

**JINDAL VIDYA MANDIR**  
**KALMESHWAR**

**CBSE Affiliation No. 1130743**

**GENERAL RULES OF DISCIPLINE**

1. All students should be present in school on the opening day of each term.
  
2. Irregular attendance, unjustified absence or objectionable moral behaviour, absence from school examination, non-payment of fees justifies dismissal. If student is absent more than ten consecutive days without an application or for three days at the beginning of a term his/her name may be struck from the roll.
  
3. Students unless required to stay back for any purpose with permission of the Principal, should leave the premises as soon as the school gets over. The school authorities are not responsible for the safety of any pupil after school hours. Necessary

arrangements therefore should be made to take children home immediately after school.

4. No books other than required text books or periodicals, approved by the Principal may be brought into the school premises.

5. No child should leave the premises during school hours without the knowledge and permission of the Principal.

6. Any damage to school property will have to be made good. The decision of the Principal regarding the amount is final.

7. The school is not responsible for goods lost. Children should not bring or wear valuable articles when coming to school.

8. Students are not allowed to receive visitors or make phone calls. They will not be permitted to leave the class to answer the phone calls. If the matter is very urgent, message will be given.

9. A student desiring to be exempted from PT or games must produce a doctor's certificate to the effect that he/she is physically unfit to take part.

10. Students are urged to contribute to high tone of the school by their manners and general behaviour.

11. They should be polite, friendly and well behaved in and outside school. They should be respectful to their elders and teachers and truthful all time.

12. They should be orderly, clean in their appearance and neatly dressed.

13. As far as posture, cleanliness, silence, attention to work and respect to teachers and companions are concerned, a classroom should be looked upon as a place of reverence and discipline.

14. They should maintain absolute silence during the general assembly and while moving into the classroom from the general assembly. Silence should also be observed on the way or while returning from game, library, lab & art etc.

15. General assembly is the most important part of the school day. Every student should be present in it. Begin the day with prayer to God and listen to the announcement and advice of the Principal.

16. Text and exercise books along with necessary material should be brought to school according to the day's routine.

17. Students are not allowed to visit the staff room.

18. No collective petition or complain will be entertained but reasonable and individual ones will be sympathetically attended to.

19. Penalties may be imposed by the Principal at his / her discretion for breach of discipline, for habitual irregularity or late attendance.

20. Private tutors may not be engaged except after consulting the Principal and with his/her written consent. No tuition may be taken from the teacher who teaches the student.

21. All pupils when admitted and while studying in this school must make themselves acquainted with the rules notified for their conduct. Ignorance of the rules will not be an excuse.

22. The Principal's permission is required :

- To make collection for any purpose whatsoever.
- To arrange party, picnic or meeting.
- To join a sports meet or to play in a game not arranged by the school.
- To give presents to teachers or hold function in their honour.
- To arrange for private tuition from the school teachers.

## **RECOMMENDATION TO PARENTS**

None of the school objectives can be fully realised without the full co-operation and active support from parents. Some of the points requiring parent's cooperation are fitted below:

1. Please read and understand the contents of the almanac, in case of any doubts, you may personally clear these from the school.
2. Ensure that the almanac is carried to the school by your wards on all working days. Check the almanac each day for entries from the school. In addition, make effective use of the almanac for communication with the school staff.
3. Ensure that your ward takes breakfast and leaves home in time to reach school punctually.
4. Ensure strict adherence to prescribed uniforms, cleanliness and personal hygiene of your ward(s).
5. See that all required text/ notebooks and stationery are carried to school each day.

6. Constantly encourage students to take a continuous and balanced interest not only in studies but also in all other activities of the school.

7. Check whether homework and other assignments are completed as required.

8. Parents should furnish the school with latest office and residence address and telephone numbers. These are vital in the interest and safety of your ward(s).

9. Students suffering from infectious or contagious diseases should be sent to school only after the mandatory period of quarantine is over.

10. Regularly check if all the circulars issued by the school have been received and acknowledged through the almanac.

11. Students should be advised to take care of school property or will have to pay for the damages.

12. Pocket money to the wards should be restricted and should be sufficient to cover minor requirement. No money is to be given for the events organised by the school unless asked for through a circular.

13. Parents should do their utmost to ensure good level of communication with their ward(s).

14. Parents are requested to enforce regularity and discipline. They will see that their children prepare the lesson daily, prepare the work set to them and see that they devote sufficient time to their studies.

15. Politeness and courtesy in speech and conduct should be inculcated.

16. Any communication (request and complaint) made by the parents / guardian should be addressed to the Principal and not to class teacher. When thus communicating with the Principal, parents/guardians are requested to mention in their letters the name and the classes with section of their ward(s).



17. No visitors (parents or others ) are allowed to see any pupil or meet their teachers during school hours.

18. Parents are also requested not to visit classes during school hours.

19. Parents are also requested not to send for or call away their wards during class hours without application except in case of an unforeseen emergency.

20. Parents / guardians are particularly expected to sign messages, progress reports or any similar documents when requested. Failure to do so may put their wards to great inconvenience and render them liable to being sent home. Repeated late coming, forgetting to bring books may be punishable in the same way.

21. Giving presents to any of the school employees either in cash or in kind shall be totally discouraged.

22. Small children should not be entrusted with payment of fees.

23. Under any circumstances, answer scripts of students for the terminal examination will not be returned to parents, private tutors or others.

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24. The interpretation of any rule in this almanac as well as any amendments rest solely and entirely with the governing body of school. This shall be final and binding on parents / guardians and in no case shall lie in any court of law in respect of the decision.