

General Rules

SHREE BALAJEE GURUKUL has a set of Rules, Regulations and Guidelines, so that we can run smoothly and fulfill our objectives effectively. Without these rules it is not easy to handle a wide range of students, from different backgrounds, abilities and inclinations, to provide opportunities to them for their betterment with uniformity and fairness to all.

Parents are requested to read the diary and familiarize themselves with the rules. They must pay attention to the information, instructions conveyed from time to time through the diary, Net, notice board or circulars. We expect parents would conform to them, support them and ensure that their wards do the same. It will make things more effective and smoother for everyone concerned. I look forward to the fullest co-operation of parents, teachers and students in this mission.

Code of Conduct

1. Punctuality, Regularity and Attendance:-

Students must reach the school at least five minutes before the assembly time. Late arrivals and absenteeism is an intolerable nuisance. No student should be in class during assembly. Late arrivals and out of uniform students shall not be allowed to enter the premises.

2. Behaviour, Courtesy, Manners, Language and Conduct:-

- (a) Irregular attendance, consistent poor academic record, immorality, neglect of home task, disobedience and disrespect towards teachers, grave insubordination, contempt of authority, bad moral influence, breaking of rules and regulations, Justify dismissal, Student can be expelled.

- (b) If a student fails, they must attend Re-medial classes. Re examination result for two failed subjects shall be considered.

If a student fails twice in the same class, the student will repeat the class. No special re-examination or tests will be granted to student who are absent during Exam days, without medical reasons.

- (c) **Important-** To be promoted to any board class a student must score a minimum of 33%, per subject, in the final exam of the previous year. Student failed in over two subjects will not be promoted. Students must pass the re-exams with a minimum of 33%. Supplementary exam dates will be given on the result day. It will be held twice for all students.
- (d) **Absence-** Any student absent for over 5 school days without any valid leave application shall have their name struck off the school rolls. Parents will have to apply for Re-admission request to the Principal.
- (e) **Leave-** An Application to the class teacher for leave must be signed by the parents and presented prior to the leave. In an emergency or a special circumstance, a student may be allowed to leave the school premises with the written permission of the Principal only.

During tests or examinations no leave, is granted, except on medical grounds. A medical certificate must be submitted along with the leave application.

The Principal reserves the right to grant or cancel any leave.

3. Respect for the school's image, school property, teachers and fellow students are important. Students must take utmost care of the school property and premises. Any damage incurred will have to be made good.
4. Students are requested not to bring any valuable articles to the school. In case of loss the school shall not be held responsible.

5. Personal cleanliness and hygiene are greatly recommended to all.
6. No student should leave the school premises during school hours or recess.
7. Students are strictly forbidden to buy any food or items from the street vendors.
8. Under No Circumstances, Mobile phones, Pen drive, CD, I-Pad or any other electronic device should be brought to school. All items found will be confiscated.
9. Any day there can be a surprise Bag check. No sharp objects, blades, knives, crackers, matches, etc allowed. Every student must strictly follow the above Rules. Students should Endeavour to maintain the high standard of the school by their good character, courtesy & good manners.
10. Students are not allowed to bring to school any vehicles (Two Wheeler or four wheelers).
11. Silence must be maintained during change of periods.
12. When moving along the corridors or stairways, silence must be maintained.
13. Walk on the left side; Walk in a single line.
14. Without prior permission students are not allowed out of class during period time.
15. Students are not allowed to enter any other classroom, staff room or Principal's office.
16. Students are not allowed to make collection in cash or gifts for any teacher or presents for fellow students in school.

**The Weak can never forgive,
Forgiveness is the attribute of the strong.**

17. Students should be dressed in clean uniform. Boy's hair must be closely trimmed and combed well. No high lights in hair. Fancy haircuts are not allowed. Girls must not wear any Rings, Payal, Bracelets, Bangles, Nail Polish, Chains, Bindis or Mehndi, Long hair must be braided and Puffs or Fancy hair clips are not allowed. Senior Boys must shave, no beards allowed. On Birthday dressing up is allowed only till class 5th. No tight jeans or T- shirts or Mini dress allowed. Student must be decently dressed.

18. Balanced Diet Plan

Parents are requested to send nutritional meals. No fast food allowed. Diet must include healthy fiber, fruits, vegetables, Poha, sprouted seeds, Idli, Dosa, Dhokla, Uttopam, Roti, Sabzi, Parathe, stuffed Occasional sandwiches and desserts allowed.

