

* Rules and Regulations *

SCHOOL REGULATIONS AND NORMS

(Parents/Guardians and students must be fully acquainted with the rules and regulations given below. Ignorance will not be an excuse.)

Admission and withdrawal

➤ ADMISSION

1. Students are ordinarily admitted only in the beginning of the new academic session subject to vacancies in any class.
2. Admission to LKG: A child must have completed 3.5 years and should not be above 4.5 years of age on the 1st April of the admitting year. On the date/dates fixed by the Principal, the application forms will be issued on payment of the prescribed amount. The date of selection/interaction and displaying of the list of selected children will be intimated in the counter-slip. While submitting the application form, copy of the Date of Birth Certificate (from the Municipal corporation or Secretary, Birth & Death) and the Adhaar Card of the child, along with 2 recent photographs with date, should be submitted. If selected, the original of both the documents should be produced for verification.
3. Admission to classes UKG to 9 and XI: Admission to these classes will purely be on the available vacancies. The vacancies will be declared and the application forms will be issued only in the last week of March, for such classes, on payment of the prescribed amount. The filling of the vacancies will be done on merit basis after the admission test. For UKG documents to be produced would be similar to LKG and for other classes a genuine Transfer Certificate (from a school affiliated to central/state/UP board) will have to be produced at the time of admission failing which the admission would be considered as null and void.
4. TC from any school affiliated to CBSE school, in India, need not be counter signed. But in the case of students from a school not affiliated to the CBSE, the Transfer Certificate of the previous school, has to be countersigned by an officer not below the rank of Basic Shiksha Adhikari/ District Inspector of Schools or Education Department of other boards/ Union territory concerned. The admission would be considered complete only after submitting the TC (countersigned if need be) otherwise remain null and void.
5. No student shall be admitted in Class IX and above after the 31st of August, of the academic year, except on transfer and with the prior permission from the CBSE Regional Office, Allahabad.
6. As the syllabus prescribed at Secondary level is of two years integrated course, no admission shall be taken in class X directly.
7. The parents will fill the admission form and they will be responsible for the contents thereby filled in, conduct and remittance of fees of their ward.
8. The Principal reserves the right to refuse any application for admission without having to assign reasons for such refusal.

➤ WITHDRAWAL

1. If the parents want to withdraw their child, of their own accord, and wish to possess the Transfer Certificate of the child, they will have to give a written application for the same, paying Rs. 100/- and obtain the TC after two days. According to the latest guidelines of CBSE, one does not require to countersign the TC if the child is taking admission in another CBSE school. The request for a transfer certificate must be made in writing, duly signed and dated by the parent/guardian. No transfer certificate shall be issued until all dues to the school are paid in full, till the month the ward attended the school last, even if it were to be for only one day.
2. Students leaving the school at the end of the academic session
must give a notice not less than a month before or pay the fee in lieu thereof, until the month of the notice, produced for the TC. In case of re-admission after withdrawal, admission fee will be levied as well.
3. A duplicate copy of the Transfer Certificate may be issued on payment of Rs 500/- if the School is satisfied with the reasons and documents produced for the loss of the original, but it shall be marked as DUPLICATE.
4. If a student is absent for 10 consecutive days, without the prior permission or the application of leave for a genuine reason, the name of the student will be struck off the roll. If the parents want to continue the education thereafter, they will have to re-admit the child.
5. A student may be suspended or ever dismissed from the school on account of misconduct, insubordination to the school authorities, malpractice during the exams or for any such grave reason with prior warning, or even without, as per the discretion of the Head of the Institution.

➤ ASSESMENT AND PROMOTION

1. No exam, neither terminal nor annual, will either be anticipated or postponed for students who absent themselves on a particular test/exam for whatsoever reason. If your ward is unable to attend the school at the time of Examination for any serious reason, prior information in writing should be given to the Principal. If the absence is due to ill health, a medical certificate from the hospital/ medical officer, should accompany the application. Promotion in all such cases will be entirely at the discretion of the Principal. However, in case of oral exam for the K.G. classes; it may be considered (only for a grave reason), with prior permission from the principal.
2. Students who are detected in attempting to use unfair means, giving or receiving assistance, during an examination; however small the offence might be, will not be permitted to continue the exam and even might be asked to be withdrawn from the school.
3. It is mandatory for the students of class X and XII to clear the pre-board exams in order to appear for the Board Exams. Besides, the provisional admission of class X to class XI and subjects allocation will be done based on the result of THE TWO PRE-BOARD EXAMS.
4. Serious action will be taken if the marks/grades are tampered with.
5. ANSWER PAPERS OF ALL EXAMS WILL BE SHOWN TO THE CHILDREN AND PATENTS/ GUARDIANS but not be given to be carried home as they will have to be preserved for any query from the board.

