

# SCHOOL DISCIPLINE RULES AND COMMITTEE

## ***School Discipline Rules***

***Every student must obey the following rules of discipline of the school.***

1. All must be in time. Late-comers will have to get written permission from the Principal.
2. Students must come to school in clean, neat and proper uniform.
3. The school uniform should be strictly in accordance with the pattern prescribed by the school.
4. Being English Medium School our medium of communication is English.
5. Students are not permitted to entertain teachers with gifts.
6. Pupils absent from an examination for any reason will not be re-examined.
7. Every student is responsible for the safe custody of his / her belongings. The school will not be responsible for their loss.
8. Gold ornaments of any kind are not allowed in the school. Pupils should not bring big amount of money to the school.
9. At the warning bell all must proceed to where it summons them. At the second bell they should keep silence. Absolute silence and perfect order should be maintained by all pupils while going out for the assembly and returning to classes.
10. Teachers as well as students will not be called to answer telephone calls during class hours. Mobile Phones are strictly prohibited in the class as per the court order.
11. The school building and premises should be kept clean and tidy. Any damage caused to school property or properties owned by others will have to be adequately compensated. Damage caused even by accident should be reported to the school authorities.
12. For entries in progress report and remarks in the school diary as well as other communications intended for parents, a student must obtain his/her parent's acknowledgment within three days.
13. Immoral actions, grave insubordination, contempt of authorities and willful damage to property are always sufficient reasons for immediate dismissal.
14. The Principal reserves the right to take disciplinary action.
15. Permission from the Principal is necessary for leaving the school premises during the school hours. After obtaining permission you should register your name with the school security at the entrance.
16. No student will be sent home, unless a duly authorized person comes to take him / her
17. Students are strictly prohibited to visit kindergarten during school hours.

## **TRANSPORT RULES:**

*Transport is a facility available to all the students from Nursery to class 8th.*

1. *Children should reach the pickup points well in time. Buses will not wait for students or staff.*
  2. *Students must compulsorily travel by their regular bus route.*
  3. *It is important to inform the administrative office OR Transport In-charge about any change in address or telephone number.*
  4. *The school does not entertain any request for change in bus route. Not even for a day. Please bear with us in regard to child safety and security.*
  5. *The drivers are authorized to stop the buses at the designated stops only, unless directed by the bus in-charge / teacher / Administrative Office.*
  6. *The list of the stops is prepared keeping in view the convenience and the safety of bus commuters. Undue requests shall not be entertained.*
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7. *The bus service is a facility which can be withdrawn at a short notice.*
8. *Parents should cooperate with the bus driver and the bus in-charge.*
9. *Bus facility will be offered depending on availability of the seats in the bus.*
10. *In case of private transport, give details of your driver, vehicle and child to the office.*
11. *Parents are not allowed to travel by bus under any circumstances.*
12. *Parents are requested to contact office for any grievance instead of cornering the staff, nannies, helpers of drivers.*

## **Committee**

1. Mr. Keshav Kumar -Head
  2. Mr. Praveen AV - Member
  3. Ms. Tajinder Kaur - Member
  4. Ms. Geeta Devi - Member
  5. Ms. Jyoti Rana - Member
  6. Mr. Bhola Shankar - Member
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