

GUIDELINES

1. GUIDELINES FOR PARENTS

This diary has 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 the 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

DIARY TO BE CARRIED TO SCHOOL EVERY DAY, LOSS OF DIARY

The students **shall** bring this diary to school every day including during the examinations. 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 that 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 diary replacement charge of Rs. 200/- for every loss. It is mandatory to replace a lost or misplaced diary immediately.

DIARY IS MANDATORY AS :

The administrative and academic rules and regulations are set out in the diary. This is in addition to any other rule or regulation, which may be, 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

2.1. 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 ANY 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. ACKNOWLEDGEMENT 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 and 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 student/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 :

- 7.1. 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.
- 7.2 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

9.1. 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 maximise 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.

- 14.3. 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 INTERACTION

Parents may meet the teachers/office staff with prior appointment that has been made through the diary and co-ordinated 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

16.1. 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)

Take part in any political activities in and outside school campus.

Steal.

Participate in age-inappropriate social networking sites and organisations (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 agitational 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 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 a weapon.

Gamble in school or during school trips

Display affection or be physically intimate in the school premises or while representing the school or while on school trips or field trips.

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.

Indulge in any act/s of acts, including physical fights, causing physical distress to other persons, in school premises or outside, individually or collectively.

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 the 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 decision 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 misbehaviour.

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:

June- August	:	Due date 30th June
September- November	:	Due date 20th September
December-February	:	Due date 20th December
March- May	:	Due date 20th March

If any parent wants to pay monthly fees due to financial hardship, they must give a separate application addressed to the Principal stating the reason clearly. This will be applicable for that Academic year only and monthly payment of fees shall commence only after approval from the Principal on the application. Such application must be made to the principal at the start of the Academic Year or 15 days before the due date for any mid-year hardship.

A fine of Rs. 100/- will be charged per month after the due date (20th 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.

Fees for the month of May have to be paid in April.

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. 250 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 students 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 the 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.

21. ARRIVAL AND DEPARTURE

Students must inform school about their mode of travel to and from School

every day and any changes in the same.

Students are required to arrive on time at 8:50 a.m. Straight to the classroom for registration/assembly. (Refer to School timings).

Students arriving later than 9.00 am will not be allowed to attend the school for the day, they will be sent home, as School Gates will be closed after 9:00 a.m.

The time of leaving the premises depends on the extra activities carried out by each student. Parents will get prior information regarding the same.

Parents, if called during working hours, must sign in the register with the security.

Parents must carry the parents ID card with them, whenever they attend school.

22 ATTENDANCE AND LEAVE

Students must attend school regularly as this is fundamental to student learning.

It is important that students learn the importance of punctuality. Repeated late coming will merit serious consequences.

All students must comply with the attendance criteria of 85% (per academic year) to be considered for promotion.

If the child is absent from school, it is necessary for the parent to send a note to the class teacher stating the reason and date of absence. (Refer to leave record page in the diary). A medical certificate is to be provided, along with a leave letter, if the child is absent owing to medical reasons.

In case of long leave, an application must be sent in advance to the respective co-ordinators. The discretion to grant leave lies with the Head.

Leave to participate in District / State / National / International events must be applied in advance and the application must be accompanied by a statement of intended participation addressed to the Principal. On

completion of the event the necessary certificate of participation must be duly submitted. The school reserves the right to grant leave of absence.

Parents are requested not to apply for half-day leave for the child. If for some urgent reason, a student needs to take half-day leave, a written request giving the reason and time has to be submitted to the class teacher. The student, if granted leave, will be given attendance for half day only.

Students who need to leave before dispersal time (short leave), must ensure they have a written request from the parents stating the date, time and reason, this must be shown and sanctioned by the class teacher and Section Head. If a parent is unable to pick up the child personally, they must send an authorization letter with the person picking up the child with the parent card.

It is mandatory for students to attend the first and last working day of each term.

23. ASSESSMENT AND EXAMINATIONS

It is mandatory to undertake all school assessment and examinations. However, in case of illness, bereavement or other mitigating circumstances a request letter supported by relevant documents has to be submitted to the Principal in order to be granted 'special leave'. Exemption will be granted at the discretion of the Principal.

