



General Information

1. Contravention of instruction given in your student diary renders you liable to disciplinary action. Claiming ignorance of these instructions will not exonerate you.
 2. Students must show their Almanac regularly to their parent(s) for any instruction/guidance which teacher may write. They must carry it to school everyday and use it productively.
 3. In case of doubt regarding any of these instructions you must contact the admin department or school authorities and clarify the doubt, if any.
4. The school reserves the right to terminate the continuance of students with unsatisfactory progress in studies or whose conduct is a bad example for the others.
 5. Students who are escorted to and fro from the school under the care/guidance of servants or other domestic staff may not leave the school campus without their nominated escort. In case of a delay in the arrival of such escorts, the parents must inform the matter to the school admin department.

(A) TURN OUT

1. Please check your uniform before you leave home in the morning. It should be clean, ironed and as per regulations. Shoes should be polished, and missing buttons and opened out stitching should be attended personally. Identity Card is a part of uniform and must be worn at all times.
2. **Boys should maintain a reasonable length of hair and have regular haircuts. Long side burns or long hair at the back of the neck are not permitted. Beards or stubble growth are not allowed and regular shaving must be done as necessary. (This does not apply to Sikh boys unless they have opted to be 'clean shaven'). Finger nails must be kept clean and clipped short.**
3. **During term time, students will wear the appropriate school uniform when they come into the school campus, no matter what the reason.**
4. **Girls are not allowed to apply heena on their hands. They are not allowed to wear earrings or rings or nose rings.**
5. Girls with long hair must plait their hair. Hair-band is a part of uniform and it must be worn by all girl students in or out of the campus, while representing the school. Colouring or bleaching of hair is not at all permitted.

(B) CO-CURRICULAR ACTIVITIES

1. These organised activities are compulsory for students unless exempted on medical grounds.
2. If a student is unable to participate in the prescribed activity, he/she will remain present at the place where the activity is in progress till it is over, unless otherwise permitted by the School Authorities.
3. **Students will be assessed in their Physical Proficiency and the grade will be endorsed in their Examination results.**

[C] ACADEMICS

- 1. Students must have a minimum of 75% attendance in the 210 working days of the academic year or number of days in the prescribed academic period .**
- 2. Students are advised to use English Language with the teachers and friends during the school time. Except language teachers (Gujarati, Hindi, French and Sanskrit), you have to communicate only in English.**

[D] LEAVE AND ABSENCE

1. A student must re-join the school in time and on the date specified after a holiday/weekend or vacation. Failure to do so will elicit disciplinary action unless he/she is otherwise permitted in advance by the School Authorities.
2. Leave applications should be addressed in writing to the Principal preferably in advance.
3. Unauthorized absence from School for more than six working days at stretch will automatically result in an assumption that the child has left school.

[E] HEALTH AND SICKNESS

1. The school provides medical examination for all students during the course of each academic year. All students are required to undergo medical examination as advised by the Medical Officer.
2. Students affected by infections or contagious disease/ or exposed to such diseases in their home must take the medical treatment before joining the school. A certificate of medical fitness is to be produced at the time of joining.
3. In case of an accident or emergency during school hours students will be given first aid treatment in the school. If necessary, they will be taken to the nearest Hospital or Nursing Home. Parents will be informed immediately on the mobile numbers given to the school. In an emergency, the Principal will sign the necessary medical forms on behalf of the parent.
4. The school reserves the right to administer inoculation and vaccination as recommended by the Medical Officer.

[F] DISCIPLINE

- 1 Any individual or collective action which is wilfully disobedient, defiant or provocative and against the physical and mental wellbeing of the school may result in the expulsion of student(s) from the school.
- 2 Students are not permitted to leave the school campus during school hours, without a written permission and gate pass from the school authorities. The written permission can be received by submitting an application to the Principal, well in advance.
- 3 Students are required to maintain public decorum and self-restraint, on their way to or from the school and in school uniform. This is applicable both when using private/public transport as well as school transport.
- 4 Students will not litter the classrooms or campus. All litter will be thrown in the nearest garbage can and a special effort must be made to keep the surrounding clean.

- 5 Any wilful damage or destruction to school property will be severely dealt with and punitive cost of the damage fines will also be imposed. Simple cost of damage may be recovered if done so accidentally and immediately reported to the school authorities by the student(s) responsible.
- 6 Students must not bring any cash, valuable or costly items to the school. The school is not responsible for any loss of such items if brought by the students. Bringing mobile phones, cameras, expensive pens, wrist watches, pencil boxes etc to school is strictly forbidden.
- 7 Students are not allowed to wear any bracelet or any smart/fancy watch. Students from class IX onwards only are permitted to wear the customized school watches.
- 8 Students are prohibited to explode the crackers on any occasion or splashing the wet colours during Holi in the school premises.
- 9 It is mandatory for all the students, unless instructed otherwise to be present for all national festivals and functions celebrated by the school.
- 10 Students are advised not to buy or receive any articles, gifts or foodstuffs from anyone at all en-route.
- 11 Causing a disturbance or unnecessary shouting in the classrooms or in the campus especially during working hours is not appreciated.
- 12 Eating snacks or chewing gum, betel nut leaf etc. in or around the classroom or elsewhere in the campus is not permitted. Lunch/snacks can be consumed during the allotted time.
- 13 **Students below the age prescribed by the MOTOR VEHICLE ACT are advised against driving cars or two wheelers (mopeds, bikes or scooters etc.).**
- 14 ANY STUDENT FOUND IN POSSESSION OF OR USING ANY FORM OF TOBACCO, ALCOHOL, NARCOTICS OR HALLUCINOGEN WILL BE EXPELLED FROM THE SCHOOL WITHOUT WARNING OR NOTICE.
- 15 **Ragging, in any form, of a student is strictly prohibited. Harassment, stealing, teasing or any form of ill treatment inflicted on juniors or other students will constitute a serious offence and result in the expulsion of the offender from the school.**
- 16 **Boys are not permitted to wear ear rings or ear studs regardless of religious or other reasons.**
- 17 It is mandatory that all students refrain from any kind of birthday celebration in the school campus. No casual dress and no distribution of sweets or gifts are allowed in the campus.
- 18 Students are prohibited from bringing any sort of publications, reference books, CDs or other storage devices like floppies, pen-drives or i-pods , which are not relevant to academic pursuits.