

## **GUIDELINES**

### **1. GUIDELINES FOR PARENTS :**

This diary been designed to help you understand the school rules applicable to your child and is an additional tool of communication between the school and the parents. You are requested to go through diary every day to check for any communication from the school, in addition to communication transmitted through SMS and any digital or non-digital medium of communication.

#### **1.1 DIARY TO BE CARRIED TO SCHOOL EVERY DAY, LOSS OF DIARY :**

- The students **shall** bring this diary to school every day including during the examination. This is mandatory. The management reserves the right to send the student back if the diary is not carried on any day and this would be counted as absence from school for the day.
- In the event of loss or permanent misplacement of diary, the student is required to replace the diary, for which they are required to pay a dairy replacement charge of Rs.200/- for every loss. It is mandatory to replace a lost or misplaced diary immediately.

#### **1.2 DIARY IS MANDATORY:**

- The administrative and academic rules and regulations are set out in the diary. This is in addition to any other rule or regulation, which maybe, communicated to the parents through the SMS-es/ circulars/any other digital or non-digital medium of communication as also all rules and regulations which are applicable to students.
- The parents and students are therefore required to carefully read and understand the rules and regulations set out in the diary.
- The parents are required to periodically refresh their memory about the rules and regulations and also refresh their child's/children's memories about the rules and regulations.

## **2. COMPLETE THE INFORMATION PAGE OF THE DIARY:**

The parents are required to complete the information page in the diary. This will be used to contact the parents in case of any emergencies and would be helpful in case of medical emergencies since the blood groups and medical problems / allergies of the student/s would be listed on this page.

## **3. UPDATION OF INFORMATION RECORDED WITH THE SCHOOL AND IN THE DIARY:**

- In the event of any discrepancy in the information available in the school records and in the diary, the information in the diary will be presumed to be the latest and correct information available and the school administration will act on the basis of the information on the information page of the school diary.
- In the event of any changes in the information in the school records or in the diary, the parents shall keep the management informed of the same in writing.

## **4. IN THE EVENT OF EMERGENCY:**

- In the event of any emergency specific to the city, or to the student, the school will communicate with the parents through the SMS – es/ digital or non-digital medium of communication or any other available means of communication at the student's communication numbers, available in the school records.
- The parents are required to attend to any school communication about such emergencies, immediately.

## **5. ACKNOLWDGEMENT OF COMMUNICATION SENT THROUGH THE DIARY :**

- The school shall use the diary as an additional tool of communication with individual parents. The parents are therefore requested to check the diary every day for any communication.
- Any communication sent by the school through the diary must be countersigned by a parent on the day it has been written and the parent should also date the signature. This is to ensure that the content/s has/ have been read and, where necessary, appropriate action has been taken. Failure to read the communication in the diary and counter sign the same shall not be excused.

## **6. PARENTS' ATTENDANCE AT OPEN DAYS AND PARENTS-TEACHERS ASSOCIATION (PTA) MEETINGS:**

- The parents' attendance on Open Days and at PTA meetings is mandatory and can be excused only on written applications received from the parents, subject to the school approving the same.
- The communication of dates for the Open Days and PTA meetings shall be through SMS/ any digital or non-digital medium of communication and shall also be on the notice board.
- Teachers' feedback on the student/s' academic and general performance in the school should be received by the parents in the proper perspective, since this is for the well-being of the students/s.
- Parents can use Open Days to bring any areas of concern in their child's academic or general performance to the attention of the teachers and seek guidance of resolving these areas of concern.
- PTA meetings shall be restricted only to the agenda for these meetings and cannot be used as a forum for resolving individual issues.



## **7. PERSONAL MEETINGS WITH THE PRINCIPAL AND OR THE TEACHERS:**

- Unless the personal meetings are initiated at the instance of the Principal and / or the teacher/s, the parents desirous of personal meetings with the Principal and / or the teachers are required to send in a written request for the same. The written request should be sent at least 2 days before the scheduled requested date for the meeting.
- The decision whether to grant the request for personal meeting /s is that of the Principal and / or the teacher /s and the same is final and not subject to any request/ s from any quarter.

## **8. PRIVATE TUTORIALS / TUITIONS:**

The parents should not engage any school teachers or other school staff or management staff as private tutors for their child/ children and shall be liable for strict course of action by the school.

## **9. PARENTS TO COMPENSATE FOR ANY DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY:**

The parents shall compensate the school for any damage caused by their child/ children to school property. The decision of the school administration as to the payment of costs for replacement of damaged/ destroyed property and / or their repairs is final and binding on the parents.

