

# Priyadarshini International School, Borawan

## General Rules & Regulation

Priyadarshini International School lays great emphasis on discipline – slackness, disobedience and disregard of the rules will not be tolerated. Any negligence of good manners, any work or action likely to lower the image of the school is regarded as a breach of school discipline; the school reserves the right to expel students whose diligence or progress in studies is considered unsatisfactory or whose conduct is harmful to other students. Immaturity, insubordination or contempt of authority and breaking bounds and causing damage to school property are always sufficient reasons for suitable action to be taken immediately.

1. Parents are requested not to enter classrooms to see their children or teachers during school hours.
2. Parents are required to inform the school office, if there is any change in their address, telephone numbers and other relevant information, immediately.
3. Children, when sick, should not be sent to school to attend classes.
4. Parent's attention is drawn to the fact that criticism of the school or teacher in the presence of a child should be strictly avoided because it causes the students to lose respect for their teachers with the consequent failure to learn from them and retards their progress.
5. Parents can meet the Principal on stipulated days after taking prior appointment.
6. Parents can meet the Teachers on stipulated days after taking prior appointment.
7. The parents are required to attend the P.T.M on a regular basis and the Class Teacher should be informed about any absenteeism, prior to the meeting. A respectable Code of Conduct should be maintained and punctuality observed at such meetings.
8. Any communication made by the parent/ guardian should be addressed to the Class Teacher. The address and phone number, Name of the Student, Class, Section, Roll No should be clearly mentioned in the application.
9. Parents should sign the progress report card and return it to the school within three days. If lost or mutilated, a replacement will be made after the payment of required fine of Rs.50/- at the administrative office.

10. Parents are required to co-operative with the school in its attempt to help their children progress by paying attention to their attendance, punctuality and discipline and to take interest in their child's work. They should check the school diary every day and note the instructions given they are advised to check the bags of their wards to see if any circular/notice/invitation etc. has been issued.
11. Students are required to seek written permission for leave prior to the commencement of the leave.
12. In case the leave is taken on medical grounds, an authentic medical certificate has to be produced.
13. Leave for half day is not allowed at all, for security reasons. In emergency however, written permission for leave must be taken from the Principal and the Class Teacher and the Bus In-Charge should be informed, in case the student is availing the School transport facility.
14. Students are advised not to carry any cash and to bring valuable articles, for example-mobile phones, expensive watches, fountain pens, transistors, electronic gadgets, cameras, calculators or jewellery to school. In case of loss of valuables or other articles, the authorities will try their best to trace out the items but shall not undertake any responsibility for the loss.
15. The ward of those parents, who avoid meeting the authorities, when advised to do so, may not be allowed to attend the classes.
16. Parents should not try to contact the teachers over the phone but they can meet the teachers during 'Visiting Hours'.
17. Parents are requested to personally see off and receive their ward at bus stops along with Escort Card.
18. Parents must first consult the school calendar, date sheets and other circulars before making inquiries over the phone.
19. Parents and guardian are requested to read and explain the school rules to their wards.
20. Strict action will be taken against students using unfair means in examination. In the event of the student missing his/her assessment due to his/her absence from the school, there shall be no re-assessment for the student.
21. The tuition fees will have to be deposited as per instruction mentioned in FEE-PAY-IN-Slip in advance within the 15th day of the month. In case of late submission of the tuition fees, a fine will be charged as follows:

Delay (in number of days) in depositing Tuition Fees	Fine Amount
Deposit of Tuition Fees within the first 15 (fifteen) days after the last date of payment of tuition fees	Rs. 20
Deposit of Tuition Fees within the next 30 (thirty ) days thereafter	Rs. 50
Deposit of Tuition Fees within the next 30 (thirty ) days thereafter	Rs. 100
Deposit of Tuition Fees thereafter (Re-admission Fees)	Rs. 500

22. Parents/ guardians are requested not to approach the teachers for private tuition for their wards. If any student is found guilty of doing so, then strict action will be taken against both the parties and the student might asked to leave school without a T.C. If any kind of help is required then the parents/ guardians are requested to get in touch with the Principal and assistance's may be considered as per the convenience of the school and/ or the teacher.
23. A student may be asked to leave the school at the discretion of the Principal/ Management on any one of the following grounds:
- a. Disciplinary.
  - b. Unsatisfactory progress in work.
  - c. Detention or repeated detention in a class.
  - d. Any other ground that the Principal/ Management deems necessary/ appropriate in the interest of the school and its students.