

Uniform Rules and General Appearance:

- A student must wear uniform with pride and ensure that they look neat and presentable at all times. Student ID Cards are an integral part of School Uniform as also the School Belts. These must be compulsorily worn to school every day.
- A student must always come to school in uniform, even during the Practical and special classes.
- No student is allowed to attend any Open House (PTM), school functions in or outside the school in any dress other than school uniform.
- Students from class V onwards are permitted to wear a watch.
- Girls with short hair are required to wear Black Hair Band, both inside the campus as well as when they go out to represent the school.
- Girls with long hair should have two plaits folded up using Black Ribbons.
- Boys should have a short and tidy hair cut. Hence, gelled hair and fancy hair cuts are not allowed.
- Sikh boys must wear maroon-coloured patkas.
- Boys are required to wear shirts and pants as per the design specifications of the prescribed uniform.
- Students are not allowed to come to school wearing expensive jewellery items, expensive watches etc.
- Personal hygiene is of paramount importance and students should take care and be responsible to be well turned out at all times.
- All the students should have complete awareness of ways to maintain personal hygiene.
- Nails should be trimmed properly and students are not expected to use nail polish and mehendi.
- Students without proper uniform, without wearing ID card and without carrying school Almanac are not allowed in the school campus and are liable to be sent

home. Students are advised to keep their ID cards in their school bag after they reach home.

- Care must be taken that the uniform is washed and ironed well and worn with clean white socks and polished black shoes.
- Students are not allowed to use perfumes and scents.
- Failure to comply with the aforementioned rules will result in disciplinary action.

Class Room Rules:

- Speak only in English in the class and in the school campus.
- Attend the classes on time and be seated quietly.
- Respect the rights of other students and do not disturb or interrupt the class.
- Respect the personal space of other students and follow a 'no touch' policy.
- Respect and co-operate with teachers and other students.
- Be attentive, follow the instructions of the teachers and work quietly during class hours.
- Raise your hand and wait for your turn to speak in the class.
- Always obtain teacher's permission before asking any questions, talking to other students or moving within the class room.
- Take the out pass from the teacher before leaving the class for any reason whatsoever.
- The class leader will take charge of the class during change of teachers between two periods and the students of that class will maintain absolute discipline during that time.
- In the absence of the teacher, the Class leader will be in charge of the class and all the students should obey his/her instructions.
- Students are not allowed to enter a classroom that does not belong to them.
- Changing of classrooms between periods should be done in silence and in an orderly manner.
- Students are not allowed to remain in the classroom during the Physical Education, Computer, Art, Dance, Music, Library and CSA periods.
- No student has the permission to commute to school on cycles or self driven two/four wheelers.

Lockers

- The Lockers are provided in the classes to keep books and other study materials so as to reduce the bag load.
- The lockers are handled by students duly locking them as per the locking system fixed to lockers. It is decided that one of the key or unlocking code of the locker has to be with the teacher for any verification or emergency operation.
- Students are cautioned not to store money, electronic items, valuables etc.
- Items which are not permitted to be kept in the lockers will be confiscated and if found during surprise inspection will lead to levying a penalty of up to Rs. 1000/-. Recurrence of such act or if any objectionable material is found, it will result in cancelation of admission of the student.

Late Coming Rules

- Students should reach the school by 7.55 a.m. every day and enter through Gate 1.
- Line up immediately when the first bell (7.55 a.m.) rings. Reach the assembly ground promptly, in silence and in an orderly manner for prayer.
- Students coming late between 7:55 a.m to 8:10 a.m. are allowed only to enter through Gate 2.
- Students are expected to reach the school in time & should desist from habitual late coming.
- Late coming for more than 3 times that is after 7.55 a.m. in a month will be recorded by the teacher in the diary and the student will not be allowed to enter the school campus after the third time.
- Since students are expected to reach school at least 5 minutes before the start of the school, students arriving late will not be allowed to enter the school premises without a plausible explanation for their late coming.
- Arriving late for school is not acceptable and will be dealt with strictly.

