

SCHOOL RULES FOR STUDENTS AND THE **GUIDELINES FOR THE PARENTS**

I:- General Rules:-

1. Every student should read the school rules and follow it in letter and spirit.
2. Students who come to the school on their own should arrive at the school five minutes before the bell rings. Regular late comers will not be allowed to attend classes.
3. The name, class and section of the pupil should be clearly marked on the blazer and all other belongings of the student.
4. Students should be habitually clean and always neatly dressed. The school uniform must be worn on all school working days and public functions.
5. Girl students should strictly abstain from applying nail polish or mehendi during school session. Nails are to be clipped at least once a week.
6. Non-Sikh boys should get their hair trimmed at regular intervals with a formal haircut. No fashionable haircuts allowed.
7. Students are not allowed to bring valuable articles to the school. Girls can wear very small studs or earrings in gold or silver at their own risk.

8. Students are not allowed to bring mobile phones/ iPods/ cameras etc. into the school campus. These devices, if found in possession of the students within the school campus, will be confiscated and students will have to open mobile phones for school authorities to verify.
- 8(a) Children are not allowed to bring stationery or tools which can be dangerous to children like Knives, Cutters etc.
- 8(b). Crackers or things which can cause damage and prove fatal should not be allowed
9. Changing classrooms between periods, whenever necessary, should be done silently and in an orderly manner.
10. Shouting, hooting, loud talking or whistling is not allowed in the school.
11. School property should be preserved. Student should not scratch or spoil the desks or charts or damage any furniture; write or draw anything on the walls or damage things belonging to others. Damage done should be reported at once to the class or concerned teacher or to the coordinators. Any damage to the school property, including ink stains would be made good at the cost of the defaulter.
12. In case of breakage of any school property due to carelessness or negligence of any student(s), the

parents of concerned student(s) will have to pay the cost of replacement of the equipment/ property damaged. This also includes damages and breaking caused in science, maths, computer, music labs and library & art room.

13. Students who come to school under the guidance of parents/ guardians or caretaker should never leave the premises unaccompanied. Persons who take such children should carry their second ID card issued by school.
14. Students whose progress in studies is constantly unsatisfactory or whose conduct is harmful to other students or whose guardians show little or no interest in the progress of their ward would be asked to withdraw their enrolment from the school.
15. Any student who has been marked present for the day, if found outside the school premises during the school hours without permission will be suspended for atleast one week. Any repetition of this offence will result in expulsion of the student from the school.
16. Indiscipline, grave insubordination or contempt of authority are sufficient grounds for immediate expulsion and the school reserves the right to suspend/ expel students.

17. Students are not permitted to buy eatables from vendors outside the School premises. (During School Timing)
18. For reasons of safety and security, bringing tiffin boxes into the school campus later, through drivers/ domestic help will not be permitted.
In case of special permission to do so, the packet should be properly labeled with the name, class and admission number.
19. Each student should have 2 identity Cards with his/her photograph. One has to be worn by the child daily during school hours and the other to be kept with the parents. Those who are coming to pick up the student from the school/bus stop must always bring the School Identity card for identification.
20. Students are not allowed to use the school telephone without the permission of the Principal. They will not be called to answer phone calls during class hours.
21. Parents are requested not to visit the school to meet their ward(s) without the permission of the principal. They are encouraged to communicate with the teachers through the Scientific APP on a regular basis to monitor the performance of their ward. Requests for meeting teachers on School days other than on PTM days will not be entertained. If necessary, prior approval of the principal must be obtained.

22. Appointment with dentists / doctors or others should be planned as far ahead in advance as possible, be in advance and be avoided during school hours. Such requests for early leave will not normally be entertained.

* The periodic directions and circulars from school for the betterment of students and for the smooth teaching and learning process will be binding on all and become part of these school rules.

All are advised to check the school website periodically.

II:-Guidelines For Parents

1. Parents are requested to read these rules carefully and, in the interest of the child, abide by the rules laid down by the School.
2. Any correspondence with the school regarding their ward must be addressed with the full name, class and section of the child.
3. All communications should be addressed to the principal.
4. The registered email addresses for the communications are
Email: info@gdgoenkasrinagar.com
Principal: principal@gdgoenkasrinagar.com

(Note: that no leave applications are to be sent to principal's email ID)

5. Parents will not be allowed to take the child before the school dispersal time unless permission has been granted in writing, which will be done only in an extreme emergency and not for reasons already known to the parents.
6. Request for direct pick-up or through an authorized person by the parent, should be submitted on a separate sheet of paper in advance. Application through the Mobile App will not be considered for approval.
7. Parents can meet the Principal in person only with a prior appointment on following days:
Day: Tuesday-Thursday and Saturday
Time 10:00 am-12:00 pm

III: - Leave Rules

1. Once a child has come to school he/she will not be granted leave/half day, or early dispersal, unless under extreme emergency, where in a proper application must be submitted.
2. All leave applications must be addressed to the principal and must have sanction of the Principal. However, leave application must not be sent to the email of the Principal.