6. Progress Report card will be given only after the ANNUAL examination. The students must record subject-wise marks received in each terminal exam in the diary. The parents/guardians are advised to attend each parents-teachers meeting diligently, and verify the marks recorded by their wards in the diary.

➤ **PROMOTION**

1. Minimum attendance for the final assessment and promotion is 75% of teaching days (other than Festivals, School functions and exam days) as per CBSE guidelines, including the attendance in the previous school, if the student is admitted on transfer. Any student falling short of required attendance will not be granted promotion to the next class. Parents please take care that your ward covers the minimum attendance required. Medical Certificates are no guarantee for consideration in promotion.
2. Promotion of a student from one class to another is determined on the performance in the continuous assessments throughout the year and not only based on the written tests/exams. Hence, encourage your children to take part actively in every activity. Please ensure that they complete all the activities and project work on specified time duration to obtain maximum marks.
3. Only those who obtain a minimum of 33% in each subject, in the ASSESSMENT throughout the year, will be promoted to the next class.
4. In order to be promoted to the next class there should not be any school fee dues and they must be cleared before the Annual Examination commences. The result would be withheld if the school fee dues are not cleared. Parents themselves would be fully responsible for the inconvenience caused to their ward.
5. A student failing in a class for a second time or failing in two consecutive classes will not be retained in the school.
6. Assessments made by the teachers and checked by the Principal are fair and shall be final. No representation with regard to promotion will be entertained.

➤ **ATTENDANCE**

1. Every student is expected to be punctual and regular for classes and all school functions. Attendance on the National Festivals such as Independence Day, Gandhi Jayanti and Republic Day is mandatory.
2. Every student is expected to be present when the school reopens after the vacation or when the new session commences. If a student is absent on the first three working days or 10 consecutive days through the year, without prior permission, his/her name shall be struck off the rolls and admission fees will have to be paid to re-enroll. In case of emergency, parents are requested to inform the Principal in advance, in writing.
3. Every student must take part in PT, games and other activities of the school, unless declared physically unfit by a Medical Certificate or exempted by the Principal. Obviously, he/she will not be allowed to take part in any other strenuous activity either till certified fit by the medical officer.

5. Except for sudden illness or unforeseen reason, an application for the leave should be sent before and get the leave sanctioned by the principal. In case of illness for more than 2 days, medical certificate should be attached to the leave application while joining and for unforeseen reasons; genuine and convincing reasons should be produced in the leave application.
6. Parents/guardians should also briefly note in the diary the duration and the reason for the absence and sign the application and the note in the diary with full signature as you would do in any important document. The signature should match the specimen signatures given in the diary. Separate leave note must be sent for each student. Pupils who fail to comply with this rule may not be allowed to join the classes.

➤ **Rules**

DISCIPLINARY REGULATIONS FOR STUDENTS

1. All should be in school premises before the first school bell. Late-comers may be debarred from entering the school premises/classes unless they come with a letter of apology from the parents or guardians.
2. At the first bell all must line up outside their respective classes and move silently to the allotted place in the assembly ground and also come back to their classes after the assembly the same way. Students are expected to obey the monitors appointed by the class teacher and captains appointed by the school.
3. After the school as well, the students should move in straight lines up to the gate according to the order by the school authorities, under the supervision of the School Captains and Vice Captains.
4. Whenever moving out from the class for various reasons and coming back all must move in two lines (boys & girls), in silence, as not to disturb the other classes. No one must run around in the school premises except in the play ground.
5. During recess, no student should remain in the class room. The class monitors should see that the lights and fans are turned off and the doors are latched.
6. The class monitors and S S monitors are responsible for the discipline in the class in the absence of the teachers. If indiscipline is seen in the class, disciplinary action will be taken against them.
7. The students are not to move out of the class without the permission of a teacher and without the out-pass. If anyone goes out without proper permission he/she will not be allowed to enter the class.
8. No student is allowed to enter any other class room without the permission of any of the teachers or the principal.
9. Students are not permitted to leave the school premises during working hours without the written permission from the Principal.
10. No student suffering from contagious or infectious disease shall be permitted to attend the school unless certified by the doctor.

