

GUIDELINES TO STUDENTS, PARENTS / GUARDIAN

1. Parents and students are requested to carefully read all the rules and regulations mentioned in the Almanac.
2. Parents are requested to monitor that their ward carries books according to the Time Table for that day.
3. If your ward is to leave the school campus during school hours in case of an emergency, the guardian should obtain a gate pass from the reception and have it approved by the Principal. This must be presented to the guard at the gate at the time of leaving.
4. Parents should not go directly to the class to meet the teachers or the wards.
5. **Please note that mistreating staff members verbally or non-verbally is NOT acceptable**
6. Student are advised to carry his/her almanac and ID card to school every day.
7. Photograph for official use should be in school uniform ONLY.
8. **Parents /Guardian should check the almanac and acknowledge the remarks sent by the teachers /Principal regularly.**
9. **Parents are requested to submit the books and stationery to the class teacher in the beginning of the session for pre-primary classes.**
10. Students should attend school ONLY in prescribed uniform.
11. Turnout of the students to school must be smart and neat with trimmed hair and nails, pressed uniform and well- polished shoes.
12. Dyeing/ colouring hair, fancy hair style is strictly prohibited
13. Parents/ Guardian should not send their ward to school in case he/she is suffering any infectious diseases.
14. **A student suffering from the following disease must observe the period of quarantine before returning to class.**
 - **CHICKEN POX:** Till complete falling of scabs.
 - **CHOLERA:** Till the child is completely well.

- **MEASLES:** Two (2) weeks after the rash disappears
- **MUMPS:** Till swelling has fully subsided, about 1 month
- **WHOOPING COUGH:** Six weeks from the start of condition
- **JAUNDICE:** Six weeks from the start of condition

15. Students in Pre-Primary class must have at least 70% attendance for promotion to the next class.

16. Students in class I to XII must have at least 75% attendance for promotion to the next class.

17. A written application has to be forwarded to the Principal for applying leave for more than THREE (3) days.

18. The application forwarded to the principal's office should bear the name of student, class & section.

19. Parents /guardians of students should contact the teachers on PTM days to note the progress of their ward.

20. Parents /guardians should not visit their wards during school hours or teachers without permission.

21. The name, class, section and mode of transport of the student should be clearly marked on their belongings.

22. Parents are requested to intimate the school authority in case of any change of address or phone number so that their credential is updated and they may be contacted in case of emergency.

23. Parents are requested to register correct name and date of birth as **per Aadhar card of the pupil and parents at the time of admission**. Thereafter request for change of the above will not be entertained.

24. Completed Children Education Allowance (**CEA**) & **Transfer Certificate** will be returned to applicants **only on 1,3,4 & 5th Saturday between 10 AM – 1 PM**

25. Meeting time with the Principal - By appointment through the office ONLY AFTER

12 NOON ON ALL WORKING DAYS.