3. If a child wants to avail Medical Leave or travel leave, then the leave application must be accompanied with a medical certificate issued by a Competent Medical Authority or authentic travel document respectively.
4. 75% of attendance is compulsory for promotion to next higher grade. Hence parents must ensure regularity of the attendance.
5. No continuous leave for not more than 5 continuous days will be allowed except in the case of extreme medical emergency.

IV:-Parent-Teacher meetings

1. Parents are welcome to meet the teachers on P.T.M. days at the allotted timings.
2. PTM days are open house. Parents can meet principal, coordinators and other subject teacher on PTM Days.

V:-School Clinic

1. The school clinic is manned by a qualified medical professional / professionals all through the school hours to provide immediate first aid if required.
2. Periodical medical checkups of all students are done and records are maintained. If any major observations are made, they will be communicated to the parents. To check the general hygiene of a child, smart turns out sheets are maintained regularly.

VI:-Counsellor

1. Guidance and Counseling is an integral part of the student's growth at G.D. Goenka School. Therefore we have qualified counselor/special educators for students who require help.
2. Students can be assisted with referrals from parents or through the reference of teacher/ coordinator. This process does not necessitate the consent from the parent. However, parents also can refer their wards for counseling.

VII:-School Dues

1. School dues are payable quarterly by the 10th of the first month of the quarter, or every month for convenience of parents. If the 10th of the month in which the school dues are to be paid happens to be a holiday, then the payment is to be made by the previous working day of the month.
2. Parents are requested to make all payments by draft/cheque drawn in the name of the school or through electronic transfer.
3. School tuition fees are payable for three months. Those applying for a Transfer Certificate in the month of November or December are liable to clear tuition fee up to 31st March. Transport fee is payable for 12 months.

VIII:-Late Fee Charges

1. Late fee charges shall be levied from the 10th of the month in which the school dues are to be paid, till the end of the month. If the dues are not cleared even by that date, the name of the student will be struck off the rolls.
2. Re-admission may be allowed, at the discretion of the principal, only after payment of all dues including late fees. Further, re-admission will be subject to the availability of a seat in the concerned class and levy of a regularisation fee.

IX:-Dis-honored Cheque

In the cases of dishonored cheques, charges equal to 10% of the amount of the cheque will be payable over and above the amount of the cheque along with late fee charges if due and the payment will be accepted only by Banker's cheque/Pay order.

X:-Library

Generally a book is issued for 6 working days which can be renewed for another 6 more working days. All books are to be returned after 2 weeks, failing which a fine of Rs. 1 per day will be charged. If a book is lost by a child, cost of the book will be recovered from the child.

XI:-Lost and Found Articles

The school is not liable to pay or compensate for any articles lost by the students. Parents are advised not to send expensive items with their wards. However, they

can report the missing items/ articles and check it from the front desk.

XII:-School Transport

1. Students can avail the school transport subject to availability.
2. This service is not obligatory from the side of school but only an extra facility which can be withdrawn at any time, at the management's sole discretion. Transport facility cannot be claimed as a matter of right by the parents as this facility is availed voluntarily from the side of parents for their ward.
3. Routes of the school buses are drawn up carefully after giving due consideration to the convenience of the parents. However, the decision of the school authorities about routing, timing, pickup point etc. of the bus will be final. Parents should contact school transport in-charge for necessary details.
4. Students must be brought to their allotted pick and drop point before the stipulated bus timing. School buses will not wait for any student at any stop.
5. No parents or guardians are allowed to enter onto the school bus. Parental concerns need not to be raised with the vehicle staff but, it can be shared with transport department. Parents must note that school buses on transit may take time or face any technical fault or may be caught in a traffic jam. Hence a

reasonable delay may occur once in a while. If a school bus is regularly reporting late or early it must be reported to school transport office.

6. In no way should the parents or guardians disrupt the work of the school vehicle staff. If such an incident is reported, the school bus facility will be stopped to such students.
7. School has full right to deny school transport facility if timings, pick and drop to the school bus by guardian, authorized person or parents are not followed and if any misbehavior to the vehicle staff from the side of the parents, guardians or authorized persons are reported.
8. Timely deposition of school transport fee is mandatory without which this facility is not sustainable. Hence, if transport fee is defaulted, the school transport facility will be summarily rejected to student(s) of defaulting parents.
9. Students are not allowed to change their buses under any circumstances e.g. visiting friends or relatives etc. If any change has to be made, parents are requested to come personally and pick-up the student after obtaining permission from the concerned authority.
10. In case of a change of residential address or bus stop, school is to be intimated and their bus facility will be subject to the availability of seats.