19. **School Library**- If a student fails to return a library book within the due date a fine of Rs. 50 per book, per week is charged. A lost book cost will have to be made good.
20. If the parent wishes to withdraw their child immediately after newly admitting and depositing the fee, no part of that fee shall be refunded.
21. Parents are kindly requested not to visit the classes during school hours, as the class period gets disturbed. To make an appointment with the concerned teacher they must schedule time for next Saturday between 2pm – 3pm.
22. A monthly PTA meeting is held on every last Saturday between 12pm – 1pm. Parents are welcome to bring their suggestions, ideas or concerns. Check the notice board for any changes.

23. Parents are expected to co operate in the workings of the school by enforcing regularity, discipline and taking interest in the children's progress. They must be fully acquainted with the rules and regulations and must accept its contents, prior to registration. Parents must check their child's diary regularly for notices or any teacher's remarks. Ignorance of School Rules shall not be accepted as a valid reason of excuse.
24. (A) Teacher's must contact the Principal directly in case of any problems Tardiness or Absenteeism will not be tolerated. If the teacher arrives after the set time, that day will be considered a C.L day. After three such warnings the teacher may be terminated.
- (b) Family business is not to be conducted during school hours.
- (c) No personal visitors allowed during school hours.
- (d) Chewing of tobacco, Pan, Smoking etc is strictly forbidden.
- (e) Teacher's must comply with the duties assigned during lunch hours.
- (f) All the teacher's must be present on the ground during assembly.
25. Teacher's are to complete all the allotted paper work and get it signed by the Principal, by first of each month. **NO Exceptions.** All test/exam results must be completed and results list per subjects, per class, must be presented before the Principal for signature by the **5th day** of the last (test/exam) date. **No Exceptions.**
26. Teacher's are expected to maintain the highest order of discipline. If after two warnings, any student behaves in a manner that requires immediate extreme action, the teacher is requested strictly not to resort to physical/verbal abuse, instead to bring the issue to the Principal's office for disciplining immediately.
27. Any incident/accident report is to be reported to the Principal's office immediately. First Aid must be given. If serious, take the

student to the nearest doctor. If a student complains of any serious pain or discomfort, the teacher reserves the right to send the child home, at their responsibility. Later the Principal must be informed at the earliest.

28. Teacher's must maintain the high quality and excellence goals, standards set by the school. They must be aware of the school's diary rules, Mission objectives, our Strategy and help to provide a congenial learning environment to our students. Teachers are not to just teach kids, but train them to teach themselves lifelong. Learning must start as a joyous activity, to continue and persist throughout a child's period of education.
29. Teacher's are to help develop the student's originality, boost self confidence, communicative skills. To give them individual attention and provide the wisdom of education, build their strength of character to help them face the future with confidence and dignity. Teachers must all be certified in child Psychology.
30. Assessment/ Evaluation will be based on class work, homework, assignments, tests and exams. All students must be treated fairly.
31. Emphasis will be to achieve fluency in spoken and written English through interactive teaching methods. During school hours all teachers are warned to speak and converse only in English. Teachers must All Pass CTET Exams.
32. Any child who seems to have a learning deficiency, behavioral difficulty must be brought before the Principal for counseling along with the parents.
33. No teacher may undertake the private tuition of any pupil without the permission of the Principal and a written consent of the parent.
34. All teachers who are teaching the board classes will have to provide free extra guidance classes, after school and during holidays.

ONLINE GOOGLE TRAINING is compulsory to teach so teachers must get certified.

35. (a) Teachers leave requests must be in writing to the Principal.
(b) No leave shall be granted during exam days.
(c) Vacations for the year must be preapproved by the Principal.
(d) Substitutes must be provided during emergency leaves also.
(e) Medical leave requires doctor's note.
36. If a teacher decides to quit her job, an application must be given to the Principal at least two months in advance or else their salary will be forfeited.
37. If the Management feels a staff member is physically or Emotionally NOT FIT, is Not SAFE for the safety, Security of school students or fellow staff they will be immediately terminated.
38. Management reserves the right to add/alter/cancel or delete, any of the above rules any time. Parents shall be intimated of such changes well in advance.
40. Decision of the school in all matters will be final and binding on all concerned.