

SCHOOL RULES

It is paramount to have Rules and Regulations laid down for the students as these provide clarity and act as simple reminders about the code of conduct and demeanour the school expects from the students. The observance of these rules ensures a safe, secure and disciplined environment in school and allows every student to thrive to the best of their potential. Thus, The students are expected to show good academic performance, moral conduct and behavior. In case a student violates the school rules, indulges in any form of indiscipline or exhibits misdemeanor, strict action will be taken by the school against him/her and the school reserves the right to expel any student whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful for other students.

- **PUNCUATILITY AND ATTENDANCE:**

1. The school happily **grants 20% leave to the students**. Further, considering their academic and overall growth to be of paramount importance, **maintaining an attendance record of at least 80% is mandatory during the academic session**, failing which the student will not be permitted to appear in the end of term examination.
2. In case of **planned leaves**, a **proper leave application** must be submitted in writing, duly signed by the parents, to the class teacher **a day prior to taking leave**.
3. In case a student takes **leave due to unavoidable circumstances**, a **proper leave application** must be submitted in writing **on the day he/she joins back**. In such cases, the **parents must send a message to the class teacher** informing about the leave of their ward.
4. **In case of absence on medical grounds, a certified medical document must be produced along with the leave application** in case of sick leave for more than two days.
5. It is **MANDATORY** for the students to attend School on the day the school reopens after each vacation/ break.
6. It is **MANDATORY** for the students to appear in all the Tests and Exams.
7. **Students suffering from the diseases mentioned** below must observe the prescribed period of quarantine before returning to the class:
 - Chicken pox : till the scabs fall completely.
 - Cholera : till the child has completely recovered.
 - Measles: Two weeks after the rashes disappear.
 - Mumps : until the swelling has gone.
 - Flu or Influenza: till the child has completely recovered.
 - Jaundice : Six weeks.
8. A **student returning to school after suffering from an infection or contagious disease**, would be allowed to attend School only after the submission of **Doctor's Fitness Certificate** permitting him/her to do so.

9. **Repeated absence without permission or unexplained absence for more than seven consecutive days** renders the student liable to have his/her name struck off the rolls. Re-admission may be granted only on payment of admission fee, provided the vacancy still exists.

STUDENTS' TURNOUT:

1. It is expected that each student is habitually clean and hygienic.
2. School uniform develops a sense of belonging amongst students and brings them together through their shared dress code. Thus, the students should come to school in proper, neat, and well ironed school uniform.
3. The school uniform is to be worn every day and for all the school functions and educational trips .In case of failure to comply with it, the penalty and its cumulative effect will be borne by the defaulter.
4. No fashionable haircuts are allowed. Non- sikh boys should get their hair trimmed at regular intervals. Sikh boys must wear a turban/patka of dark green colour.
5. Girls with long hair must tie their hair into ponytails/neat braids. Girls with short hair to ensure that their hair do not fall on their forehead or in front of their eyes. Girls are not allowed to wear any fancy hair accessories to school. They are allowed to simple black or dark green hair pins/ rubber bands.

• SCHOOL PROPERTY:

1. Students are supposed to **keep the classrooms and the school campus as neat and clean as possible**. They must ensure that the **waste is thrown in the dustbins**.
2. Students should **respect the school property and no student should damage any school furniture, scribble on the walls, or in any way damage the belongings of others**.
3. Students causing harm/ damage to the school property, will be **solely responsible for it**. In case of any damage, **penalty as deemed fit** (inclusive of the cost of the item damaged /repaired), **will be imposed**, and the same will be collected within the next three working days.

SCHOOL TRANSPORT FACILITY:

1. Students are **not allowed to board any school vehicle other than the one allotted to them. Changing from senior shift vehicle to junior shift vehicle or vice versa is not permitted** at all.

2. Parents are requested to **personally see off and receive their ward at the bus stop** (especially classes **Nursery to fifth**).
3. Please ensure that **your ward reaches the school well in time**. In no case the child will be allowed to reach the school in the alternate shift.
4. Kindly **do not enter the school vehicles** to see off and receive your ward.
5. Please **do not overtake or stop the school vehicle to facilitate the boarding of your ward**, as it endangers the safety of the children in the school vehicle.
6. Please **do not get into any arguments with the assistants or driver present in the school vehicle**. In case of a problem, please give a written complaint to the school office.
7. Students coming by their private vehicles must ensure that they reach the school **before the arrival bell is rung**.
8. **No student should damage, disfigure or litter the school vehicles**. Any sort of indiscipline in the school transport may lead to debarring the defaulter from availing the transport facility.

• **PARTICIPATION IN ACTIVITIES AND COMPETITIONS:**

1. Students **must participate in all school activities and competitions** with zeal and enthusiasm.
2. **Sudents selected to participate/ represent the school in sports, cultural or any such activities** will have to **demonstrate a high level of discipline** during in- house or out station participation.
3. Students are expected to **participate in sports activities in the true spirit of sportsmanship**.
4. All the **competitions and activities** organized for the students should be **taken in a healthy spirit**. It must be noted that **the judges' decision in such activities will be final and binding**. They must always remember that it is not important to always win; participation in itself should be the primary persuasion.

• **BIRTHDAY CELEBRATIONS:**

1. On birthdays, only students up to class V are allowed to come in decent casual clothes.
2. Students may, if they so desire, celebrate their birthday in the school by distributing toffees to their class mates. No other form of celebration is allowed in the school. Parents must ensure that birthday celebration in school is only limited to distributing toffees. Distributing chocolates or other items and cake cutting is not allowed at all.

3. Students should confine the distribution of toffees to the floor where their class is situated. Unnecessary movement, along with friends, for this purpose is not allowed at all.