11. A clear calendar months' notice is required before a student can discontinue the use of School transport. However, discontinuation of school transport facility in the fourth (4th) quarter of the academic session will not be permitted. Students wishing to avail the school transport facility from mid-session will have to pay bus charges and security for the entire session.
12. Students are requested not to damage, disfigure or destroy school property. Cost of any damage to seats, curtains or any other fitting/fixtures, etc. in the bus shall be recovered from the parents of the student(s) concerned.
13. Indiscipline in the bus will not be tolerated and may lead to debarring the student from travelling in the bus or even discontinuation of the bus service for him/her.
14. Parents are not allowed to deboard a child from any other stop other than the allotted stop or on the way to the concerned stop.

XIII-Birthdays

1. On birthdays, students up to class V are allowed to come in appropriate home clothes (casual clothes).
2. Parents may, if they so desire, celebrate the birthday of the child in the school by distributing not more than 2 toffees each to their class fellows and friends. No other gifts or eatables can be sent to school for birthday celebration. No other form of celebration is

allowed in the school. The School will not permit any student to go directly from the school to attend birthday for celebrations of any other classmate or friend nor will it give the telephone number or address of any student for sending invitations.

XIV: - Evaluation System

The school believes in a continuous and comprehensive assessment system through multiple evaluation tools and techniques, exercises, worksheets and tests; presentations, group discussions, projects and assignments.

Academic assessment has the following schedule:

- a. Nursery to upper Kg Each student is assessed according to the level achieved in various skills and moves up according to his/her own abilities.
- b. Class I to XII has a semester system wherein assessment is done through mid semester exams and semester exams in addition to continuous class review exercises in a semester.
- c. The school follows a two semester system from grades I to XII. Continuous assessment is done through Unit Tests, class review exercises and terminal evaluations. The conceptual knowledge gained in each term are the learning outcomes and skills taken into consideration while computing the report.

- d. The school has already started implementing the CCE (Continuous Comprehensive Evaluation) system from class I to class XII. Henceforth, each academic year has 2 formal exams. called the SA1 (Summative Assessment 1) and SA2 (Summative Assessment 2.) and the mid semester exams called FA1 and FA2 (Formative assessment).
- e. FA1, SA1, FA2 & SA2 should not be skipped due to travel, functions and other reasons which can be avoided. In case of hospitalisation or death of immediate relations an application with supporting documents must be submitted. However, no examination will be re-conducted or rescheduled because of these reasons. In all such instances the report card will be prepared based on the continuous assessment.
- f. Parents should not plan early vacations, holidays or foreign travel by skipping end term, Mid term or periodic assessments. Such absence will affect the promotion to the next higher class and no re-examination will be conducted in such instances.
- g. For classes VIII, IX, X, XI and XII, evaluation will be as per the latest guidelines given by CBSE promotional policy.
- h. Under no circumstance a retest will be conducted. Examination dates will not be changed for one or few

students. However, in case of unavoidable situations like a shut down in the valley, examination dates will be rescheduled by the school authorities.

- i. Absence from the examination will not be permitted except under serious medical condition, which is to be approved by the principle for which medical records are to be produced.

XV: Swimming Rules

For swimming classes students must come with their swimming kit inclusive of towel, swimming trunk/costume, comb, rubber slippers and cap. All the accessories to have the name, class and section of the student to be written or stitched.

XVI: - Stay back Sports Classes

1. The stay-back sports classes are held after or before school hours on all days except Fridays for one or two hours as the season allows.
2. Only non-bus (self-commuting) students are allowed to attend the stay back sports classes, that too after submitting the consent form duly signed by the parents.
3. Students who are absent for the regular classes will not be allowed to join stay-back sports classes on that particular day.

4. Students are required to carry sports kit containing sports uniform, shoes, towel for sports classes. However, students are not allowed to carry any sports item like cricket bats, football, badminton racket etc.

from home. Any such item found will be confiscated by the school authorities.