Absence from School

No student who has been absent will be allowed to attend class unless the reason for the absence, is recorded by the parents in the 'Record of Absence' sheet of the Almanac. In case a child reports to school without a stated reason parents will be required to meet the Principal otherwise child may be sent back home.

There is no provision for half day leave, except in cases of extreme emergencies with the permission of the Principal. So students who are ill should not be sent to school even on exam/test day. The parents are advised not to fix up appointments with the Doctor during school hours. The school has no policy of holding retest/re-exam but management has a right to consider the matter depending on its merit for further follow up action as deemed fit.

Students suffering from the following diseases must observe the prescribed period of quarantine before returning to school

Chicken Pox	Till the scabs fall completely	Not >15 Days
Cholera	Till the child has completely recovered	Not >15 Days
Measles	Two weeks after the rash disappears	Not >20 Days
Mumps	Until the swelling has gone	Not >15 Days
Whooping Cough	Till the doctor certifies	Not >20 Days
Hepatitis, Swine Flu, etc.	Till the doctor certifies	Not >20 Days

Parents are requested to co-operate with the school and not send children till the quarantine period is over.

In case of absence of more than three days on Medical Grounds, Medical Certificate and Prescription should be attached along with the Leave application on return of the student to the school.

Students, who require medical attention during school hours, may be sent to the school Infirmary by the teacher concerned, who will enter the nature of illness and sign the 'School Infirmary Record' of the Almanac. Students should not, except in emergency situations, visit the school Infirmary, unless an entry has been made in the Almanac by a teacher.

Parents are informed in the event of serious illness or emergencies and may be requested to come to school to take their child home, if necessary. This requires the parent to provide emergency contact name and phone number accurately for the school to reach the parents. Further it is also necessary that these details are updated immediately whenever there is a change.

Repeated absence without notice or unexplained absence, without written application for more than five consecutive working days renders the student liable to have her/his name struck off the rolls. Re-admission may only be granted after payment of a re-admission fee.

All students are expected to attend school on the opening day immediately following the vacations. Absence on the day of reopening of the school will attract strict disciplinary action

It is compulsory for students to have 75% attendance in each term in order to be eligible to take the end-of-term assessment.

This stipulation can only be relaxed on genuine medical grounds, at the sole discretion of the Principal.

Absence for more than 25% of total number of working days may result in detention of the child in the same class. On medical grounds too, a student cannot remain absent for more than 40% of total working days.

Electronic Gadgets Rules

- Carrying any kind of electronic device viz., Cellphone, I-pad, Tabs and Cameras is strictly prohibited in the school premises.
- If students are found with any of the above gadgets the same will be confiscated.
- In exceptional cases the gadget will be returned on a request by the parent together with an undertaking not to repeat the same and on payment of Rs. 1000/- as penalty.
- If there is no response from the parent or claim for the gadget the same will be disposed off after a period of one month or before closing of the academic year whichever is earlier duly, levying a penalty of 2500/-.
- In all such matters the decision of the school management shall be final and no further request will be entertained in this regard.

Dispersal

- **Gate -1:** Own transport children will be sent through this gate.
- **Gate 2 & 3:** Buses will leave the campus through these gates and parents are not permitted to enter through these gates to call their children from buses.
- Parents of own transport students of Classes I – V are requested to take their children after School by 2:25 p.m. unless the students are staying back for remedial classes or other school programs in which case the parent has to collect the child from school within specified time on a mutual consent.
- Any student left uncollected after 2:30 p.m. has to stay in the open space near gate -1 at their own risk and the school is not responsible for the safety of these children. It is therefore essential that parents of own transport students collect their children in time.

