

# *School's Rules and Regulations*

## **I.General Rules:**

- 1) At the first stroke of the bell at 8.45 a.m., all must fall in line immediately and form the lines for the assembly where they will recite Prayers and subsequently move silently to their class-rooms.
- 2) All are expected to speak in ENGLISH in SCHOOL.
- 3) Utmost cleanliness must be observed in school premises. Throwing litter, pieces of paper, seeds and skins of fruits is strictly prohibited. Use of dustbins provided, should be made for this.
- 4) Writing or scribbling on walls and desk, benches or anywhere else is strictly prohibited.
- 5) Any kind of damage done by pupils to the school equipments, furniture, building, etc. will have to make good and penalty shall be decided by the Principal.
- 6) Strict regularity, implicit obedience, politeness, courtesy in speech and conduct and cleanliness of books, dress and person are rigidly insisted upon.
- 7) Silence must be observed in the corridors and on the stairs during class hours. They should not be found talking in between periods.
- 8) No books (other than Text or Library books), newspapers or periodicals must be brought to School. Any objectionable literature found in possession of the student justifies dismissal.
- 9) The school shall not be held responsible for books, money, clothes and other articles that are lost. Students must look after their own things. It is not advisable for pupils to have money, valuable articles or jewellery with them. Harmful or lethal objects should not be brought to school. Beware, it is criminal to carry harmful or lethal objects.
- 10) Fancy watches are not allowed to be worn in the school and will be confiscated. Students from Std. VII only will be allowed to wear wrist watches.

- 11) Mobile Phones are not permitted in the school premises. Any student found carrying a mobile phone, the phone will be confiscated and a heavy penalty will be levied on the parents.
- 12) Birthdays are not celebrated in the school by distributing sweets or any kind of presents.
- 13) Pupils are answerable to the School Authorities for their conduct both in and even outside the School. Hence misbehavior in public places and conveyance is punishable. Every student should endeavour to keep up high tone of the school, by excelling in good manners and deportment.
- 14) A student who is unwell should not be sent to school. In case of emergency, medical fees and transport charges will be borne by the parents. Students suffering from contagious or infectious diseases are not permitted to attend the school.
- 15) Any sort of complaints / suggestions regarding school matters should be handed over to the Principal and not to the class teachers.
- 16) Any correspondence by the parents should be on a separate application / note on a fullsize paper and must be sent in an envelope.
- 17) Parents or Guardians can request a meeting with the teacher only with the prior permission of the Principal and should never approach the teacher directly in the classroom.
- 18) The Calendar must be brought to school daily and should be maintained carefully. If the Student misuses his/her Calendar or loses it, a new copy is issued to him/her against payment of its cost and an additional penalty prescribed by the Principal. Whenever a student reports to the Principal for any reason whatsoever, he/she must carry his/her calendar with him/her.
- 19) A student who comes to school without calendar will not be admitted to class and will be marked absent.
- 20) For breach of any School Rules, a student may be fined or otherwise punished at the discretion of the Principal.

## **II. Discipline:-**

- 1) All children must reach the school between 8-30 a.m. to 8-45 a.m.
- 2) All students must attend the school Assembly.
- 3) Late comers should bring a note of explanation from their parents.
- 4) Students must bring books according to the specified time-table. They must see that all books are neatly covered and labelled.
- 5) Students are strictly forbidden to leave the school premises at unusual times. In case of emergency/sickness an application should be made to the Principal seeking permission.
- 6) Students must not run around inside the school building. They must observe silence while walking through the corridors or while going up and down the staircase.
- 7) Students/Parents should avoid offering gifts or presents to any of the staff at any time.