11. Gifts to members of the staff or other demonstrations in their honour by students or parents are strictly prohibited.
12. The students are expected to speak in the medium of instruction i.e. English in the school campus. This is for the benefit of the students academically.
13. Students are responsible to the school authorities not only for their conduct in school but also their general behaviour outside. Any report of objectionable conduct on the part of any student (if on enquiry found true) will make him/her liable to disciplinary action. Misbehaviour in public places and conveyances is also liable to similar disciplinary action.
14. No student should bring to the school objectionable articles, electronic goods, such as camera, mobile phones, pen drives or memory cards, tape-recorder, knives, weapons, crackers, explosives etc. The offenders are liable to be dismissed or rusticated from the school and the confiscated goods will not be returned. The decision of the school authorities is binding on all.
15. Students are not permitted to come to school with two/four wheelers. Strict action will be taken on those who violate the rule and parents themselves would be fully responsible for the act.

➤ **EXPECTATIONS FROM STUDENTS**

1. Every student will endeavour to keep up to the high prestige of the institution by excelling in good manners,
being courteous and by fostering good family spirit among the fellow pupils.
2. They should be proud of their School and present a good image, especially by their behaviour in the public and on their way to the school and back.
3. Display their enthusiasm by participating in maximum number of school activities.
4. Make the necessary arrangements to stay back after school hours to participate in academic, sports and co-curricular activities whenever required.
5. Have the sportsmanship on the playground with the opposite team, accept the decisions of the officials respectfully and keep up the spirit of the game.
6. Respect and safeguard the property of the School; your own and that of the others, and report immediately to school authority if any damage done is noticed.
7. Respect the teachers, co-workers and fellow students; be courteous and loving; polite, friendly and well-behaved; be honest and truthful, whatever may be the cost, in and outside the school.
8. Come to the class on time and bring all necessary materials with them and complete all the assignments carefully on time.
9. Accept cheerfully every work and responsibility assigned, and face difficulties as challenges with courage and determination.

10. Respectfully and apologetically accept the little admonitions given for any fault and be bold enough to say 'No' to any sort of wrong doing.

➤ **SCIENCE LAB**

1. Perfect silence is to be maintained in the labs. Except for necessary discussion there should not be needless talk.
2. Handle the apparatus carefully and do not be playful as they are delicate, fragile and could be dangerous as well.
3. Keep the things in their proper places and do not misplace them as it would create inconvenience to others.
4. Use the reagents or other chemicals and acids only in required quantity.
5. Do not throw glass pieces, match sticks, filter paper etc, in the sink. Put them in the waste disposal container provided for the purpose.
6. Any student who breaks the apparatus must pay the existing cost of the apparatus.

➤ **COMPUTER LAB**

1. Perfect silence is to be maintained in the labs. Except for necessary discussion there should not be needless talk.
2. Students must move to the lab in two lines without making any noise otherwise they may not be taken to the lab next time.
3. Take off shoes before entering the computer lab.
4. Do not enter the lab with any outside devices. They would be permitted only with the explicit permission of the principal for a specific purpose alone.
5. Use the systems only for the syllabus related work and under the guidance of the computer teacher and not otherwise.
6. Do not meddle with computer peripherals and connectors as it could create serious trouble. If any problem occurs inform the teacher concerned.
7. Do not scribble on the machine casing and on the desks.
8. The students should reach back to the class within three minutes after the bell. If late, they may not be admitted to the class.

➤ **LIBRARY**

1. Students are advised to make good use of the school library. However, they are expected to observe all the rules and regulations of the School library.

2. Students should keep in mind that 'Reading makes a full man'. They should develop the habit of systematically and thoughtfully reading the suggested books on different subjects and storing them carefully in their memory and not flying from book to book.
3. No talking is permitted in the library except on business with the librarian. This also should be done in a low voice.
4. Students can borrow one book at a time and may keep it with them for a week and the same book could be re-issued for the same period once again if they would like to have. However, none will be permitted to keep the same for more than two weeks.
5. Books are issued on the understanding that they are only to be read by person to whom they are issued and are not given to others whether of school or outsiders
6. Reference books, Encyclopedias, periodicals and general knowledge books are to be used in the library alone and not to be carried away. It should be taken care that the reference books or periodicals are put back in their respective place.
7. Books, periodicals, magazines etc. should be treated with care, in the library. No writing, ink blots, torn pages, marks and such other things in books are tolerated.
8. If the book is not returned in time a fine of Rs 10/- will be levied, per day of delay.
9. For any book torn, damaged or lost the existing cost price will be charged from the borrower.