## **10. RESOLUTION OF ISSUES :**

- Our utmost concern and primary need is to ensure the welfare of the student, to maximize the students' potential.
- In the event of any concerns that the parents may have, they are required to bring these concerns, in writing, to the notice of the Principal.
- The parents should not seek the involvement of any outside agencies or influences in seeking redressal of their concerns. Any attempt to involve outside agencies and / or influences shall be viewed very seriously and the management / school reserves right to take appropriate action, including any legal recourse, in such instances.

## **11. NO ANTI SOCIAL / UNFIT ACTIVITIES BY PARENTS AND STUDENTS :**

- Parents and students are ambassadors at large for the school and the reputation of the school is dependent on their behaviour in public and social interactions.
- Parents and students should not participate in any anti-social activities in and outside the school campus, which may cause damage to the school property and the school's reputation. In the event of any such anti-social activity being brought to the notice of the school management, the school management shall take appropriate action.
- Parents and students should not indulge in unhealthy / unfit criticism of the school and the management which are false / wrong and harms the school, under any circumstances, the same shall be strictly dealt with.

## **12. INTERACTION WITH SCHOOL STAFF :**

- Parents and students are required to be courteous with the school staff.
- Misbehaviour of any kind and use of any abusive language and threatening school staff and as also the housekeeping and security guards shall be seriously dealt with.

## **13. CELEBRATION OF STUDENT BIRTHDAYS :**

On birthdays, children may distribute Indian chocolates only, there shall be no distribution of any other food items or gifts, either to the school staff or to the students.

## **14. FIELD TRIPS AND CAMPS :**

- Field Trips and Camps are an integral part of the school academic programme. They provide valuable learning experiences for students.
- Appropriate supervision by teachers is provided on all trips.
- For your child to participate, you must return the duly signed Parent Consent Form given in this diary, prior to the date of the trip.

## **15. PARENT TEACHER INTERACTIONS :**

- Parents may meet the teachers/office staff with prior appointment that has been made through the diary and coordinated by the class teacher.
- The school expects parents to attend all the Parent Teacher Meetings (PTMs) held during the year to chart the child's progress.
- Parents are expected to keep themselves informed of details of circulars and notices given from time to time on SMS / any digital or non-digital medium of communication / paper.
- Parents are restricted to visit any teachers during school hours. Please refer to timings to meet teachers (by appointment only).
- Most of the circulars from school are sent through the SMS and digital or non-digital medium of communication.

## **16. GENERAL RULES OF CONDUCT AND DISCIPLINE :**

Students and parents are expected to read and adhere to the Code of Conduct laid down by the school. Violations would lead to disciplinary action which could include suspension and expulsion depending on the severity of the offence.



## **17. STUDENTS ARE EXPECTED TO :**

- Show respect for and consideration of the rights, feelings and property of others, especially the school property.
- Carry the school diary, note books and text books, as required on a daily basis.
- Complete and submit home assignments and projects given by the specified dates.
- Obey promptly the directions of all teachers and staff as well as student captains /leaders.
- Attend school regularly in time with neat, clean and complete uniform. (Refer to the section on school timings and uniform).
- Cultivate good study, behavioural and personal habits.
- Keep the school building and premises clean and use the bins provided for litter.
- Report any damage or breakage of school property to the concerned authority. (The student responsible for the damage will be charged for the repair or replacement of the damaged property/equipment).
- Attend/participate in all school camps, field trips and excursions organized by the school.
- Participate in various activities (Incl. co-curricular) as applicable to respective grades.
- Wear the school ID in the school premises, while travelling by bus, while representing the school and on field trips and picnics. In case of loss of ID cards, the school must be informed immediately. A second / duplicate ID card will be issued at the cost of Rs. 200 per ID card against a written application.



