

SCHOOL RULES

Admission and Withdrawal

- Admission to this school is restricted by certain government & council regulations and by conditions of age, ability and conduct.
- No admission is complete until the School Leaving Certificate from the last recognized school attended is produced, countersigned by the District Education Officer of the State, if the pupil comes from another State or change of board. For fresh admission a Birth Certificate and Adhaar card is required.
- Transfer Certificate will be issued:
 - Application to be made by the parents or guardian
 - After all dues have been paid
 - Library books returned.
 - The Transfer Certificate will take approximately 15 days for processing
 - Fees are due as long as no notice of withdrawal is given
- Students can be asked to leave the school on the following grounds:
 - Disciplinary
 - Unsatisfactory progress in work
 - Attendance below 70%
- A student who fails twice in a particular grade will not be permitted to continue his/her studies in the school.

School Fee Payment

- A penalty of Rs.25/- per day will be charged for late payment of fee. The late fees fine has been implemented to ensure the regular payment of fees. The amount collected would be utilized either for children's class library or donated to an NGO for underprivileged children.
- A penalty of Rs. 500 will be levied in case a cheque issued for fees is dishonored by the bank.
- Fees once paid will not be refunded, irrespective of whether the child has attended school or not.

- In case of admission / withdrawal during mid-term, the tuition fees for that particular quarter will be charged / not to be refunded as the case may be.

The fee can be paid in two installments:

Schedule of payment	K1 to Grade 10
1 st Installment	15 th March 2022 to 7 th April 2022
2 nd Installment	15 th September 2022 to 10 th September 2022

You can pay the fees quarterly along with postdated cheque.

Attendance & Leave

- Attendance in school during term time is compulsory. Absence for more than three days after the school reopens will call for strict disciplinary action.
- Students must be punctual for class lessons and school activities.
- Absence without valid reason will not be condoned.
- Medical certificate should be submitted to the class teacher.
- A letter from parent/guardian should be submitted to the class teacher in case of any kind of absence.
- A student suffering from contagious disease will not be permitted to attend school. He/She can resume school on submitting a medical certificate after the quarantine period.

- No student should be absent for an examination or test except when prevented by reasons of health, in which case a medical certificate is required.

Well Being and Safety

- The school takes all necessary measures to ensure the safety and security of its students. However it cannot be held responsible in case of any untoward incidents, accidents or injuries occurring on the school premises during school hours or on field trips or excursions. Additionally, the transport facility exists to make the process of arriving and departing from school easier and safer for our students. As a school we ensure that all necessary safety and security measures are taken to minimize any sort of risk to the students. Nonetheless, the school may not be held responsible in case of untoward incidents while students are availing the transport facility.

Regarding Disputes

- In case of any dispute between the school management and its stakeholders, the same shall be subject to Ahmedabad jurisdiction.

General Discipline Policy

- The school is not responsible for goods lost. It is not advisable to bring valuable articles to school. Kindly label all the belongings clearly.
- Once a child has come to school, he/she will not to be allowed to go on a half-day leave. In case of an emergency, parents will personally come and pick up their wards. No child will be allowed to go home with an unknown person, unless a letter of sanction (signed by parent) is provided to the authorities.
- To maintain discipline in school, we are adopting a policy of issuing Yellow and Red colored cards to the students
- Any student, who violates the rules of the school, will be issued Yellow Card.
- A Red Card will be issued to a student who gets Two Yellow Cards.
- Red Card is the final warning for the student after which he/she will be expelled from school.
- Please note the criteria for which the Yellow Card will be issued:

- Bullying
- Behavioral issues
- Not competing work even after two warnings.
- Absenteeism without prior notice/permission.

Transport Guidelines

- All students using the school transport are expected to be on the same side of the road at the bus stop at least five to seven minutes before the arrival of the bus.
- The buses will not wait for late comers.
- No diversions / extensions will be entertained on existing routes.
- Students will be held responsible for any damage to the buses caused by negligence or vandalism. Students will be fined for any damage to the bus.
- Strict discipline should be maintained in the buses, failing which transport facility will be terminated.
- It is the responsibility of the parents to pick up their wards from the allotted bus stop, failing which the child will be brought back to school.

Birthday Celebration:

- On child's birthday, do not send sweets/ toffees/ gifts as it is advised that your child celebrates the birthday with simplicity. Instead send story book or other informative books that may be shared with the class library or plant a sapling which your child will nurture.

Uniform, Attire and Grooming

- The child will not be allowed to sit in the class if he/she is not in proper school uniform.
- Students should wear the prescribed school uniform and modification to it is not permitted.
- Uniform should be properly washed and ironed neatly. Only wear shoes and socks allowed by the school.

- Shirts should be buttoned up and tucked in.
- Nails should be trimmed regularly.
- Long hair should be properly tied or plaited.
- Only black hair-bands & black clips are permitted.
- Black cycling shorts are compulsory for girls from Grade 3 to 10.
- Boys must keep hair short and neatly combed.
- Fancy haircuts and highlighting of hair is not permitted.
- No jewellery is to be worn to school. Girls are allowed to wear only small studs in the ears.
- The school does not take responsibility of the jewellery worn by the students to school.

Library & Browsing Room

- The Library is open to all students of the school. Students visiting the library have to observe the following rules:
- Until the previously issued book is returned, an additional book will not be issued.
- Books damaged while in possession will have to be replaced by the borrower, failing which parents will be billed the cost of replacement.
- The Library has an open access system and the students must help to maintain the order of the books on different shelves.