- **THE CODE OF CONDUCT FOR STUDENTS:**

DOs:

1. The **medium of instruction in school is English**. Thus, students are expected to communicate in English at all times. **No student is allowed to communicate in any language other than English during school hours.**
2. **Any kind of movement**, anywhere in the school campus, should be **done under the supervision of the respective subject teacher**, assisted by the class monitor.
9. It is **mandatory for all students to attend the weekly morning assemblies**. The movement for the same should be prompt, orderly and silent.
3. **Seniors must treat their juniors with love and affection**; and the **juniors should show respect to them**.
4. **Students should observe polite behavior** wherever they go. They should greet the teachers and elders whenever they meet them.
5. **Students must practice the virtue of courtesy**. They are expected to exhibit dignified behavior with their peers. Students must not indulge in any act that tarnishes the image of the school.

DON'Ts:

1. Students are **allowed to visit the canteen only on the days/time allotted** to them by their respective class teachers. They should **not bring more than rupees hundred** for buying refreshments from the canteen.
2. **Students are not allowed to bring any valuables or expensive articles to school**. However, in case of loss of a valuable article, the school will try its best to trace the lost item, but will not be responsible for articles lost by the students.
3. **Students are not permitted to bring mobile phones or electronic gadgets** into the school campus. **These items, if found in the possession of students within the school campus, will be confiscated and strict disciplinary action will be taken** against the student. However, in case of emergency, students are permitted to make phone calls from the school's Front office, after seeking permission from the Front Desk Officer.
4. **Students should not indulge in** any of the following practices, namely:
 - a. Spitting in, near or around the school building.

- b. Disfiguring or otherwise damaging any school property.
- c. Any form of gambling or narcotics.
- d. Rowdyism and inappropriate conduct.
- e. Use of violence in any form.
- f. Indulgence in unethical cyber activities

Strict action will be taken by the school in case any student is found indulging in any of the above mentioned practices.

GENERAL GUIDELINES FOR PARENTS/GUARDIANS

We at Krypton Public School, Moradabad firmly believe that it takes a village to raise a child who is confident, healthy, responsible and morally strong. This village starts with the network formed by parents, teachers and administrators who work together to support and nurture the child. A strong school- parent relationship is paramount to the student's success at school, and his/her life ahead. A good relationship between these two important agencies can significantly impact each student's long term success.

Given below are a few guidelines for the parents to follow. These guidelines will help the parents understand the rules of the school and provide a vital support system to the school in achieving the common goal, that is, the overall development of the students.

1. You are requested to **regularly check the school website and the School App** to keep yourself informed about the school activities, important notices, circulars etc.
2. Please ensure that your **ward joins the school on the notified date of the beginning of the terms and after each vacation**. Parents need to plan accordingly.
3. Considering the safety and security of your ward, **parents are requested not to make any social engagements or medical appointments during the school hours**.
4. In case of **dire emergency**, the **ward will be handed over only to the parent** on the production of the parent I card.
5. Please **do not enter the classrooms of your ward during school hours** for any reason.
6. It is **mandatory** for all the parents to attend the **PTMs** on regular basis in order to know the progress of their ward.
7. Kindly **acknowledge the receipt of any form of communication** from the school. Further, kindly **check the details and the messages sent by the teachers** as all the important circulars, date sheets and worksheets will be sent through printed circulars, E-mails and broadcast messages. Kindly take a print out of the same (is needed) and file it safely with you for your future reference.

8. Parents can **meet the Principal during visiting hours** only, **with prior appointment**, to avoid the waiting time.
9. Please **address all the communications to the Principal through the class teacher**, clearly mentioning your child's admission number, class and section in all your communications and correspondence with the school.
10. **Parents can meet the teachers on school days**, other than PTM days, **with prior appointment**. Please contact the school reception for the same.
11. Parents must **ensure that correct phone numbers and E-mail Ids are provided** to the class teachers to ensure speedy and timely communication of important messages. Any **change in the address, telephone number**, including whatsapp number, and E-mail Ids, **must be communicated** to the school on time.
12. Please **ensure that your ward does not bring any valuable articles e.g. watches, cameras and jewellery** to the school. In case of loss of a valuable items, the school will try its best to trace the items but will not be responsible for the loss.

PUNISHMENTS

Any act of indiscipline by the student/s will invoke strict disciplinary action against the defaulter/s. The school has a system of issuing warning cards to the defaulters as per the details given below:

BLUE CARD: A Blue Card will be issued (for a week) in the following cases:

- Weak performance in academics.
- Careless or untidy work.
- Late submission of assignment/library books.

After observing the student during the tenure of punishment, the concerned teacher/s will remark on his/her attentiveness or improvement. If the progress is satisfactory, the blue card will be discontinued; otherwise its period will be extended further for a week.

Failure to show any improvement even after two weeks of punishment will lead to the issuance of **YELLOW CARD**.

Yellow Card: A yellow card will be issued (for a week) in the following cases:

- Poor conduct in the school campus or the school transport.
- No improvement after the issuance of two **blue cards in succession**.

The Yellow card holder will not be allowed to attend any school programme, picnic, excursion or to avail the canteen facility.

- *Failure to show any improvement even after the issuance of Yellow Card may lead to the under mentioned disciplinary measures:*

Step 1: Detention during break.

Step II: Suspension from school for a week.

Step III: Issuance of **Red Card**.

RED CARD:

- A Red Card will be issued in case of non compliance of the conditions of the Yellow Card.
- It may be directly issued to the student who is found indulging in an extreme case of fighting, abusing, man handling, life threatening activities, intoxication and unethical cyber activities.

If a red card is issued to a student, the school reserves the right to take any strict disciplinary action against the student.