

## SCHOOL RULES

**Dear Students,**

This set of rules will help you to make your living with others more pleasant and comfortable. The way you get along with your fellow students and the respect you have for teachers, staff and the school property reveal your personality. Your cooperation and unique contribution will help the school run smoothly to the satisfaction of both teachers and students. Education is a joint venture!

**Read the following rules carefully and comply to these to make education FRUITFUL:**

1. Try to be punctual always. When the first bell rings in the morning, walk to your line and stand there in silence. After the assembly, proceed to your class room in line, in silence.
2. School uniform, must be worn at all times. If the student is not wearing the correct uniform, warning letters will be issued as per MoE behavioral policy.
3. It is one of your special duties to help keep the classroom neat and tidy. Avoid throwing paper on the floor or out of window, don't scribble on the desks or walls.
4. Students are not permitted to eat or drink in class. Chewing gum is strictly forbidden in school.
5. Books, Magazines and CDs not connected with schoolwork should be left at home. But remember to bring all necessary text books to school.
6. Take care of extra books and learning materials lent to you and return them to the teacher on completion of work. In the same way, take care of library books or books of reference.
7. Students may buy books from the book store only during break.
8. During lesson time and in between lessons, student must remain in their classrooms.  
They must not wander about outside. If a teacher is absent or late, after five minutes of the beginning of that class the CLASS MONITOR must inform at the school office.
9. NO STUDENT SHOULD LEAVE THE SCHOOL PREMISES DURING SCHOOL HOURS, WITHOUT THE PERMISSION OF THE PRINCIPAL / VICE PRINCIPAL, REGARDLESS OF WHETHER THE STUDENT IS FREE OR HAS A LESSON.

- 10 Students having a free period should not gather in classrooms/labs/corridors without the permission and supervision of a teacher.
  - 11 Do the preparation of your homework regularly. Both the preparation and the written work done at home are essential part of your schoolwork. Keep a careful record of all you have to do in your diary. Work seriously remembering that everything is taken into account for promotion.
  - 12 During Recess, stay in the area assigned to you. No one is allowed to stay in class during recess and before or after school or to play in the corridors.
  - 13 Students must at all times respect school property, be tidy and place any rubbish in the bins provided. Papers, cans and plastics should be placed in the respective recycle bins
  - 14 After an absence from school, have your parent's or guardian's signature with the reason and submit a leave letter to the Class Teacher. Format is given in the diary.
  - 15 Smart phones, MP3, Mp4 players, digital cameras or any other device which can upload or download images are strictly forbidden in school. These items, if found with students, will be confiscated and returned only at the end of the academic year.
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We urge all students of St. Mary's Catholic High School to work seriously and with a sense of responsibility. Good conduct, application and regular attendance throughout the year are indispensable conditions for success and formation of a good character.

Remember the golden rule:

“DO TO OTHERS WHAT YOU WOULD LIKE THEM TO DO TO YOU”

### **To Parents**

Dear Parents,

Please read the following notes carefully along with your child/children so that you can help your children to drive the utmost benefit from attendance at St. Mary's Catholic High School. Your children's progress will also depend on your cooperation with the school Authorities. Please help us educate your child by enforcing regularity and discipline, seeing that homework is done and that students are punctual and regular in attendance. Encourage them to take an active part in the school activities. We would like to call your attention to the following points:

## **I. SCHOOL HOURS**

Student must be present in school by 7:35 am to begin at 7:40 am. Parents are requested to collect their children by 2:05 pm. Parents are not allowed to enter the classroom or corridors during school hours.