General Guidelines for Students

- Students should be well mannered and courteous at all times.
- Student's behaviour must be environment friendly. They must avoid wastage of water, electricity etc.
- Students should accept all duties connected with academics, CSA, other school functions, activities, etc., and undertake such assignment readily and enthusiastically.
- In case of unexpected holidays declared by authorities, the teaching plans may get disturbed. In such cases, some extra home work may be given. The students are expected to co-operate, in their best interest.
- Students must take initiative in getting his/her work completed if he/she misses a class due to any reason. The teachers would help them, but it is not the teacher's responsibility to remind them.
- The exam dates have been printed for the whole year in this diary. Revision by the school also has been planned and the schedule will be given to all students. The difference between a top grade student and others is made by his/her own grasp and regular study habits. The students are thus, expected to develop regular study habits and not just prepare one or two days before the exam.
- Extra reading by the students and enhancing their knowledge is appreciated by the school.
- Students' participation in extracurricular activities is appreciated. However participation in extracurricular activities or interschool competitions cannot be claimed as an excuse for poor grades.
- Participation in external assessments, tests and competitive exams is purely optional but is recommended by the school.
- Students must abstain from undesirable behavior like whistling, shouting or running in the corridors and other such places in the school campus. It is strictly forbidden to throw anything at others.
- All rubbish must be placed in the bins provided. Students should take pride in the cleanliness of their School premises and should strive for it.

- The School shall not be held responsible for books, money, clothes or other articles that are lost.
- It is strictly forbidden to write or scribble on the walls / furniture or in any way cause damage to the school properties. Any such act shall entail punishment and recovery of the cost.
- Students are strictly instructed not to involve in any form of ragging inside or outside the campus.
- Students are advised not to cause or involve in any sort of violence or disturbance and cause hurt to others both within the school and in the school transport.
- Students should refrain from posting comments regarding the school, teachers and other students in social media like face book, twitter etc.
- Dishonesty, obscenity in words or acts, misconduct or threats are sufficient reasons to refer to the School Discipline Committee for dismissal.
- The school shall not take the responsibility or liability for an unforeseen incident, like accident or illness of student that may happen at school during the school hours. However, minor injuries or sickness during school hours shall be attended to by the school nurse.
- Breach of School rules and/or misbehavior will be seriously viewed and recorded. Recurrence of such acts of indiscipline of serious nature by students will lead to suspension. In spite of it, if a student does not correct himself/herself and indulges in repeated acts of indiscipline, he or she is liable to be expelled from the school.
- No student can leave the school premises, for whatever reason, without a written note from the Principal. Any Student abstaining from the classes will be punishable with a Letter of Caution (LoC) followed by debarring from school for 3 to 7 days.

Library Rules

- The school's library which doubles up as a resource centre is open to all students from Class I onwards.
- All classes have Library period. Students visiting the library have to observe the following rules:
 - ✓ Every student shall borrow and read books from Library fortnightly.
 - ✓ Until the previously issued book is returned, students will not be eligible for a fresh issue.
 - ✓ Reference books are not for issue. These books can be read only in the Library.
 - ✓ Books marked, disfigured, damaged or lost while in the student's possession will have to be replaced by the borrower, failing which their parents will be billed two times the cost for replacement.
 - ✓ Students can borrow one book at a time for a period of one week. Library books should be returned on time
 - ✓ If the book is not returned within one week, a fine of Rs. 5/- for the first week and Re. 1/- per day thereafter will be charged failing which, parents may be asked to report to school and explain the non-return of Library books by their child.

- ✓ Library books are to be returned necessarily one week before any vacation.
- ✓ The Library has an open access system, and the students must help maintain the order and organization of the collection in different shelves. They must place the books in the shelves strictly according to the call numbers, after consultation with the librarian.
- ✓ Students are not allowed to bring their personal books or belongings to the Library.
- ✓ Strict discipline has to be maintained in the Library. It is mandatory for all the students to do the activities slated in the list of activities of library.
- ✓ Students of classes III to XII are entitled for one Library Membership Card.
- ✓ In case the Membership Card is lost, Rs.20 will be charged for issue of a duplicate card.
- ✓ The titles available in the library can be accessed online.

XIII. GENERAL GUIDELINES

Guidelines for Parents

The active co-operation of the parents is an essential pre-requisite for the welfare of the student and hence the parents are advised to keep the following in mind for effective functioning of the school.