24. Absence During Examination

In case the student is absent on the day of an assigned test, he/she will not be awarded any marks unless the parent has sought prior permission from the Principal, stating the reason of absence. Application/request sent retrospectively are not valid.

If exemption has been granted for an examination due to illness or crisis in the family, the student will be marked absent. During promotions achievement in the subject will be calculated on the average performance

over the year. The student, however, will not be eligible for any academic award.

No Retest is given under any situation if a student misses a test/exam/assignment.

Students who are ill should not be sent to school to appear for tests scheduled for that day. Request for permission to go home after appearing for the test because of ill health/or otherwise, will not be granted.

Grades I to VIII will have internal assessment. The percentage of internal assessment varies as per the class. Progress reports will be given to parents/guardians at the end of each term.

25. Use of Unfair Means

Asking, copying, intent to copy or possession of reference/subject related material or question papers or using any electronic devices or storage devices for use during exams is deemed as using unfair means.

If a student is found helping another student with answers both students will be debarred from appearing for the examinations.

Students found using unfair means during a test/examination will not be awarded any marks

This will be reflected in the annual assessment report. The invigilator's incident report is final and binding once approved by the Principal / Vice-Principal.

School reserves the right to expel students found using unfair means or assisting other students in using unfair means during the examinations.

26. PROGRESS REPORT CARDS

Report cards are distributed on Open Days or PTMs to parents / guardians only.

Report cards will not be given before the Open Day.

In case a Report card is lost, a duplicate will be issued on receipt of a written request and replacement charges for the same. Replacement of lost report

request and replacement charges for the same. Replacement of lost report cards is mandatory.

27. PROMOTION

27.1. Promotion of students will be based as per the guidelines laid down by the school.

28. SCHOOL UNIFORM

A proper dress code is an identity of the child and the school, so please respect it.

Full and proper uniform is to be worn by students at all times in school. Parents and students must ensure that the uniform is clean and presentable.

The shirt/blouse must always be properly tucked into the trousers/shorts/skirts.

The school uniform must not be worn outside school hours, except when the student is representing the school at any inter-school event.

Fancy hairstyles, colouring, perming, straightening of hair is not permitted.

Boys must have short haircuts and must be clean shaven always.

Girls' hair if longer than shoulder length must be tied back (Pony) with black band and if shorter then black clip or black hair band should be used..

Make-up, nail-polish, fancy and expensive accessories like nose pins, earrings, chains, bangles, bracelets are not allowed to be worn to school.

Girls are permitted to only wear small loops or studs. Boys are not permitted to wear earrings or any other jewellery.

Piercing of visible body parts is not allowed, except nose rings for female students.

Under normal circumstances, students are not permitted to wear mehndi.

. Special written permission should be sought for coming to school with mehndi colours and designs on the palms / body.

Permanent/temporary tattoos are not allowed.

29. MEDICAL POLICY

The school has a Medical Room

A basic First Aid will be given to a child if hurt in school premises.

All charges towards lab tests as well as any subsequent charges, including hospital admissions, etc., will have to be borne by the parents. The reimbursement of any amount paid by the school due to emergency reason will be paid by parents.

The original bills and reports will be handed over to the parents for any insurance claim.

In case of emergency / accident, the parent will be informed immediately and necessary action will be taken by the school.

30. WITHDRAWAL

The letter of withdrawal from school (or any event of the school) must be addressed to the Principal.

Notice of withdrawal must be given one month in advance. Those leaving in the month of April must pay fees for the month of May.

All application of withdrawal for the next academic year should be made on or before 31st March.

A leaving certificate will be issued only after all dues are cleared and all books and property that belong to the school have been returned. A clearance certificate must be obtained.

If no written notice of withdrawal is given, full fees for all the months of absence will be charged along with fine as per the school policy.

.31. **CODE OF CONDUCT ON BUSES***

Students must be punctual and reach the bus stop five minutes prior to the arrival of the bus. They must not remain off the road while waiting for the bus. The bus will not wait for students who are late.

Students must board and alight the bus in an orderly fashion, they must not run alongside a moving bus.

Students must observe the instruction of the bus driver or the individual on bus duty.

Students must be seated always when in the bus and ensure they do not place their feet on the seat. They must not indulge in physical or verbal abuse. They must ensure that their arms, legs, heads and other body parts are inside the bus always.

Older students are expected to take care of the younger ones.



