



SREE SARASWATHY VIDYANIKETHAN

(BHARATHEEYAVIDYANIKETHAN, A CONSTITUENT OF VIDYABHARATI)

AFFILIATED TO CBSE, DELHI : 931439

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SCHOOL RULES AND REGULATIONS

STUDENT RULES:

- ❖ **ATTENDANCE** – Regular attendance is compulsory. Students must attend school regularly and punctually. Attendance on all National event celebrations is compulsory.
- ❖ **UNIFORM** – Students must be in full uniform (ID CARD, BELT, SHOES, SOCKS) and maintain personal hygiene. During rainy days, uniform chapels and on dry days uniform shoes to be worn. House uniform/Special uniform to be worn on the days specified. Students must keep their hair well combed and long hair to be plaited. Wearing colorful clips, bands, buns are not allowed (only black). Ear rings should not be long and big. Students should have clean and trimmed nails.
- ❖ **DISCIPLINE** - Students must maintain discipline and respect for teachers, staff and fellow students. Classroom and School norms to be strictly adhered. Bullying is strictly prohibited. Students found bullying will face disciplinary action.
- ❖ **ACADEMIC INTEGRITY** - Students must uphold academic integrity and avoid cheating, plagiarism and other forms of academic dishonesty.
- ❖ **MOBILE PHONES** – Mobile phones, smart watches, electronic gadgets are not allowed in school. If found, they will be confiscated.
- ❖ **RESPECT FOR SCHOOL PROPERTY** – Students must respect school property and avoid damaging or vandalizing school premises.
- ❖ **ADMISSION** – Normally admission is done at the beginning of the academic year. A student seeking admission to any class will be eligible if :--
 - Has passed the qualifying and equivalent exams.
 - Satisfies the requirement of age limit.
 - Produces TC signed by the Head of the institution last attended.
 - Documents in support of having passed the qualifying exam and other details required in the school office.
- ❖ **TRANSFER CERTIFICATE** – Application has to be submitted and pending fees and all other dues of the School has to be cleared.

PARENT RULES AND REGULATIONS :

- ❖ **COMMUNICATION** : Parents must maintain regular communication with the school and respond to school notices, circulars and information's.
- ❖ **ATTENDANCE** : Parents must ensure their child's regular attendance and punctuality. Medical certificates to be produced for absence due to contagious diseases. If a student is absent for 15 consecutive days without prior sanction of leave his/her name will be struck off from the school register without prior notice. If a child is absent for the examination, no reexamination will be conducted.
- ❖ **SUPPORT FOR SCHOOL RULES** : Parents must support and reinforce school rules and regulations.

- ✘ **PAYMENT OF FEES** : Parents must pay school fees on time and in accordance with the schools fee structure. School fees to be paid by 5th of every month. If the fees is not paid within the scheduled date ,late fee will be levied for the rest of the month. All dues to be cleared before the Terminal/Annual Examination or they will not be permitted to write the examination. Fee defaulters for the two consecutive months will not be allowed to attend the class. Bus charges are to be paid separately or the student will not be allowed to avail the facility. Fee is subjected to revision from time to time by the management.
- ✘ **PARENT TEACHERS MEETINGS** : Parents must attend Parent-teacher meetings and other school events.

GENERAL RULES AND REGULATIONS:

- ✘ School hours for the students are from 09:25am to 03:50pm.
- ✘ Parents are supposed to take late pass when late and out pass while taking the child back home. Parents must report any health concerns or injuries to the school authorities. The School does not take any responsibility, legal or otherwise for accidents, injuries etc. sustained by the student at any time during school hours, during transportation by school vehicles, while taking part in sports, games or any such activity. The school will take all steps and precautions to avoid accidents and other such happenings. The school does not take any responsibility for students illness. However, on critical situations the injured /ill student will be taken to the nearest hospital or clinic with the consent of the parent or guardian. All the expenses incurred in the treatment of such injuries & illness will be borne by the parent/guardian.
- ✘ Parents are not supposed to enter the classrooms during school hours.
- ✘ Offensive or indecent parent behavior towards the institution, School authorities and staff will lead to striking off the child's name from the rolls.
- ✘ No parent is supposed to give gift to the staff who is working or leaving the school.
- ✘ Parents complaints/suggestions to be reported to the Principal /SMC from time to time.
- ✘ Parents must maintain confidentiality regarding school matters and avoid discussing sensitive issues in public.
- ✘ Birthday gifts such as chocolates, sweets to be avoided. Instead items such as books, furniture etc needed for the classroom/school can be provided.
- ✘ If there is any change in the birth certificate, Aadhar, Address, telephone number, submit the details in the school office.
- ✘ Parents should not contact the teachers over the phone during class hours.

CONSEQUENCES OF NON-COMPLIANCE:

- ✘ **DISCIPLINARY ACTION:** Students may face disciplinary action including suspension or expulsion.
- ✘ **PARENTS MEETING:** Parents may be required to meet the school authorities to discuss their Childs behavior or attendance.

The School authorities have the right to change or alter the above rules as and when required in accordance with the situations and circumstances.

STUDENT NAME: -----

School Management Committee

CLASS :-----

Sree Saraswathy Vidyanikethan

PARENT NAME :-----

Mulayankavu

SIGN :-----