XVII:-Withdrawal, Issue of Transfer Certificate or Striking off Names

1. If a child is absent from the school during the first six working days, the name of the child will be struck off from the rolls and the readmission depends on availability of seats and completion of other formalities.
2. If a child continuously absents from school for more than 6 days without any information and without submitting valid reasons, the name of the child will be automatically struck off the school rolls.
3. If a child has to be withdrawn from school, at least one calendar months' notice in writing is required. In case of failure to do so, one months' fee will be charged. Transfer Certificate shall be issued only when the Accounts Office and other departments issue the duly completed clearance form.
- 3_(b) TC applicants in the last quarter are liable to pay the tuition fee up to the end of academic

session i.e till Feb end. The session is from March to March. The transport fee is also chargeable upto March as per the government directives

4. Fee once paid will not be refunded due to the withdrawal of the student.
5. To collect transfer certificate, a written application on the prescribed form available in the school office must be forwarded to the Principal at least seven days before the date when the certificate is required.

XVIII: - Attendance

1. Every student is expected to maintain an attendance of at least 75% during the academic year failing which he / she may not be eligible to get promoted to the next grade.
2. A proper leave application must be submitted in writing by the parent to the Principal, in case of absence. This should be supported by a medical certificate in case of sick leave for more than 2 days. If a child had been suffering from a communicable disease, he / she would be allowed to attend the school only after production of a fitness certificate from a qualified doctor.
3. Repeated absence without permission or unexplained absence for more than six consecutive days renders the student liable to have his/her name struck off the

rolls. Re-admission may be granted only at the discretion of the Principal.

4. Parents should fill up the "Record for Non-Attendance" for each day the student is absent from school, stating the reasons for absence through scientific App/email and send to the home teacher.

XIX: School Timings

1. The school timing varies depending upon the winter and summer school timings set as per the government orders. However, for non-bus students the reporting time is 5 minutes before the assembly timings and the dispersal timing is 10 minutes after school bus timings.
2. Parents of non-bus students will be allowed to enter the school premises only after all the buses leave the campus.

XX:-School Uniform

The school uniform is a form of discipline in itself. It brings uniformity in diversity and promotes tolerance of religion, caste, region and the background of a pupil. Parents should realize that a neat and tidy uniform not only enhances the physical outlook of the child but also adds to his/her confidence. Hence, it is recommended that parents should always buy extra sets of uniforms so the child comes dressed smartly every day. Depending on the activities that are carried out in the school and the local weather schools have different

types of the uniforms. Usually, all schools have a separate uniform for summer, winter and sports, keeping in mind the comfort of the students. All students at G D Goenka public school are expected to wear the following school uniform.

1. Summer-Boys

(Nursery-Class XII)

Blue Striped Shirt Half Sleeve

Blue Trousers

Red Socks with White band, Black Shoes, School Belt Red

Patka for Sikh Boys (optional)

2. Summer-Girls

(Nursery-Class V)

Blue Striped Shirt Half Sleeve

Basic skirt with Red Stockings, Black shoe, School belt

Red Head Scarf one piece and not stole(optional)

(Class VI-Class XII)

Blue Striped Kurta with White Shalwar

Red Socks with White band, Black Shoes

White Sash

Red Head Scarf (optional)

3. Winter-Boys

(Nursery-Class XII)

School Red Jacket

White Formal Full Sleeves Shirt

Black Pin Stripe Trousers

Red Socks with White Band

Black Shoes, School Belt.

Red and Grey Cables School Pullover(Half/Full Sleeves)

Neck Tie

Red Patka for Sikh Boys(optional)

4. Winter-Girls

(Nursery-Class XII)

School Red Jacket

White Formal Full Sleeves Shirt

Black Pin Stripe Trousers

Red Socks with White Band

Black Shoes, School Belt.

Red and Grey Cables School Pullover(Half/Full Sleeves)

Neck Tie

Red Head Scarf (optional)

5. NB:

Summer:

(GIRLS)

House colour T-Shirts, Track Pants, White Hair accessories and white sports shoes will be worn on Wednesday & Saturday.

(BOYS)

House colour T-Shirts, Track Pants, White sport shoes will be worn on Wednesdays and Saturdays.

Winter:

(GIRLS)

House colour T-Shirts, Track Pants, White Hair accessories and white sport shoes will be worn on Wednesdays.

(BOYS)

House colour T-Shirts, Track Pants, White sport shoes will be worn on Wednesdays and Saturdays.

6. Children from grade 3 onwards are expected to wear the respective house coloured T-Shirt and school track pants during all inter-house games and all Wednesdays and Saturdays but from Nursery to Grade2 there is only one color for one grade as follows: Nursery-Orange LKG- Orange UKG-Blue Grade1-Green Grade 2 -yellow.

* The Periodic directions and circulars from school are meant for the betterment of students and for the smooth teaching and learning process and these rules will be binding on all. Hence all are advised to check the school website periodically.

The proper uniform models are displayed on the website