➤ **EXPECTATIONS FROM PARENTS/GUARDIANS**

1. Parents are expected to co-operate with the school authorities in enforcing regularity and discipline. They should see that their wards prepare their lessons well, revise the day-to-day syllabus covered, prepare well for every periodic test and the annual exam, and take active interest in the activities of the school.
2. It is only with the co-operation of the parents that the school can promote the all round development of their wards. It is expected from the parents that they attend the Parents-Teachers Meeting without fail, as per the given schedule in the annual planner, or as and when notified by the Principal, and also other school events.
3. Parents are requested to foster in their wards, values such as politeness, neatness, truthfulness, punctuality, honesty, responsibility; good conduct and kind and polite speech; cleanliness of body, mind and heart and dress as well.
4. Parents/ guardians are not expected to go to the class rooms to meet their wards or teachers during school hours without the sanction of the Principal. The teachers are available for consultations during their free periods on prior appointment.
5. Parents/guardians are expected to sign the Progress Report Card, or any other information when so required. Failure to do so will cause great inconvenience.
6. The teaching in the class is more than enough for the students if they are attentive and they don't need any private tuition. Parents/guardians should not engage the School staff members for private tuition

without explicit written permission from the principal. Only in necessary cases, the principal might permit tuition. However, all the tuitions should be stopped a month before the ANNUAL EXAMS.

7. Parents are requested not to disturb the pupil while the school is on. In case of emergency, they should obtain a written permission from the Principal to meet the students/teachers.
8. Parents are requested not to send anybody to fetch their ward during the class hours as the principal and teachers may not recognize the person you send. Do not send any strangers, albeit they might be your best friends, and the school will not entertain any telephonic call with regard to this. This is advised for the safety of your own ward. In case of unforeseen circumstances or serious illness, preferably, the parents themselves should come to fetch the ward, if not, send someone from home with an application duly signed by the parents/guardians and the signature should match with the one in the diary.
9. In case the parents want their ward back home during the school hours for whatever serious reason and wish that he/she goes home on his/her own, a written application, specifying the time the ward should be freed, duly signed by the parents/guardian should be presented before the principal and the signature should match with the one in the diary. Besides, the request should be confirmed over the telephone.
10. It has constantly been stressed by the educationists that co-curricular activities and hobbies enhance the personality of children and bring out the talents in them and make them aware of the large potentiality that is dormant in them. We have various activities in the school. What your ward is, and what he/she can do, will be discovered only when they take part in these activities and you as parents play the pivotal role in making it possible for your ward. Hence, encourage your ward to take part in maximum activities possible.
11. Suggestions or complaints, if any, are to be made in writing with full name of the child, class & section and forwarded to the principal.
12. Any change in pupil's address and telephone number must immediately be notified to the school office by the Parents/Guardians.
13. Parents/Guardians are to see that they check the diary daily, get the day to day home assignments completed by their wards at home itself, before they set out for school, and sign the diary on a regular basis.
14. Any personal threat to, or pressure on, the staff members, teaching or non-teaching, by parents/guardians, in any form, will be viewed seriously and will call for a strict disciplinary action to the extent of dismissal of their ward.
15. Parents are requested not to send their wards with expensive watches, rings, chains or big amount of pocket money. School will not be responsible for the loss of any of the belongings of your ward.
16. Irregular attendance, neglect of work, habitual lack of interest in school work, stealing, misconduct - even outside the school premises, wilful repeated breaches of school regulations are sufficient reasons for serious disciplinary action, to the extent of dismissal of their ward.
17. It is the responsibility of the parents/guardians to reach their ward at least 5 minutes before the school begins and take away within 10 minutes when the school gets over. If the parents/guardians are late in reaching the wards please do not leave them outside the gate and go. The school will not be responsible for any mishap for your irresponsible behaviour.