## **III. Uniform:-**

- 1) All students must wear only prescribed uniform on all weekdays without making any alterations. It should always be clean.
- 2) Coloured dress is allowed only on Birthdays for Std. I to IV and on other occasions as and when announced by the school. Vth Std. onwards students are not allowed to wear coloured dress on ANY OCCASION.
- 3) The nails of the children will be checked on every Monday. They should be properly trimmed and kept clean. Nail painting of any kind is strictly prohibited.
- 4) Tattoos, bangles, goggles, fancy pins, mehendi, etc. are strictly not allowed to be worn in the school. However girls may wear small bindi and small earrings.
- 5) Boys must have a regular crew-cut. The student boys are not allowed to grow either moustaches or beard. The girls can arrange their hair in 1 or 2 braids and tie them up with white ribbon or 2 pony tails with white ribbon. White hair band must be used for short hair.
- 6) Boys must wear a black plastic belt with simple buckle

#### IV. Absence:-

- 1) Irregular attendance and unjustified absence justifies dismissal. Students must not be kept away from the School for celebrations like engagements, marriages, poojas, etc.
- 2) The parents of the children who remain absent even for a day must write a note in the 'Leave and Absentee Record' in the calendar stating the reason for absentee. It must be signed by both parents as well as the teachers.
- 3) In case of a long sickness, a letter must be sent to the Principal on a neat sheet of paper enclosed in an envelope with appropriate details written on it. Parents must not wait to send this intimation until the child recovers. Parents must produce a medical certificate for absence on account of illness.
- 4) Child will be marked present only if he/she represents the school in competitions. For private competition he/she will be, marked absent.
- 5) Absence for any other reason would be permitted only with the prior permission from the Principal. Leaving the school premises without Principal's permission is strictly not allowed. In case if the student is found missing from the class, the school will no longer be responsible for his/her act as well as safety. Such student will not be allowed to resume classes unless he/she is accompanied by parents. Only after discussion with parents and student, the Principal will decide what disciplinary action should be taken.
- 6) Attendance is compulsory on Independence Day Celebration, Republic Day Celebration, first and last working day of each session.
- 7) Parents taking children away during school vacation must make sure that the children attend the school on the last and first working day. Non-availability of reservation of tickets will not be accepted as an excuse for coming late / leaving early.
- 8) In case the child misses the syllabus completed during absence, it will be parent's responsibility to cover the syllabus.
- 9) If child remains absent from school for more than a month without intimation his name will be deleted from the roll

## **V. Admission and Withdrawal:-**

- 1) The age advisable for admission to standard first is 5½ years completed on June 1<sup>st</sup> with corresponding increase for the other classes.
- 2) At the time of admission, the student must produce a leaving certificate from the recognized school last attended. If she/he comes from outside Maharashtra State, the L.C. must be countersigned by the Education Officer of that place. A student, who has never attended school before, must produce the original birth certificate.
- 3) A month's notice is required for the withdrawal of pupil or the fee for the following month will be charged. Such notice must be given in writing by the concerned Parent / Guardian.
- 4) Fee for April and May will be charged even if application for withdrawal of student is made in March.
- 5) No Leaving Certificate is issued until all debts due to the School are paid in full.

## **VI. For Parents:-**

- 1) When communicating with the Principal, parents are requested to mention in their letters, the Standard and Division of their child. If it relates to the siblings studying in different classes, two separate letters should be given.
- 2) Any certificates, endorsements, verifications from the school should be asked for three days in advance through a handwritten application to the Principal.
- 3) Parents are expected to cooperate with the School Authorities by enforcing punctuality, regularity, personal cleanliness and discipline by seeing that their children prepare their lessons and by taking active and helpful interests in the activities of the School.
- 4) Parents should see that their children attend school regularly and in time. The school uniform and school books should be checked every day.

