

## ***Rules and Regulations***

Learning begins at home and the school is an extension of the foundation that gets set during the child's formative years. At AISV, we keep the child at the centre of the learning triangle which comprises the **parent, the school and the teachers**. These three have considerable impact on the child and each of them has to work equally hard to ensure that the child progresses.

### **A. ADMISSION PROCEDURE**

1. Parents seeking admission for their ward must submit the completely filled in application form along with necessary documents to the school admin office.
2. The parents will be responsible for the particulars that they fill therein. If it is found that the information provided to the School is false/incorrect, the admission will be cancelled.
3. The completed admission form must be submitted to the admin office with
  - a. Student's passport size photo
  - b. Certified copy of the birth certificate (if admission is in pre-school)
  - c. Original school leaving certificate/TC of previous school attended.
4. Admission to the school is considered on the basis of age, merit and vacancy.
5. Admission process to the primary class involves a written test and personal interaction.
6. The school reserves a right to grant admission to a student.

### **B. TRANSPORT RULES**

1. Students waiting for the vehicle should stay away from the main road until the vehicle arrives.
2. The vehicle will not wait for latecomers.
3. No vehicle rider should come near the entrance door of the vehicle until the vehicle stops completely.
4. All vehicle riders must occupy vacant seats immediately after boarding their vehicles. Seats will be occupied on first come first serve basis.
5. The drivers are authorized to stop vehicles at the designated stops only, unless directed otherwise by the vehicle escort.
6. When the vehicle is in motion, the riders must not have any part of their body out of the windows,
7. Objects of any kind must not be discarded or thrown out of the vehicle.

8. Student will be held responsible for any damage to vehicles caused by their negligence or deliberated act.
9. No student is allowed to eat in the vehicle.
10. Shrieking, shouting or any unruly behavior is absolutely not expected of students.
11. The driver should not be distracted for any reason.
12. The vehicle escorts and student vehicle monitors are responsible for maintaining discipline in the vehicle and any violation of rules should be reported to the transport incharge/co-ordinators or Principal.
13. Under the guidelines of the government school restricted the entry to the School campus of vehicles who fail to submit the required documents. School had issued a sequential number to each vehicle which had submitted valid documents and only those vehicles shall be allowed inside the school campus.

### **C. WITHDRAWAL PROCEDURE**

We, at AISV, believe in discipline and firmness. Slackness, disobedience and disregard of rules will not be tolerated and any work or action likely to lower the image of the school is regarded as a breach of the 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. Immorality, insubordination or contempt of authority and breaking bounds are always sufficient reasons for being expelled or rusticated immediately.

1. The Principal reserves the right to ask for the withdrawal of any student who has proved immune to correction and is highly indisciplined or is medically declared unfit to pursue his/her normal studies in the school.
2. Application for transfer certificate shall be made in writing to the Principal by the parents of the child. The school authorities cannot issue a transfer certificate again once issued. If it is lost, only duplicate can be obtained from the school on the following conditions:
  - a) Application to be made in writing, giving reason along with an affidavit.
  - b) Application must be signed by the student and countersigned by the parent or guardian. The duplicate certificate can only be issued after 7 days of the application.
  - c) At the time of taking the Transfer Certificate, all dues to the school must be paid in full for the period during which the pupil's name was in the school register.
3. In the case of students who want to take admission elsewhere after completion of the session, parents must apply for Transfer Certificate (TC) between **1st February and 1st March** or else the school fees for the 1st quarter has to be paid in full.
4. Fee paid for a quarter shall not be refunded.

5. Transfer or withdrawal certificates will not be issued until all the dues of the School are settled.

6. A student shall be suspended or expelled from the school on the following grounds:

a. Gross indiscipline

b. Non-payment of dues

c. If the authorities are convinced that such a withdrawal is necessary in the interest of the school.

**d. The name of the students will be stuck off the rolls after continuous absence without information for three days or more.**

e. He/She may be readmitted as per the rules and the discretion of the Principal.

#### **D. SCHOOL LIBRARY RULES**

The School library is open for the students during the school hours. At least one period is assigned in the weekly schedule for class 1 onwards. Students have to observe the following rules:

1. Students are not allowed to bring their personal books into the library.

2. They must maintain silence in the library.

3. Books issued should be returned to the library in a good condition. If a book is marked, disfigured, lost or damaged, the borrower will have to either replace the book with its new edition or pay double the recent price of the book.

