

INSTRUCTIONS FOR STUDENTS

1. General Guidelines:

- To be regular, punctual & courteous.
- Do not use inappropriate words.
- Do not cause any damage to the school property.
- Do not physically harm another child.
- Must have decent social behaviour during field trips, school excursions and in any school events.
- Must not leave the class without permission or without class pass.
- Apply oil and comb hair properly every day.
- Nails must be trimmed.
- Shirts must be buttoned and tucked in properly.
- Maintain discipline during morning assembly.
- Talk softly while walking in corridors.
- Must not eat in the corridors.
- Must not fight or push in the corridors or staircase.
- Must greet teachers or guests in a courteous manner.

2. Discipline:

- The school day begins with the morning assembly prayer where all the students must be present in regular class formation along with their respective class teachers. The school gate will be closed at 8 am sharp.
- Students must wear the identity card daily.
- Students must wear proper school uniform on regular school days.
- Personal cleanliness and hygiene is expected from all.
- On no account must students loiter around in corridors during class hours without class pass.
- No pupil is permitted to leave the campus during school hours without the written permission of the Principal. Written applications from parents / guardians must be countersigned by the Principal.
- Students are not allowed to wear any sort of fashionable ornaments.
- Celebration of birthday in the class and wearing civil dress on birthdays is strictly forbidden.
- No activity should be conducted without the prior intimation of the class teacher.
- Running, playing or yelling inside the school corridors is not allowed and shall be liable for severe punishment.
- Pupils are forbidden to write on the furniture or the walls of the school.
- Any kind of damage done in the school premises will have to be replaced by the defaulter according to the discretion of the Principal.
- It is expected that students should converse in English during school hours.
- No other leave will be granted except in case of illness only when a medical certificate is produced.
- Attendance for national functions and school functions is compulsory.
- Lending or borrowing of money is strictly prohibited.
- All boys (except Sikhs) must have soldier cut. Girls must tie their hair neatly with a band if it is of shoulder length or longer.
- Students suffering from infectious or contagious disease will not be permitted to attend school.
- Every pupil must be present on the re-opening day after every vacation.
- Once the attendance has been marked for the day, pupils are not allowed to leave the school before 2pm. In case of unavoidable circumstances, pupils may be permitted to go home with the permission of the Principal. However, he / she will be marked absent for that day without the fitness certificate.\
- As per the parameter given, the child will be assessed for regular attendance on the first and last day before and after the vacation.
- School canteen is strictly prohibited for students of class I – VII. Students from VIII - XII

3. Classroom Etiquettes:

- Maintain class room manners.
- Must not disturb the class.
- Must not harass peer students physically or mentally.
- Complete assignments and submit them on time.
- Participate actively in class events and any programmes conducted by the school.
- Keep the class teacher informed of class happenings.
- Must not conduct any activities without the permission of the class teacher.
- Must follow class room rules applicable for the sessions.

4. Library Rules:

- Must maintain silence when sitting in a library.
- Must handle the resources and books carefully.
- Must produce the library card to access the books to read or to take home.
- Must return the issued book on the prescribed date.
- Fine will be applicable for late return or mishandling of books and property.
- Must not cause damage to any of the library resources and property.
- Must inform the librarian regarding misuse of property.
- Must utilize the library period wisely in order to improve reading skills, read for pleasure and gain knowledge of different subjects.

For Parents: Please note that you pay personal attention to your child's reading habits and check whether he / she issues books from the library.

5. Transport Rules:

- Transport fees must be paid in advance.
- Students availing the school transport facility must maintain strict discipline in the bus.
- Transport facility can be availed only if the school buses ply on the specific route.
- Students must be present on time at the pick-up points. The bus will not wait for them on any account.
- Any complaints regarding issues with the bus, drivers or bus attendants must be given to the transport head to resolve the issue. On no account will any student or parent take the issue in their own hands.
- Details regarding the pick – up and drop points must be obtained from the transport department before availing the facility to ensure hassle free journey.

6. Attendance & Absenteeism:

- Half day leave will not be sanctioned. If a student is unwell or has to attend a function, he / she must remain at home.
- As the school conducts various activities for children, parents need to ensure that their ward attends / participates in these activities and does not remain absent without a serious valid reason especially on working Saturdays.
- Parents are not permitted to take their child early during the examination session.
- If the child remains absent continuously for three consecutive months without any prior intimation / permission from the school, his / her name will be deleted from the general register as per the rule and will be considered as cancelled admission.
- In case, after three months, the parents wish that their child wants to continue, it will be considered as new admission.
- Parents are eligible to pay the 1st instalment of school fees even if the child attends the school minimum for one day.

7. Academics:

- The academic year of the school begins in April and consists of two terms.

First Term: April to October

Second Term: November to March

- The course of study is as per the syllabus prescribed by the Central Board of Secondary Education (CBSE) which comprises the following subjects: English, Hindi, Marathi, Sanskrit, Mathematics, Science, Social Studies, Computers, Art & Craft, Music, Physical Education and Work Education.
- Hindi subject is introduced in Jr.KG, Marathi from Class I – IV and Sanskrit from Class V.
- English is the medium of instruction.

