

## **SCHOOL RULES OF CONDUCT AND DISCIPLINE**

1. A student should carry his diary to school every day with his photograph and the identity information completed and signed by the parents.

2. We value highly the school's atmosphere. Children have a feeling of security and a sense of belonging. No one fears the school or the Principal. The climate is such that pupils move about the school with confidence and talk with ease even when within the hearing range of their teacher.

The Principal is approachable. Children from nursery to the highest class simply walk into the office to complain, consult, share an anxiety or a piece of information or good news.

3. All students are expected to arrive 10 minutes before the school time in.

### **School Uniform**

All the students are expected to wear the school uniform strictly as per the given schedule.

**Regular Uniform** - Mon., Tues., Fri. and Sat.

Pre-Primary ----- Red, Primary-----Blue, Secondary----- Green

**House Uniform** - Wednesday and Thursday - Std. I to VIII

Students should be clean and neatly dressed, as per the schedule of uniform.

4. Boys should get their hair cut at regular intervals, Hairstyles are not allowed in campus.

5. No shouting or whistling is allowed in school campus.

6. Students are expected to respect school property. No student should damage any school furniture, write or draw any thing on the walls. Damage done even by accident should be reported at once to the Class Teacher or the Principal. Any damage done will be made to repair by the one who cause it.

7. Students are advised to keep their class / school building as clean as possible and throw left over into the dustbins only.

8. It is not advisable to bring valuables to school. The school is not responsible for goods lost

9. VPAPEMS, students have to observe polite standards wherever they go. They should remember that school is judged by their conduct. They should greet their teachers when they meet them.

10. It is an essential condition to follow the school rules of discipline. In case, a student violates the school rules in any form of indiscipline, strict action like suspension/ rustication shall be taken against the students.

11. When teaching is in progress or a test is being conducted, total silence prevails in class rooms.

12. When pupils change class rooms for going to science laboratory, music room/PT, we expect them to walk in lines keeping to the left in the corridor so that traffic flows smoothly.

13. There is no place for fear therapy in the school either. If a teacher resorts to any of these unwillingly, parents are requested to help the teacher understand the harm caused and / or report the matter to the Principal.

14. To throw anything at anyone is strictly forbidden. Things are to be handed over politely and carefully.

15. Since it is a co-educational school, it is expected that student behave in a manner which brings a good name to the school community and do not indulge in any anti- social activity in or outside the school.

16. Parents and guardians cannot visit their wards or teacher in the classrooms without the permission of the Principal. As far as possible, once a child has come to school, he/ she should not be asked to come home on half day leave or leave from any period.

17. The students are expected to come to the Computer room, Science lab, Maths lab, Music room and Library only after taking off their shoes. The hardware and software in the computer room should in no way be damaged and strict decorum should be maintained.

18. In the library, complete silence has to be observed. The books are issued on the cards. The books borrowed should be maintained well and returned on time, if failed to return fine will be charged.

19. Educational visits, camps and picnics are arranged for all classes. Class teacher decides & arranges these programmes for each class under the guidance of Principal.

#### **20. Homework:**

By doing some homework every day a good habit is inculcated in the students. It may not be the difficult one. It can be drilling exercise, reading about or it may include any activity for making or observing something or to gather some information etc.

#### **21. Student Attendance:**

1. In order to achieve academic success, it is important for the students to attend school regularly and on time.

2. Leave can be granted on special grounds.

3. Students who have been sick should bring a medical certificate from their doctor. 100% attendance is must at time of assessment.

22. Every child should actively participate in all school programmes.

#### **23. Health & Hygiene:**

a. Every student should come to school after having enough breakfast.

b. Non-veg in tiffin box is prohibited.

c. Do bring the green salad in lunch box.

d. Wash your hands before and after the lunch.

e. Bringing napkin is compulsory.

#### **24. School Bags Weight**

School has issued timetable for each class ensuring books are evenly distributed over the week. So, you are requested to ensure that

i) Weigh your child and ensure the weight of the school bag is not more than 10% of that

ii) Supervise / Help with the packing of your child's school bag the previous night as per the next day's timetable to ensure that your child carries only those books/material which are necessary and not any additional books/material; parents too can conduct random bag checks at home.

iii) Avoid buying/using heavy school bag and tiffin boxes for your child.

#### **25. Parent-Teacher Meeting**

a) There will be a Parents -Teacher Meeting once in a term to discuss common problems concerning the children. Individual problems are to be discussed privately with the concerned teacher or with the Principal. They are not discussed in a Parents Teacher Meeting. Parents elect a parent's representative from each class. A list of parent's representatives with their phone numbers is given to all the parents. Meeting of parent's and teacher's representatives is held once every two months.

b) Parents who feel that their child is a slow learner or has a learning difficulty can meet the student's counsellor and special educator for learning difficulties with permission from the Principal. In the interest of the children follow up action would be taken as per the student's counsellor's advice.

Parents must inform the school in writing if their child has any persistent medical or psychological problems including learning difficulties / disorders. It is absolutely necessary for the parents to keep the school informed about these problems. So that the staff can interact in an appropriate manner with child.

26. a. When not in uniform students will wear neat, clean and decent casual clothing.

b. Provocative or revealing clothes are not permitted.

c. Trousers/pants/skirts must be fitted at the waist. Spaghetti strap vests are not permitted.

d. Logos or wording on dress should not be offensive.

27. Ornaments and Jewellery are not permitted.

28. The use of plastic bags is not permissible.

#### **29. Late arrival to School**

All students are expected to be on time for all classes and other school organized activities. A student who is late must report to the Incharge and submit a written explanation for the delay.

#### **30. Classroom Etiquettes**

Students will ensure that desks and chairs are properly placed, and that classrooms are kept perfectly tidy.

While debate and discussion are vital for learning, students must ensure that they should not disturb the neighbouring classes.

Except for water no other foodstuff or drink is allowed in class. Students may sip water from their bottles, but may not leave or disturb the class in order to drink water. Students leaving class on account of illness must take a permission slip duly signed by the teacher in class and submit the slip to the incharge teacher.

Chewing gum is prohibited in campus.

31. Work missed during an absence must be made up. It is the student's responsibility to approach the respective teachers for missed assignments. Any absence will affect the learning experience and may affect a student's academic grade.

### **32. Dress Code**

- a. Hair should be well groomed. Girls with shoulder length hair or longer should have it tied back and secured with a clasp.
- b. Boys' hair should be trimmed timely the collar. Long hair, side burns and facial hair are not permitted. The use of styling gel is not permitted.
- c. Dyeing and colouring of hair is not permitted
- d. Wearing earring is permitted for girls only.
- e. Piercing of any other body parts is not permitted. Nose rings, nose studs and multiple ear rings are not permitted.