4. Students can borrow books from the library as per the following rules.

Reference books will not be issued to the students.

Books are issued for 7 days and periodical for 3 days, a fine of Rs. 10/- per book per day and Rs. 20/- per periodical per day will be charged for returning books / periodicals after the due date. In case of books returned after 5 days of the issue date Rs. 20/- per book per day will be charged and periodicals returned after 6 days of issue date Rs. 10/- per periodical per day will be charged.

#### **E. LABORATORY RULES**

1. In the laboratory students must abide by the instructions given by the teacher.

2. Students will be responsible for any breakage or loss of apparatus.

3. Every breakage or loss should be reported immediately to the Principal and the student should deposit its cost.

### ***Leave and Attendance***

#### **ABSENCE FROM SCHOOL**

A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate of fitness to attend classes. Students suffering from the following diseases must observe the period of quarantine before returning to class:

Chicken pox	Till the scabs fall completely
Cholera	Till the child has completely recovered.
Measles	Two weeks after the rash disappears
Mumps	Until the swelling has gone; about one month
Whooping Cough	Six weeks
Jaundice	Six weeks
Conjunctivitis	One week

1. Every student is expected to have 80% of attendance failing which he/she may not be allowed to appear for the final examination.

2. Whenever a child is absent, parents/guardians are to notify the class teacher through a note in the diary.

3. If a child is unwell and absent for 3 days or less, an explanatory note signed by the parent/guardian stating the reason for absence must be given to the class teacher upon return.

4. If a child is unwell and absent for more than 3 days, the above must be furnished along with a medical certificate from the family doctor. The note should indicate any restrictions on the child's participation in normal school activities due to illness/injury.

5. If a child requires taking leave for any reason other than medical, prior permission must be sought through a note in the diary stating the reasons clearly.

For 1 to 3 days - Permission to be taken from the class teacher.

More than 7 days - Permission to be taken from the principal

If the co-ordinator / Principal feels it is necessary, you may be called for a personal meeting. Families who make a decision to take their children out of school for extended periods are responsible for sustaining their child's educational programme during that period. The parent can take a prior appointment with the class teacher and get information on the work missed.

Parents are not allowed to take their child home earlier than their usual time. In case of unforeseen tragedies exceptions will be made based on the situation, at the discretion of the principal.

### **\* Visiting Hours**

The School would like parents to maintain a close rapport with the teachers and meet the Principal or Co-ordinators or teachers. Parent-Teacher Meeting dates & Open House dates are mentioned in the planner.

In case you wish to communicate with the teachers, you are requested to use the **Parent's Remarks Pages given in the communicator**, so that we are able to address your requests/queries satisfactorily. You may also meet the teachers by prior appointment in school as per the timings mentioned in the communicator.

However, you are requested not to call up the school reception with a request to the teacher to attend to you on telephone during school hours (except in case of emergency) as this disrupts the routine of the school.

Parents are strongly encouraged to meet the teachers on the specified days only. This is to avoid disappointment arising from teachers being engaged in the class. One

**Note :**

1. In case of urgency, the parents can meet the Teacher/Principal at any time with prior appointment or as per availability of the Teacher/Principal,
2. School will be closed on Second & Fourth Saturday for students.
3. The school Office will be open on all working days.
4. The office will remain closed on Sundays and Public Holidays.

**\* Promotion Criteria**

Promotion to the next class is granted to the pupil on the basis of his/her subject wise performance during the current academic session; hence regularity in the work and attendance is imperative.

