

# GENERAL RULES AND REGULATIONS

## ADMISSION

1. Admission to the school is restricted by certain policies of the Management and by the conditions of age, ability and conduct. Hence applicants for admission will be tested and admitted in the standard they are found fit.
2. At the time of admission the students should be personally introduced by his/her guardian, who will be responsible to the school authorities for his/her studies, conduct, regularity and discipline.
3. The Principal reserves the right of refusing admission to a candidate without ascribing any reason for it. He also reserves the right of refusing continued studies of any pupil whose conduct is found unsatisfactory or who is not benefitting by his stay and study in this school.

## ATTENDANCE

4. As regular attendance is an important element for successful school work, no student should absent himself/herself from class without sufficient reasons.
5. Parents/guardians must state clearly, the reason for the absence. Failure to do so invalidates the application and renders the student liable to sanction.
6. Leave of absence must be obtained from the Class teacher, attested in the 'Leave Record' of the Handbook.
7. Normally half-day leave will not be granted to students. Once they come to school, they have to be present the whole day. They are not allowed to go out of the school campus during school hours including recess time.
8. In case of serious illness the Principal must be informed within five days with a Medical certificate accompanied by the leave application from the parent/guardian.
9. Those who return to school after absenting themselves without prior permission, shall not enter the class without the leave note countersigned by the Principal.
10. Students suffering from contagious or infectious diseases will not be permitted to attend the school. The Principal should be informed before the student attends the class after the recovery from such disease.
11. No student who comes late shall enter the class without obtaining the signature of the Class teacher in the 'Late Coming Record' sheet of the handbook.

## **DISCIPLINE**

12. Discipline is an integral part of the learning process. If a student is to develop self-control he/she must be trained to bridle his/her emotions and impulses, thereby enabling him/her to live in harmony with others, to respect the traditions of his/her family, to keep the laws of the country and to obey the commandments of God.

13. All the students shall make themselves acquainted with the rules and regulations notified for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation. The diary should be brought to school daily.

14. Students should be polite and courteous and appropriately greet their teachers, elders and other respectable persons when they meet them. They should also greet one another.

15. All the students shall be in the school premises a few minutes before the morning bell. At the first warning bell, all shall gather, in silence, at the specified place for the morning assembly/class. Prayers must be said with due respect and devotion. After the assembly all should go in an orderly manner to their respective classrooms. The second bell marks the beginning of the session.

16. In the afternoon, students must be in their classrooms at the first bell. Classes begin at the second bell.

17. All shall remain silent and study till the teacher comes to the class. When the teacher enters the class room, pupils shall stand up, greet him/her and remain there till they are asked to sit.

18. Students shall keep silence and decorum in the classes. During the absence of a teacher, they shall not leave their classroom nor or their seats; nor shall they make noise.

19. Running, playing or shouting inside the school building is not allowed.

20. No student shall enter any classroom other than his/her own without permission. They may change their places in the class room only with the permission of the class teacher

24. SPEAKING IN ENGLISH IS COMPULSORY at the school, on the school campus, in the school bus-and at the bus- stops while waiting to board the bus.

21. Discourtesy and disrespect to the members of the school staff in any form will be viewed seriously and students responsible for such misbehavior are liable to be dismissed.

22. No student will be sent with a relative/stranger unless a responsible person comes to fetch him/her with a note of authorization from his/her parent/guardian.

23. Reading materials like books, newspapers, periodicals, comics etc. may not be brought to the school without the previous sanction of the Class Teacher. Film magazines, pornographic books, and such other items are not allowed in the school campus. Transistor radios, electronic equipments, Mobile phones, Toys etc. should not be brought to school.

24. No collection of any kind shall be made in the school. All collections must be done through the office.

25. No meeting, party or picnic or any kind of organized school activity shall be arranged without the approval of the principal/ H.M.

26. It is not advisable for students to have too much money or expensive watches, gold ornaments etc., in their possession. The school authorities will not be responsible for the loss of such articles. Students are not allowed to wear bangles and rings.

27. Students shall be responsible for the safe custody of their belongings. As a precautionary measure it is suggested that they have their names inscribed on articles like tiffin carriers, umbrellas, school bags, etc.

28. Lost articles must be claimed from the school office within a week, after which period unclaimed articles will be disposed off.

29. Any damage caused to the property of the school must be immediately reported to the Principal and will have to be made good.

30. The class rooms, corridors and the school premises shall be kept neat and clean. Waste paper or other waste materials must always be thrown into the waste boxes provided. They may always take care that the display boards, walls, furniture, black-boards, shelves etc., are kept neat and in order.

31. When passing along corridors, during class hours, students shall keep silence. WHILE GOING UP AND COMING DOWN THE STAIRCASE, THE RULE IS KEEP LEFT.