- 5) Parents should inculcate regular study habits and check on their children's homework. In case of problems, please see the Principal during visiting hours.
- 6) Reports or remarks sent by the Teachers must be acted upon immediately. Parents must come to collect their ward's progress report card for the final exam. Progress report card will not be handed over to anybody else.
- 7) Criticisms of teachers or of the school in children's presence should be avoided. You can come directly to us. Please meet the Principal regarding such matters.
- 8) Parents Teachers Interaction: PTI meeting is arranged by school and should be attended by at least one parent. Parents are not allowed to contact the teachers directly during school hours. In case, such a meeting is desired by the parent, prior appointment with the class teacher should be taken.
- 9) If a Student is likely to be absent through illness for a longer period, the Principal must be informed within three days. Doctor's medical certificate of fitness must be submitted to the Class Teacher on the day of resuming classes.
- 10) Parents and Guardians are specially requested to notify the School of any change in their address and telephone number.
- 11) Parents, guardians or other persons are not allowed to see the pupils or call them on telephone during School hours or Interview the Teachers, while they are engaged in teaching, or at their residence.
- 12) Parents are reminded that without their help and co-operation no significant improvement can be expected from the efforts taken by the school to mould the student's character in the school. They are therefore intently requested to encourage regularity and discipline, to see that their children attend to the home work set, come to school in proper uniform, and bring all the books required for the day's work. Every student shall endeavour to keep up the high standard and good reputation of the school by his/her good behavior, values and deportment.

## *Award List*

Sr. No.	Title	Amount Rs.	To be awarded to
1.	Shri Vithalrao Joshi Charities Trust's English Medium School.	500.00	Each Middle School and High School Scholarship Merit List Ranker.
2.	Shri Vithalrao Joshi Charities Trust's English Medium School.	500.00	First Rank in Abacus Competition.
		250.00	Second Rank in Abacus Competition.
3.	Savitribai Dattatraya Desai Award	3000.00	Topper in S.S.C. in Boys
		3000.00	Topper in S.S.C. in Girls
4.	Shri Vithalrao Joshi Charities Trust's English Medium School.	1000.00	First Rank in S.S.C.
		1000.00	Second Rank in S.S.C.
		1000.00	Third Rank in S.S.C.
5.	Shri Vithalrao Joshi Charities Trust's English Medium School.	500.00	Topper in English in S.S.C.
		500.00	Topper in Marathi in S.S.C.
		500.00	Topper in Hindi in S.S.C.
		500.00	Topper in Maths in S.S.C.
		500.00	Topper in Science in S.S.C.
		500.00	Topper in Social Studies in S.S.C.
6.	Savitribai Dattatraya Desai Award	3000.00	Best student from Std. I to IX.
7.	Shri Vithalrao Joshi Charities Trust's English Medium School.	1000.00	First Rank in H.S.C.
		750.00	Second Rank in H.S.C.
		500.00	Third Rank in H.S.C.

Sr. No.	Title	Amount Rs.	To be awarded to
8.	Shri Vithalrao Joshi Charities Trust's English Medium School.	500.00	Topper in English in H.S.C.
		500.00	Topper in Physics in H.S.C.
		500.00	Topper in Chemistry in H.S.C.
		500.00	Topper in Biology in H.S.C.
		500.00	Topper in Maths in H.S.C.
		500.00	Topper in Information Technology in H.S.C.
9.	Shri Vithalrao Joshi Charities Trust's English Medium School.	500.00	Each teacher who guides the students for Scholarship Exam.
10.	Shri Vithalrao Joshi Charities Trust's English Medium School.	500.00	Each teacher who gets 100% result of his/her subject in S.S.C.
11.	Shri Vithalrao Joshi Charities Trust's English Medium School.	500.00	Each teacher who gets 100% result of his/her subject in H.S.C.



## *School Uniform :*

Std. I to VII

- Boys - Uniform – Sky blue checks shirt and Sky blue half pant.  
Shoes – Brown canvas shoes and Brown socks.
- Girls - Uniform - Sky blue checks blouse and Sky blue pinafore.  
Shoes – Brown canvas shoes and Brown socks.

Std. VIII to X

- Boys - Uniform – Lemon yellow shirt and Bottle green full pant.  
Shoes – Brown canvas shoes and Brown socks.
- Girls - Uniform - Lemon yellow kameez, Bottle green salwar and dupatta.  
Shoes – Brown canvas shoes and Brown socks.

Std. XI to XII

- Boys - Uniform – Phone colour shirt and Phone colour full pant.  
Shoes – Brown canvas shoes and Brown socks.
- Girls - Uniform - Phone colour kameez, Phone colour salwar and dupatta.  
Shoes – Brown canvas shoes and Brown socks.