18. Parents/Guardians not showing sufficient interest in the progress of their wards or failing to comply with the rules and regulations given above will be requested to withdraw their wards from the school at the end of the academic session.

➤ **HEALTH AND HYGIENE**

1. The famous adage goes, "Health is wealth". If we have good health all other things will be within our reach.
2. The students should have regular bath, washing of hands before and after anything they consume and enough rest (7 to 8 hours).
3. They should have some sort of entertainment as well in the form of games, TV entertainment, walk etc. but with judicious limit.
4. They should be given healthy and nutritious food. Junk food such as maggi, chaumine, kurkure, chips and harmful beverages should be avoided. Notwithstanding the above, in the School premises junk foods and beverages are strictly prohibited.
5. The parents must take care that their ward carries tiffin and water bottle every day. Empty stomach causes unwanted problems.
6. The students should trim their nails at least once in fortnight (two weeks). The girls should not use nail paints and nail arts. Use of Mehendi (up to the wrist only), would be permitted with prior permission, on special occasions alone.
7. Hair dressing: No fancy hair styles, both for boys and girls, would be permitted in the school campus. The boys should have a normal hair style and neatly dressed. The girls should have hair long enough to plait and dress their hair neatly and plaited with single/double ponytail. The side locks should be clipped properly and no strayed hair should be seen. The clips and hair bands used should be only black in colour.

➤ **School timing**

SUMMER (Mar-Oct)

(Monday, Tuesday, Thursday and Friday)

Boys : White shirt with half sleeves, navy blue trousers/pants, navy blue socks, black leather shoes with laces, school tie and belt.

Girls : White shirt with half sleeves, navy blue skirt navy blue socks, black leather shoes with buckles/ laces, school tie and belt.

WEDNESDAY

Boys : White shirt with half sleeves, white trousers/pants, white socks, white tennis shoes, school tie and belt.

Girls : White shirt with half sleeves, white skirt white socks, white tennis shoes with buckles/ laces, school tie and belt.

SATURDAY

Boys : White shirt with half sleeves up to class III and House T Shirt for classes IV and above, white trousers/pants, white socks, white tennis shoes, school tie and belt.

Girls : White shirt with half sleeves up to class III and House T Shirt for classes IV and above, white skirt white socks, white tennis shoes with buckles/ laces, school tie and belt.

WINTER (Nov-Feb)

Both boys & girls should have full sleeved white shirt even on Saturdays. All must wear warm innerwear in the months of December and January. The sweaters should be of V neck and blazer, cap, muffler, scarf etc., all should be of navy blue colour.

NB : SCHOOL ID CARD IS COMPULSORY FOR ALL ON ALL WORKING DAYS

➤ **School uniform**

All pupils are required to wear clean and neat school uniform. The habit of neatness in dress and person should be cultivated by every pupil. The school uniform is mandatory on all school days, PTMs, national festivals and school functions.

Children who come without uniform, for whatever reason, should bring a note of apology from their parents, giving satisfactory reason.

PLEASE NOTE: Low waist pants and tight fittings are not allowed. The skirts of girls must be covering up to the knee fully and they must wear bloomers/shorts within. All must put on the collar button and keep the noose of the tie decently tight.

BIRTHDAYS: On birthdays the students are permitted to come with civil dress provided decently and modestly dressed. Short dresses, sleeveless, off shoulder, tight fittings, T shirts are not allowed.

SCHOOL FEES

1. Online FEE payment facility is available. Go to our website www.sjsshaktinagar.com and click on to guidelines for online fee payment. You are requested to do the payment online as far as possible. However fee counter would be open at the office as well for those who are unable to avail online facility.
2. Fees must be deposited once in two months as mentioned in the FEE CARD, before the 15th of the first month from 8:00 a.m. to 12:00 noon. No fees will be collected after the 15th of the first month. If the 15th falls on a holiday, the fees will be accepted on the first working day following such a holiday without fine.
3. Defaulters' fee will be collected with a fine of Rs. 25/- per month from the 1st to 5th of the following month (second month).

4. All dues should be cleared before the ANNUAL EXAM commences. Otherwise your ward will not be permitted to appear for the exams and parents will be solely responsible for it.

5. Parents /Guardians must comply with the above.

N.B: Parents/Guardians are expected to read these regulations and see that they and their wards follow them meticulously. Ignorance of them will not be an excuse.

St. Joseph's School/SKT