32. For a serious violation of any of the school regulations, a student may be temporarily suspended according to the discretion of the principal.

33. All our students are sincerely exhorted to cultivate the habit of daily morning and evening prayers. Catholic students are specially recommended to assist regularly at Holy Mass and to frequent the Sacraments and thus be witnesses to Christ in their daily lives by their good example. Catholic parents would do well to encourage their children in this matter.

## **SCHOOL BUS SERVICES**

34. Students availing themselves of the school bus, must, as a rule, continue to use the service throughout the year. If a parent wishes to discontinue Vehicle Facility received by his/her ward, he/she will have to inform in writing at least one month before the anticipated date of discontinuance and obtain a written permission from the Office.

35. Any student causing annoyance to other students in the bus or to the pedestrians will be barred from further use of the bus with no claim to refund of bus fares. He/she is also liable to further disciplinary action.

36. The school will not provide alternative transport facilities to students who miss the bus. While waiting for the school bus, students should be mindful of good manners and exemplary behavior. Playing at these centers is strictly forbidden.

37. At the bus stop children should get into the bus in an orderly manner. As a safety measure they should not put their hand or head out even to salute any one.

38. Students must take their bags in their hands as they board the bus and keep it safely on the racks. Senior students should give preference to the junior ones to sit.

39. In case of any complaint, parents should report to the office and never approach the crew of the bus directly.

40. Students who cause any damage to the bus will have to pay penalties that will be fixed by the Principal based on the report from the crew.

## **PICNICS AND TOURS**

41. Picnics and tours are part of study and class activity and hence all are expected to join them. It will encourage and strengthen friendliness and love for each other. It is also a source of relaxation and help to develop knowledge, good relations and curiosity.

42. All picnics and tours shall be arranged with prior approval of the Principal. School authorities, management or staff shall not be held responsible for any accident or mishap during picnics, tours or excursions.

## **PARENT-TEACHER ASSOCIATION**

43. All parents are members of the Parent Teacher Association of the school. The aims and objectives of the association are:

- i. To bring better understanding of the problems of the pupil, parents, teachers and help to find solution.
- ii. To be in close touch with pupil's progress, health, physical education, obedience to teachers, regularity in doing assignments, etc.
- iii. To arrange meetings, seminars and cultural programmes for improving the relationship between parents, pupils and teachers.
- iv. To raise funds for the specific purpose of school's welfare. The Parent-Teachers Association is expected to meet periodically

## **HOME STUDY AND PARENTAL CO-OPERATION**

44. Parents and guardians are expected to be co-operative with the school authorities by enforcing regularity and discipline, helping their children or wards prepare their lessons and taking helpful interest in the activities of the school. All efforts made by teachers with regard to student's training, can bear fruit, only if parents co - operate.

45. Parents/Guardians may be allowed to meet the teachers to enquire about the progress of their wards with permission from the Principal on Fridays between 3-50 p.m. to 4-30 p.m.

46. Apart from taking helpful interest in the academic work of the school, parents must also encourage their children to take part in Co-curricular and extra-mural activities organized for the benefit of the children.

47. Any complaint or remark by parents about the staff or school functioning must be brought to the notice of the Principal or Manager, and not to the staff concerned.

48. Parents are strongly advised not to miss the parent-teacher meetings arranged during the course of the academic year for inquiring about the progress of their children in studies and in the other aspects of school life.

49. Parents are earnestly requested to sign the progress reports or any similar documents when so requested.

50. Parents are hereby informed that daily reports about their ward, if any, from the school about conduct and studies are conveyed through the handbook. Parents are expected to take note of these reports and messages with their counter-signature.

51. Students who fail to show these remarks and reports and get them counter-signed by their parents are liable to be punished and sent home.

52. Parents, guardians or other persons are not allowed to meet the students or teachers during class-hours at the door of class-rooms. On emergencies they have to contact the Principal.

53. Parents and guardians are requested to notify the school office in writing of any change either in their postal address or their telephone numbers.

54. The Management, Principal and Staff will not be held responsible in any way for loss of articles, any accidents or mishaps that may occur beyond control to the student, either in the school premises or while bringing them to school or carrying them back home by bus. Children who are ill should not be sent to school.

55. Entrusting a pupil to the school implies that parents agree to stand by the rules and regulations of the school and that they should see that children also abide by the school regulations.

## **EXAMINATION/PROMOTION**

56. There will be two terminal examinations and three mid-term examination during the academic year which begins in June and ends in March. Promotion to the next higher class will be based on the students' performance at the terminal examinations alone.

57. Test/examination cannot be deferred nor anticipated to suit individual convenience. No re-examination will be conducted in any subject.