- The Parents or Guardians are requested to co-operate with school authorities and perform/ execute their part by inculcating regularity and discipline to bring out the best in the child and to make him/her an asset to the family and the society.
- The parents need to adhere to the school timings and see that the child reaches the school, and is picked up from the school in time.
- Parents are to be punctual while dropping and picking their child at the designated bus stops to avoid inconvenience and delay to other students. In case of delay at the time of picking their child at the bus stop, the student will be brought back to the school.
- Parents or Guardians should go through their children's diary regularly.
- Parents should notify the school of any change of address or telephone number through a letter addressed to the Principal which will help for timely communication.
- Parents should encourage students to speak in English at home.
- Parents must encourage their children to be completely honest at all times. They must keep a close watch and advise the child not to bring things from school that don't belong to him/her.
- Parents should not send their children with any infection or disease to school. A medical certificate has to be submitted along with the leave letter addressed to the Principal.
- The parents have to ensure that the child carries the prescribed text books, note books and stationery items strictly as per the timetable.
- Parents should be in touch with the teacher to know their child's progress.

- It is necessary that parents respond to circulars and other communications received from the school promptly and consult the Teacher/ Principal, if required, as advised.
- Parents should ensure that the child is punctual and that he/she reaches the school every day by 7.55 a.m.
- Parents should be aware that late coming for more than 3 times after 7.55 a.m. in a month will be recorded by the teacher in the diary after which the student will not be allowed to enter the school campus.
- It is compulsory for students to come in school uniform only and not in any religious attire.
- Students who fall ill/get injured at school will be allowed to go home / hospital only with a responsible person. Minor injuries will be treated at school. Hence, the parents have to register with the school the emergency phone number and the name of the person who will take responsibility of the child in such emergencies.
- Lost and found articles are kept in the school office for 15 days and the same will be returned to the child after due identification. If no claim is made within 15 days, the said articles will be donated to an orphanage or any other organization that needs such support as decided by the school management.
- Parents are requested not to bring issues related to Face Book or any other social networking sites or other instances which take place outside the school premises of their child for resolving in the school.
- Parents are advised to meet the respective Heads/Teachers regarding Transport, Fees, Academic, Disciplinary matters etc.
- Parents are requested not to disturb the teachers in person or on phone during School hours other than the specified visiting hours.
- Parents must ensure that their children do not involve in any form of ragging inside or outside the campus.
- Parents to see that the child does not cause or involve in any sort of violence or disturbance and cause hurt to others both within the school and in the school transport.
- Parents to see that their children do not post comments regarding the school in social media like face book, twitter etc. They have to supervise the sites which their children surf on the net.
- Parents should honour the disciplinary action taken against their child in case of indiscipline affecting the classroom/school environment.
- Parents should monitor their children's home work regularly and ensure that he/she revises his /her lessons daily.
- Parents should not approach the school authorities to take home the child during the school working hours or during exams except in exigencies / emergencies by producing valid documents / evidence in writing.
- Parents should avoid calling the teachers at their residence and/or discussing matters related to the teachers disrespectfully either before the child or in society.

- Parents are requested to note that it is strictly forbidden for the students to write or scribble on the walls / furniture or in any way cause damage to the school properties and must advise /caution their children accordingly. Any such act shall entail punishment and recovery of the cost.

Home Work Guidelines:

- Students should try and do their homework entirely on their own, without the help of their parents.
- Students should plan a regular homework routine and keep their parents informed with respect to homework assignment.
- Students should ensure that their homework assignments are completed on time, show their parents the finished work and carry all supporting books and materials back to school.
- Parents are requested to ensure that their children follow these guidelines.

Guidelines for Responsible Use of Technology

The school recognizes that access to telecommunications and other information technologies is critical to preparation of students for life in the 21st century. Thus parents and teachers must work together to ensure that students use these resources responsibly. Parents play an especially important role in setting the standards their children need to follow when using technology including the internet in any setting.

Guidelines for student behaviour with regard to technology usage

- The purpose of these guidelines is to outline the acceptable use of technology resource to the school and these rules are in place to protect the students, teachers and technology resource in the school.
- Students are responsible for exhibiting appropriate and responsible behaviour on school computer networks just as they are in a classroom.
- School technology resources are to be used for educational purpose only.
- Network passwords are to be used exclusively by the authorized student/user of the password.
- Students should not post personal information such as names, phone numbers, likes and dislikes, etc on any public website.