8. Promotion:

- Promotion to the next class depends upon the student's performance during the entire academic year.
- If the child does not attain 75% of attendance, he / she will not be eligible to get promoted to the next higher class.
- The student's performance will be reflected in the report card for all internal evaluations.
- It is mandatory to pass three languages in Class VIII to get promotion to Class IX.

9. Admission & Withdrawal:

- If a student belongs to S.C / S.T / N.T / O.B.C / V.J or minority community it is mandatory to produce an attested Xerox copy of the child's caste certificate along with the original certificate.

10. Awards & Co – Curricular Activities:

- Children's achievements outside school are specially announced in the daily assembly. If your child has won any prize in any competition or passed an examination outside school, it should be brought to the notice of the school authorities. The certificate / prize / medal / trophy should be submitted to the class teacher and must be labelled. Please do not send cash / cheques. Your child will be honoured in the assembly for the achievement.

Parents' Corner

- It is mandatory for all parents to read and follow the orientation leaflet.
- It is the responsibility of the parents to send their ward to school on time.
- Your ward must follow proper dress code on specified days.
- Your ward must carry books / notebooks according to the class time table.
- Parents must send their ward to the pick-up point well before time / on time. Do not give a missed call to the driver.
- Any kind of unreasonable argument with any of the teaching or non-teaching staff is not acceptable. It can be resolved amicably. Be a part of the solution to any problem.
- Parents must deposit school fees in the scheduled time.
- Plan your holidays / leaves in accordance to the school schedule except for unseen circumstances.
- Ensure that you teach moral values in day to day life at home. Your child learns what you do and say which directly moulds his nature in the long run.
- Encourage your child to be independent, punctual and responsible.
- Please ensure that you communicate with your child in a stress free environment at home and understand what he / she says.
- Encourage your child to pursue hobbies and interests. Guide and help your child to believe in him / her.
- Please inform the school authorities in writing:
 1. If the local guardian is not the parent
 2. If your child has any medical problems, ensure to submit a medical fitness certificate.

The House System

- Competition Houses have been introduced to develop the following attributes:
 1. To encourage physical and creative ability.
 2. To develop talent and hobbies.
 3. To develop individual and collective competitive spirit.
 4. To develop sportsmanship and team spirit.
 5. To learn to accept challenges, learn to share and adjust with selfless devotion.
 6. To energize oneself to achieve against odds but within acceptable rules.

- **The students are divided into four houses represented by the four basic colours.**

HOUSE NAME	RUBY HOUSE	TOPAZ HOUSE	SAPPHIRE HOUSE	EMERALD HOUSE
HOUSE COLOUR	RED	YELLOW	BLUE	GREEN

IMPORTANT TELEPHONE NUMBERS

Sr.No.	Name	Designation	Contact Details
1.	School Office	Classes I - XII	020-67335100
2.	Mr. Bhagwat Bhong	Transport Head	7722045435
3.	Mr. Ashok	Transport In charge	7722045415

School Uniform

- The school uniform is introduced in school to instil the following values in the students:
 1. To create a sense of equality in the students, both in deed and thought.
 2. To teach the students the correct norms of dressing to enhance their appearance and personality.
 3. To instil cleanliness and neatness in the students.
 4. To economize expenditure of clothing for the parents.
- The uniform of the school is simple, dignified, easy to acquire, economical and pertinent to the climatic condition of our region. The students of this school will be dressed as under:

Class	Girls	Boys
Std I to V	Shirt Beige colour, plain dark green skirt, dark green tie, dark green socks, black hairband. Green sweater for Winter.	Shirt Beige colour, plain dark green half pant, dark green tie, dark green socks. Green sweater for Winter.
Std VI to VII	Shirt Beige colour, plain dark green skirt, dark green tie, dark green socks, black hairband. Green sweater for Winter.	Shirt Beige colour, plain dark green full pant, dark green tie, dark green socks. Green sweater for Winter.
Std VIII to X	Shirt Beige colour, plain dark green full pant, dark green tie, dark green socks, dark green blazer, and black hair band.	Shirt Beige colour, plain dark green full pant, dark green tie, dark green socks, and dark green blazer.
Std XI to XII	Light blue shirt, navy blue full pant, tie and socks. Navy blue blazer.	Light blue shirt, navy blue full pant, tie and socks. Navy blue blazer.
I to X (PT Uniform)	(Only on Wednesday & Fridays) P.T Dress: House Colour T-Shirt & Blue Track Pant, Blue Jacket.	(Only on Wednesday & Friday) P.T Dress: House Colour T-Shirt & Blue Track Pant, Blue Jacket.
Acceptable	Two Ponies For Shoulder Length Hair + Ribbons, long hair must be plated.	Hair behind ears away from eyes
Not Acceptable	Long Nails / Nail Polish, Forehead Dots, Tangling Earrings, Threads, Locketts, Mehandi , Coloured / Streaked Hair	Black Thread, Locketts, Bracelets Coloured / Streaked Hair

During winter: Kindly note that during winter only sweater should be worn by all the students having a school monogram on it. Scarf is not allowed. Blazers are not to be worn on P.T. Uniform. If found, a fine of Rs. 100/- will be charged.