58. Absence or exemption from any subject in any examination excludes the student from being reckoned in order of merit for ranking in the result.

59. Perfect order and discipline should be maintained during examinations and tests. Any malpractice, even if discovered later, will be seriously dealt with.

60. The result of the examinations are final and will not be reconsidered.

61. Inability to write the examinations shall be reported to the Principal in time.

## **FEE REGULATIONS**

62. School fees must be paid regularly and punctually. Fees must be paid for the term during which the pupil's name has been carried on in the register even if the pupil has been absent during these months.

63. Parents must keep the fee-receipts issued to them and produce them as proof of payment, if needed.

64. Students will not be allowed to sit for any examination without Hall-Tickets issued against clearance of fees and other charges.

65. Conveyance charge and instalment fee should be paid in schedule.

## **FEE PAYMENT**

In order to introduce a professional system in fee payment and to provide convenient fee payment mode to parents, we in association with South Indian Bank introduce various fee payment modes which are of benefit to students, parents and to the school by reducing the greater risk of handling cash.

### **PROCESS:**

1. The parent has to fill the pay-in slip in triplicate with details like:

« Name of the Student:

« Class:

« Admission Number:

« Term Fee:

« Bus Fee:

« Late Fee:

« Total Amount:

2. Submit the filled pay-in slip along with cash at the counters of any South Indian Bank Branches.

Note:

The counterfoil of the pay-in slip will be the fee receipt.

Online payment through our website

[www. carmelpublicschool.com](http://www.carmelpublicschool.com) is also possible.

## **WITHDRAWAL**

66. No school leaving certificate will be issued unless applied for in writing, in the proper form, by the parent or guardian, and after all the dues have been cleared. Fees are due as long as no notice of withdrawal is given.

## **DISMISSAL**

67. Irregular attendance, habitual idleness, obtaining more than 250 minus points disobedience or defiance of authority, malpractice in connection with examinations, lack of sufficient improvement in conduct and studies even after warning or conduct injurious to the moral tone of the school are sufficient reasons for the dismissal of a student.

A student who fails more than once in the same class shall be removed from the rolls. The decision of the Principal shall be final in this matter.

## **FEE CONCESSION SCHEMES**

### **(I) ELIGIBILITY FOR FEE CONCESSION**

i) He/she should be a regular student of any recognized school and the financial situation of the parents/guardian is not sound to meet the entire educational expenses of the child

ii) The student has minimum marks / grade as follows

Students of class I - V .... above 60%

Students of class VI - VIII .... above 70%

Students of class IX & above .... above 80%

### **PROCEDURE TO GET THE FEE CONCESSION**

1. Parent shall submit the duly filled in application form in the school office on or before 20-07-2022. They may choose to convey their requirements to the management committee through Class Teacher, Principal, Vice Principal or through a letter addressed to the Manager

2. The management committee shall consider all the applications and sanction an admissible amount in each case considering

i) Financial situation of the parents

ii) Scholastic achievement of the candidate

iii) Availability of funds

3. The details of the amount sanctioned as scholarship in each case shall be made available in the school office by 30th July 2022.

### **(II) FEE CONCESSION AVAILABLE**

1. THIRD CHILD of a family shall be considered for a scholarship equivalent to one fourth of the school fee for the year.

2. FOURTH child of a family shall be considered for a scholarship equivalent to half of the school fee for the year.

## **AMENDMENTS OF RULES**

68. The Principal/Management has the right to introduce, amend or change these rules and regulations in case of exigencies and in furtherance of the aims and objectives of the Managing Society and the school as and when necessity arises.



## **EXCLUSIVE INSTRUCTIONS TO KG PARENTS**

1. School uniform, as prescribed by the school should be worn on all working days.
2. All the belongings of the child should be labelled.
3. Nails and hair should be kept trimmed and clean.
4. The books, pencil box, crayons will be kept at school.
5. Books will be sent home occasionally.
6. A handkerchief should be sent along with the child daily.
7. Do not send money through you child unless requested for, in writing, from the school.
8. Intimations should be given to the office/teacher while sending money/medicine.
9. Send a spoon and baby towel along with lunch.
10. Avoid sending fish with bones.
11. Avoid fancy clips, fancy ear rings, bangles, toys etc. to school.
12. Check your child's bag/diary daily.
13. Make sure that your child is regular and punctual.
14. In case of contagious diseases sent your child after complete recovery with a letter supported by a medical certificate.
15. Your complaints/suggestions/appreciations should be intimated to the school in writing.
16. Involve your child in a lot of creative activities at home (eg. Colouring, Doing paper work, making them say stories etc.)
17. Readout stories and sing songs to children as often as possible.
18. Your participation and support is solicited in all meeting functions and workshops organized by the school in the interest of your child.