## **II. LATE COMERS**

The first bell will ring at 7:40 am and students are expected to move to their assembly lines. The second bell will ring at 7:45 am to indicate the start of assembly. Students who come in late once the assembly has begun will be dealt firmly. **NO STUDENT WILL BE PERMITTED TO ENTER THE CLASS WITHOUT AN OFFICIAL NOTIFICATION FROM THE SCHOOL OFFICE.**

- a) The student who is late will be STOPPED by the prefects and Teachers in charge.
- b) The **FIRST TIME AND SECOND TIME** the student will be permitted to enter the class with an **OFFICIAL NOTE**.
- c) The **THIRD TIME** the student will be **DETAINED** in the Library for the first period. The student will also be given a **WARNING LETTER**, which must be signed by the parents/guardian and returned to the class Teacher.
- d) The **FOURTH TIME**, the student will be **DETAINED IN THE LIBRARY, FOR THE FIRST FOUR PERIODS**, inclusive of breaks.
- e) The **FIFTH TIME, THE STUDENT'S PARENTS WILL BE INFORMED.**
- f) In Case of Emergency, a note from parent specifying a valid reason, or the parents in person should accompany the child. A note will be given to the student by the **OFFICE** and the student will be admitted to class.

## **III. DISCIPLINE**

It is the policy of St. Mary's school that the students behave in such a manner as to enhance the safety, the welfare and the dignity of all individuals. The school is responsible to ensure the protection of the right and privileges of everyone in the school community. Willful violation of the following rules will enforce disciplinary measures that include detention, suspension, no re-registration for the following academic year and, in extreme case, expulsion from classes or in severe incidents, the student may be expelled from school; as per the MoE behavioral guidelines.

**Please refer to the Student Behaviour Management posted on MograSIS for rewards and sanctions.**

## **IV. IMPORTANCE OF HOMEWORK**

- 1) It allows extra time learning a subject and strengthens the skill presented in class through repeated USE.
- 2) It helps students develop self-discipline, which is necessary to improve academic skills and knowledge.

- 3) It helps students to improve their overall performance.
- 4) It provides opportunities to apply skills and concepts to new situations.
- 5). When longer assignments are given – such as reports and research projects – the students are given a chance of integrating many skills and concepts in order to produce original responses. All students have the opportunity of homework and no parent should be satisfied with their child's report that he or she has no homework. **WRITTEN WORK IS ONLY ONE ASPECT OF HOME WORK. CONSTANT REVISION IS THE BEST REGULAR FORM OF HOMEWORK AND PARENTS SHOULD INSIST ON REGULAR REVISION OF SCHOOL WORK.**

At least two hours for juniors and three hours for senior students should be given regularly every day to individual study and independent work. Without this extra time student will not be able to acquire the necessary skills that will guarantee success in their future career.

## **V. PRIVATE TUITION**

Private tuitions are not encouraged by the school management.

## **VI. ABSENCES**

A student who has been absent from school – even for one day – must provide leave letter. Remember that test missed due to absence not properly justified are marks lost. The only acceptable reason for re scheduling a test is illness. A test can be rescheduled only if a medical certificate is produced for the period of absence.

The medical certificate must be produced immediately on the student's return. Medical certificates submitted at a later date will not be considered valid and no retest will be scheduled.

Notification must be given to the school if a student is returning late when the school re – opens after holidays

Leave of absence during the year may be granted on written application from parents or guardians but only for serious reasons. If you wish your child's name to be kept on the nominal roll, full fees during the period of absence should be paid in advance.

## **VII. ILLNESS**

You are requested not to send your children to school if they are sick. In case of infectious diseases, do not send children to school until they can produce a doctor's certificate of complete recovery.



## **VIII. PROMOTION**

Promotion in the upper primary and senior classes depend both on the two-term examinations (October and March) and on continuous progress throughout the year. This includes class attitude, general behavior, homework, monthly test etc. Re – exam and summer homework shall be given to the students from upper primary classes. Results of examination and decision taken by the teachers and Principal during the promotion meeting will be final and binding to all students.

## **IX. TEST FILES**

Before each report you will receive the student's test files, which will give an idea of the progress and achievements of the students. It is hoped that you will use this information in planning with your children better ways of promoting further progress.