**Other Important Rules**

1. The communicator should be carried by every student to school every day.
2. Students should arrive at school on time.
3. The bell before the assembly is a signal for the students to class for home room period. Next bell is for the Assembly. As soon as they are back to their classes. They should get their books ready for the first period. They should maintain perfect discipline.
4. Student should maintain silence during transition period when teacher is not there.
5. Students should be habitually clean and always neatly dressed. The school Uniforms should be worn on all working days and for all school functions. Students who are not in proper uniform will not be allowed to enter their classrooms.
6. Non-Sikh boys should get their hair cut at regular intervals. Student must maintain personal hygiene such as trimming of nails and being neat on a regular basis. No girl is allowed to use nail polish and Mehendi in their hand.(without permission for a special case).
7. Throwing of rubbish at any place other than dust-bin is forbidden.
8. Other than text books or library books, no other books, magazines or papers should be brought to school without the Principal's permission.
9. Lending or borrowing money or any article is not permitted.
10. Care must be taken of all school property say the desk or chairs or any school furniture, belonging to others.
  - a) Damage done even by accident should be reported at once to the class e class monitor, class teacher or co-ordinators or to the Principal.
  - b) Any damage done will be made good by the student concerned together with a fine imposed for such an offence.
  - c) Anyone who notices something damaged should report even if he or she does not know who has done it.
11. Students should come to school under the care of guardian / servant should never leave before he/she arrives to take them back. In case of delay or early leaving they should report to the school office.

12. Students should be polite wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers when they meet them. Bullying and use of a foul language are punishable offences.
13. The school reserves for itself the right to terminate any student whose progress in studies is unsatisfactory or whose conduct is a bad example for others.
14. School appointees should wear their respective badges daily.
15. Students must not wear ornaments or bring valuable articles to school.

### ***General Guidelines for Parents / Guardian***

The School believes in discipline and firmness. Slackness, disobedience and disregard of rules will not be tolerated and any work or action likely to lower the image of the school is regarded as a breach to the 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. Immorality, insubordination or contempt of authority, and breaking bounds are always sufficient reasons for being expelled or rusticated immediately.

1. Parents are advised to encourage their child to speak in English at home.
  
2. Attention of parents is drawn to the fact that criticism of the teacher or school in the presence of their children should be scrupulously avoided because it causes them to lose respect for their teachers with the consequent failure to learn from them. It further retards his/her progress. Such issues can be brought into notice of principal.
  
3. Should there be any legitimate complaint, please meet the principal at once or write in a separate letter addressing him. He will look into these matters personally.
  
4. They are requested to inform the school if there any changes in their address or telephone number.
5. Parents are requested not to enter the classrooms to meet their children or teachers during school hours without the permission of the principal.
  
6. Children when sick, should not be sent to school to attend tests/classes.
  
7. Any intimation made by parents/guardians should be addressed to the principal. Meeting with class teacher or any correspondence between the school and the parents must be done through the principal.
  
8. Parents must keep the progress report in safe custody. If the report card is lost, a replacement will be made on payment of Rs. 50/-.
  
9. The name, GR/Admission No, class of the students should be clearly marked on their belongings.
  
10. Parents are requested to cooperate with the school in its attempt to help their

children's progress by paying attention to their regularity, punctuality and discipline and by taking interest in their homework. They should check the communicator everyday and note the homework and other instructions made in communicator. In case of small children, the parents are advised to check the bag of their wards to see if any notice/invitation has been issued.

11. It is not advisable to give the children valuable articles like expensive watches, Fountain pens, transistors/radios, tape recorders, calculators & jewellery etc. to bring to school. In case of any loss of valuable or other articles, the school authorities will try their best to trace these but shall not undertake any responsibility for the loss. Students can wear simple watches from class VI Onwards.

12. Parents are requested to attend the open house & meet regularly for the Improvement of their wards.

13. And finally we request you to cooperate with us in shaping the future of your child.

### ***In house Kitchen***

Under the supervision of a food and nutrition specialist, the complete menu is designed. School provides nutritious food to the children. The food facility is optional for the school children from 1st standard onwards. The detail menu for each day is included in the monthly circular. The sole purpose of providing food at the school campus is to develop a taste for different items for the children. Apart from that it has been observed that children eat the things in a group which initially they may not like to eat at home. The children who bring food from their residence are instructed not to bring any junk food. The teacher in charge / class teacher may occasionally check the tiffin box of a child.

### ***Tours and Excursions***

We at Amicus International School Vadodara realize that learning cannot be confined to the four walls of the classroom but goes far beyond that. So picnics, field trips and industrial visits form an integral part of the teaching learning process at Als, a good number of exposure trips, picnics and excursions will be organized based on the demand of the classroom transaction as and when required to equip the learners with firsthand experience of the place. Dates and venues for the same will be communicated to the parents beforehand. Children will have to wear school uniforms during the tours and excursions.