## **18. STUDENTS ARE ADVISED THAT UNDER ANY CIRCUMSTANCES, THEY SHOULD NOT :**

- Attempt to cheat or use unfair means during tests and/or examinations (These will be dealt with severely and the student will not be given marks in that paper).
- Use abusive words or language both in and out of school.
- Leave the school premises during school hours even in case of emergency without the written permission of the Principal/ Vice Principal.
- Stay out of class without a written note from a teacher and countersigned by the teacher who is in the class in that period.
- Carry mobile phones, cameras or any other electronic devices (If the student is found with any such article it will be confiscated immediately and the student will face strict disciplinary action). A prior written permission must be taken for it, if required and must be deposited with the teacher concerned.
- Carry valuables and large sums of money or any valuable item to school. (School does not accept any responsibility for any loss)
- Takepart in any political activities in and outside school campus
- Steal.
- Participate in age-inappropriate social networking sites and organizations (If these are reported to the school authorities strict action will be taken, instances of cyber-bullying, hosting /proliferation of inappropriate content will be treated as very serious offence and would invite the severest of penalties)

- Use agitation means of protests such as fasts, strikes, gheraos, arouse the sentiments of the student body and the public and bring disrepute to the school.
- Use self – driven vehicles other than bicycles to come to the school.
- Possess or consume alcohol, drugs, tobacco or any illegal substance.
- Carry knives, lethal weapons (in any form), explosives, firecrackers, sting bomb, matchboxes, lighters, laser lights or anything that is potentially dangerous and can be used as weapon.
- Gamble in school or during school trips.
- Display affection or be physically intimate the school premises or while representing the school or while on school trips or field trips.
- Indulge in any act/s of acts, including physical fights, causing physical distress to other persons, in school premises or outside, individually or collectively.
- Use vulgar or threatening or inappropriate language, pass lewd remarks or display obscene photographs and paintings/drawings, etc. through emails, social-networking sites or in any other form or manner or cyber stalk or cyber bully any person, in particular the school staff and the students.

## **19. OTHER GENERAL RULES TO BE FOLLOWED:**

- It is mandatory to speak in English to ensure certain level of proficiency and discipline. All communications to the school should be in English.
- Gifts to Principal, Teachers or school staff, in cash or kind is not permitted.
- Collection of any cash or in kind is not permitted without proper prior written permission of the Principal. The Principal's decisions in this regard is final.
- Students will have to compensate / make good (equivalent / replacement cost) the loss sustained by the school because of any loss, damage (broken / non – usable) any property, equipment's, apparatus, books, etc. Principals decision w.r.t replacement cost will be final.
- Private tuitions with any staff / employee / teachers (any member) of the school is prohibited and shall be liable for strict course of action by the management.
- Any intentional vandalism or damage to school property or any other serious misconduct may result in immediate expulsion of the student.
- School reserves all rights to expel the student on ground of repeated misbehavior.

## 20. FEES:

- Parents undertake to pay all the school fees applicable to each term directly to its bank as directed. It is the parents' responsibility to ensure that the school fees paid, are accounted for, against their child. Except where a separate agreement has been made between the parents and the school for the deferment of payment of fees, fees for each term are due and payable before the commencement of the school term / course, to which they relate or as may be informed by the school.
- The school will not be held responsible if the school fees are paid by the parent to any school employee, or any person other than as instructed/informed by the school.
- The school fees are paid quarterly:

|                  |                                   |
|------------------|-----------------------------------|
| April – June     | Due date 30 <sup>th</sup> April   |
| July – September | Due date 20 <sup>th</sup> July    |
| October-December | Due date 20 <sup>th</sup> October |
| February – March | Due date 20 <sup>th</sup> January |

- A fine of Rs. 500/- will be charged per month after the due date (20<sup>th</sup> of each month).
- Any school fees paid shall first be accounted against the past outstanding fee irrespective of the month/term for which the fees are paid. It is the responsibility of the parent to clear the past outstanding fees, if any.

- Parents can pay fees in advance. Fees once paid will not be refunded.
- Entire term fee will be collected for the new Joiners irrespective of date of joining.
- In case of cheque payment, cheque should be drawn in favour of '**Somnath International School, Kodinar**' and marked "A/c payee". Please write the name of the pupil and the class on the reverse of the cheque.
- Parents must give separate cheques for each child in case more than one child is studying in the same school.
- Cheque payments must be made well in advance, so to ensure that the same is realized by the end of the month. In case the cheque is dishonored, for whatever reason, it is a serious offence. A fine of Rs. 1000 shall be imposed in cases of Cheque dishonors and it amounts to non-payment of fees on time and shall be liable for penalty and other consequences as mentioned above.
- In the event where the student's name has been struck off from the school register for non-payment of dues beyond two quarters (6 months), re-admission may be allowed to such students at the sole discretion of the management and subject to payment of all arrears including penalty if any and re-admission fees.
- The result of the examinations (incl. internal tests) shall not be handed over to the students / parents unless all the dues are cleared.
- Students may be expelled in case of non-payment of fees at the sole discretion of the management. In such cases School Leaving Certificate will not be issued till all the outstanding dues are cleared.