## **X. VISIT TO SCHOOL**

If you have any questions on matters you would like to discuss concerning your child's progress, please do not hesitate to contact us. Meeting and conferences with your child's teachers can be arranged and planned for. To ensure a successful meeting; parents should contact the school office in advance. Teacher will have time to collect marks and make notes that will be useful during the meeting.

All meetings should be scheduled for a time when the teachers are free to meet the parents. Make sure you take advantage of this.

## **XI. EXTRA CLASSES**

In case your child is required to attend an extra class after school hours, the parent/guardian is required to sign a note sent by the teacher.

## **XII. EXTRACURRICULAR ACTIVITIES**

Information of all extra-curricular activities, sports, excursion, drama, debates, musicals organized by the school will be sent to the parents by letter. Permission to participate will be granted only by parent's approval and signature.

Students who have signed up for an extra-curricular activity and do not justify their absence with a written note signed by a parent to the activity coordinator the following day, will be forced to drop out of the extra-curricular activity.

### **XIII. PARENT TEACHER MEETINGS**

Parents are kindly requested to attend parent – teacher meetings. These meetings will give parents an opportunity to discuss the student's behavior and progress with their teachers.

### **XIV. 1. SCHOOL FEES**

All details regarding school fees can be found displayed at the CBSE office. and also on the parent portal in DC

### **2. NON PAYMENT OF FEES**

Students who default in paying their fees regularly will not be allowed to attend classes, after receiving due warning from the administration office, as per executive regulation of the federal law, no (28) n 1999.

### **3. TEXT BOOKS**

The cost of text book is additional. Students from KG1 to GR.12 may purchase their books from the school bookshop. Books once sold will not be taken back.

### **4. FINES**

Student will be fined for any damage to school property according to the extent of damage.

### **XV. WITHDRAWALS**

Notice of withdrawals should be given in writing at least one month before the withdrawal. Such notice should be given by the parent or guardian. School Leaving Certificate will not be issued until all outstanding fees are paid.

## XVI. UNIFORM

Students must wear only the prescribed uniform provided by the school. No alterations of the uniform is permitted. Students violating this rule will be severely treated. Uniforms are available in the school.

### **Regulations for school uniforms:**

Boys: Navy blue trousers, school belt, plain white cotton shirt with school logo, long/half sleeves (tucked in) Navy blue tie with school logo on it plain black shoes and white socks, plain short haircut. (**Highlighting of hair and hair gel** are not allowed and fingernails must be kept short.) **Sport Uniform:** Grey and blue colored trousers & shirts to be bought only from school.

Girls: Navy blue skirts with box pleats. The skirt must cover the knees. For those who need to wear long skirts for religious or cultural reasons, the pattern remains the same. Plain white cotton blouses with school logo, long/half sleeves (tucked in), and navy blue tie with school logo on it, plain black flat shoes and white socks.

**Long sleeved blouses must be closed at the cuff.** Hair must be neatly pinned or tied back in the plait or ponytail. Highlighting of hair is not allowed and henna applications on hands are not allowed, except on special occasion such as religious or family weddings, and these require permission from the principal.

**Sport uniform:** Grey and blue coloured trousers and shirts (to be bought only from school)

**Winter Uniform:** (Boys and Girls) Navy blue pullovers with school logo (to be bought only from the school).

**KG uniform:** Uniforms should be bought only from the school

Note: Besides stud earrings and wristwatch, no other jewelry permitted.

**If a student is not wearing proper school uniform, he or she will not be allowed to attend class.**

THIS OPERATIONAL GUIDE MUST BE BROUGHT TO SCHOOL EVERY DAY  
AND FOLLOWED IN DETAIL. DAILY LESSONS, REPORTS  
AND HOMEWORK SHOULD BE TAKEN DOWN, PARENTS  
SHOULD REGULARLY SEE THEIR CHILD'S CALENDAR,  
NOTE AND SIGN THE CHILD'S REPORTS