidays, particularly immediately after the beginning of the Academic Year, his name is liable to be struck off the rolls without any prior intimation to his guardian.

Uniform & Dress Code

1. Students must attend school in the uniform prescribed for the season.

Summer Uniform:

Boys – Black trousers, white half- or full-sleeved shirt, white socks, black shoes

Girls – Black trousers/knee-length skirts, white half- or full-sleeved shirt, white socks, black shoes

Winter Uniform: Same as above.

Students may wear black full sleeve cardigans/pullovers, blazers or sleeveless pullovers.

Ties and School badges must be worn by all. These will be supplied by the School on payment of requisite charges.

N.B. Students must not come to school in jeans or skintight trousers. Uniforms must be clean and properly ironed.

2. Students may wear watches. Girls may wear only one pair of simple earrings or earstuds. Students will not be permitted to wear jewellery of any other kind. Any jewellery brought to School in contravention of this rule may be confiscated and suitable disciplinary steps taken against the student concerned.
3. Nails must be clipped short. Use of mehendi, hairdyes, make-up, nail polish, styling gel, etc. is not permitted.
4. Girls may wear only black hairbands or clips. Hair longer than shoulder length should be tied up neatly and not left loose.
5. Boys must have their hair cut above ear-level. Hair must be neatly combed.

Conduct & General Discipline

1. Good manners and proper conduct are an integral part of education. It is extremely important that students remember this and conduct themselves in a manner befitting the reputation and dignity of the School which they represent and which will be known to the outside world

through them. Their conduct both within the School and outside it must at all times be beyond reproach.

2. Once a student has entered the School premises, he will not, except in an emergency, be permitted to leave until classes are over for the day and his assignments have been completed.
3. Students must take proper care of the School building, furniture, and facilities they use. Wilful damage to or destruction of School property will not only attract a fine, but may result in suspension.
4. Students must also take proper care of the articles they bring to School. The School shall not in any way be responsible for the loss of any personal belonging, including money, brought to School.
5. Students must not bring expensive stationery or articles like iPods or CDs to School. Such expensive articles, if found on any student inside the School premises, will be confiscated, nor will the School be responsible for the loss of any such article.
6. Pen drives may be brought to School with the permission of the ICT Teacher.
7. Students must not bring cellphones to School under any circumstance. Any violation of this rule will attract severe disciplinary action, including suspension. Guardians are advised to be particularly cautious in this regard.
8. No books other than textbooks and/or School Library books should be brought to the School without the express permission of the Director/Founder-Rector.
9. A student may be given detention assignment for misconduct.
10. Students are not permitted to give gifts to other students or members of staff. Only token gifts like candies or toffees may be distributed on birthdays.