The following are never permitted:

- Cyber bullying which is defined as a situation when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child using text messaging, email, instant messaging or any other type of digital technology.
- Using obscene language or substituting symbols for letters in profane words
- Damaging I boards, Computers, Computer Networks or any other technology resources.
- Violating Copyright Laws of any text material including pictures and music.

- Unauthorized accesses, altering system configuration settings, screen background, screen savers etc.
- Unauthorized downloading and/or installation of software, including music and video files.

Students and Parents/ Guardian should be aware that:

- access to school technology resources including computers/computer networks is a privilege, not a right.
- disciplinary consequences will be initiated for inappropriate action that impacts the school environment, harms technology resources regardless of where the infraction occurred.
- when applicable, law enforcement agencies may be notified.

Guidelines for Prevention of Bullying and Ragging in Schools

Recent research in school education indicates that a major issue and cause for concern among students in schools is bullying.

The right attitude is formed only during the formative period of schooling. Thus it is necessary that students are sensitized about human rights, democratic values, respect for diversity and equality, and respect for privacy and dignity of others. The school expects the parents to co-operate with the school management to build a trusting, respectful relationship among students, school administration and parents.

Bullying is of different kinds and can be broadly categorized into the following types:

- **Directly from the bully to the victim** (e.g., through physical intimidation or attacks, verbal abuse, unwanted attention and advances, damaging property).
- It can be **indirect** (e.g., through spreading malicious rumours).
- It can also include cyber-bullying (e.g., sending unpleasant SMS messages, photographs or e-mails, to the victim or to others).

An **Anti- Bullying Committee** is being constituted by the school which will take appropriate counseling measures and sanctions/punishment to curb bullying in the school.

Comprehensive guidelines will be developed which includes the various actions and penalties which may be taken by the School Management as per observation and understanding the gravity of the misconduct. Some of the recommended actions include:

- Oral/written warning.
- Suspension from attending classes/school for a specified period.
- Withholding or cancelling the results.
- Imposition of fine up to a specified amount.
- Expulsion/rustication from school in rarest of rare cases.

Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished

Awareness of POCSO Act

- Challenges like gender inequality, verbal assault and sexual abuse in schools calls for increased awareness and creating synergy among Parents, Teachers and School.
- As such the school has initiated steps to create awareness about sexual offence among school children.
- Some initiatives implemented by the school include but are not limited to surveillance through CCTV Cameras, complaint / suggestion boxes, counselling facilities etc. for achieving harmonious school / class room environment. This is done in addition to conducting Adolescent Education Programs (AEP) that promote gender equality and sensitivity.
- Parents are thus requested to extend their support to the school to create awareness about the provisions of the Protection Of Children from Sexual Offences (POCSO) Act of 2012.

FAQs

- Parents are requested to check the school Almanac guidelines for any questions/ queries that they may have.
- Parents can also check the FAQs put up in the school website to get their queries answered.
- For further clarifications they can communicate with the Principal.

Suggestion Box

Suggestions for improvement of the School are always welcome. Suggestion box is available in the school. Suggestions can be posted through email to **principal@jhpublicschool.com**

Grievance Redressal

The school has a well laid policy on Grievance Redressal. The parents, students and staff of the school may put forth their concern to the school authorities by following a three step process. The person approaching with the grievance is required to provide his/her identity fully in clear terms.

Step One

It is suggested that the parent represent the concern in the first instance through school email i.e., **info@jhpublicschool.com** and/or visit the school personally during visiting hours and give a written representation addressed to the Principal to get the matter resolved within 3 working days.

Step Two

If the concern is not resolved for more than 3 working days after personal representation, the parent can then address the grievance to the immediate higher authority through email i.e., **grievance@jhpublicschool.com**.

Step Three

If the matter is not resolved for more than 7 working days, after being represented to immediate higher authority (Step Two) then the complainant may send his/her grievance to the Grievance Cell Chairman through email i.e., **grievance2chairman.jhps@gmail.com**. The Grievance Committee will resolve the issue expeditiously.