

General rules and information

1. Every student must bring this Diary to school every day, duly signed by parent.
2. The details in student's Personal Memo (pages) must be filled correctly, by the parent, in advance.
3. The students coming to the school on their own transport must arrive five minutes before the bell for assembly is rung. Bicycles must be kept locked. The students should not ride around in the school campus on bicycles.
4. The morning bell before assembly is a signal for all to go to their respective classrooms. This should be done promptly and in discipline.
5. Students are not allowed to go home during the school time. In case of emergency, parents may contact the Principal.
6. Students should be habitually clean and always neatly dressed. The school uniform should be worn on all working days and for all school functions. Students who are slovenly dressed or not in uniform will be fined accordingly.
7. Care must be taken of all school property. No student should damage any school furniture, write or draw anything on walls. Damage done should be reported at once to the class teacher. Recovery for any damage will be made from the concerned students.
8. Lending or borrowing of money or other articles is strictly prohibited.
9. Roll Number, Name, Class of each student must be clearly written on all his/her belongings (books, notebooks, water bottles, lunch boxes and dress items etc.) to avoid losses.
10. The school is not responsible for the loss of valuable articles brought by the children to the school. It is not advisable to bring valuable articles like expensive watches, fountain pens, items of jewellery to school.
11. Student who commute to school with escort should never leave before the escort arrives, in case of delay, they should report to the school office.
12. The school reserves the right to suspend student whose progress in studies is unsatisfactory or whose conduct is harmful to other students.
13. A sick child should not be sent to school. In case of an emergency, the person must carry a letter from the parent to take the child home.
14. No shouting, whistling or running in the corridors of the school building is allowed at any time.
15. At the time of departure the student should patiently and in an orderly manner wait for the buses and board their respective buses as soon as they arrive.
16. It is compulsory for all students to converse in English.
17. Disciplinary action will be taken against the cases of fighting, quarreling, use of foul language, stealing, cheating etc.
18. In games period, all students are required to participate in the games. No excuse is acceptable in this context. Exemption would only be given on medical grounds.

19. All boys (except Sikhs) must have their hair short, girls must tie their hair neatly with black band or ribbons. No kind of fancy hair bands/gold chains, ear-rings, mehandi and kajal are allowed. Boys are not allowed to wear bracelets, expensive watches or have any kind of piercing/tattooing done.
20. The school does not hold itself responsible for injuries sustained by students while in the school. However, first aid will be rendered immediately.
21. Students are not allowed to bring mobiles, I-pods, CDs, Pen drives, Magazines, pictures or books/cassettes other than the prescribed books, except when asked by teacher.
22. Students are forbidden to bring narcotics, crackers, explosives, harmful instruments and other dangerous materials to school.
23. It is the duty of all the students to keep their classroom clean.
24. It is necessary that students must obey the monitor appointed by the class teacher to maintain discipline during his/her absence in the class.
25. If there is any change in the correspondence address and phone numbers of the students, parents are requested to inform the changes immediately to school authorities.

Admission / Withdrawl

1. At the time of admission a student must produce a satisfactory evidence of date of birth or an affidavit certifying his date of birth. No student will be admitted to the school without a Transfer Certificate, from the last school which she/he attended. The original and photocopy of the previous school marksheet of a class lower than to which the child is seeking admission must be submitted by the 2nd week of April.
2. The School leaving Certificate of a student joining school from classes VI-XII must be countersigned by the Educational Authority of the District in which the previous school is situated for children coming from any state other than Haryana
3. As per the CBSE norms, a student will not be allowed to change his subjects in class XI once the registration has been done.
4. For withdrawl of a pupil from the school a calander month's notice must be given in writing, before school closes for vacations, otherwise a calander month's fee will be charged.
5. Fee once submitted will not be refunded
6. A student who fails for two consecutive years in the same class will be asked to leave the School.
7. In all cases of students absenting without notice, the tuition fee will be chargeable. One month notice and no dues clearance certificate is required to obtain transfer certificate.

Acknowledgement

I _____ parent of _____ class _____ pledge _____
to follow the rules and regulations laid by the institution.
I and my ward will religiously abide by the code of conduct of the school.

Library Rules

1. Students are expected to take care of the library books. Writing or marking on a book is strictly forbidden. Damages/loss of books while in possession of the student will have to be made good by the student in whose name the book has been issued.
2. Books must be returned before the holidays.
3. Students are allowed to borrow only one book at a time.
4. Books may be reissued on request, if there is no demand by others.
5. Failure to return a book in time shall render the borrower liable to a fine of Rs. 50 daily from the date when the book was due.
6. If any book is torn, damaged or lost the borrower will replace the book or pay its cost + Rs. 50.
7. Students are not allowed to bring personal books in library.
8. Books may be issued for a period not exceeding seven days.

Leave Rules

1. Absence Without Leave is seriously viewed and in case of ten consecutive absence, the name of the pupil shall be struck off from the rolls. He would be re-admitted after he has paid all dues with fresh admission fee, and that too at the discretion of the principal.
2. For leave, leave application must be sent by the parent.
3. All students are expected to attend classes on the opening day after each of the vacations and on the closing day before the vacations. Those absent without prior permission will be fined 10/- per day.
4. Absence because of sickness must be supported with a medical certificate. Student attending the school after suffering from an infectious disease such as measles, chickenpox, cholera, mumps, whooping cough etc. must produce a fitness certificate from an authorised doctor.
5. Student suffering from the following diseases must observe the prescribed period to quarantine :

Chicken Pox	:	21 days of quarantine period + 3 days after the disappearance of vesicles
Measles	:	7 days from rashes
Mumps	:	Until swelling of gland has subsided.