

*SARASWATI PARADISE*  
*INTERNATIONAL PUBLIC SCHOOL*

**BEHAVIOUR POLICY OF THE SCHOOL**

**(A)FOR PUPILS:-**

- Refinement of manners, obedience to elders, neatness in person and punctuality are required from all pupils at all the time. They should remember that they are the ambassadors of SARASWATI PARADISE and must create goodwill for their beloved school everywhere.
- Pupils should come in proper school uniform; otherwise they will not be allowed to sit in the class. The students who are shabbily dressed or not in proper uniform will be sent home.
- No pupil should scratch/spoil the walls or furniture. Any type of damage done in the school premises will be made good by the one who has done it. Anyone who notices something damaged, should report the matter to the class teacher even if he or she does not know who has done it.
- Running, shouting and whistling in the school is not allowed.
- Avoid dropping papers, chalks, crayon pieces and food stuff in the school premises.
- No pupil will leave school premises during the class hours or recess.
- Every pupil should bring the School Hand Book daily.
- Pupils should greet their teachers & visitors when they meet them
- Only text books or library books should be brought to school by the students
- Lending or borrowing of money and other article is not permitted.
- School is not responsible for goods lost. It is advisable not to bring valuable articles, expensive watches or pens, jewellery etc. to school.
- At the time of departure the students should patiently and in orderly manner wait for the vans/buses and board their respective vans/buses as soon as they arrive.
- It is compulsory for all the students to converse in English
- Pupils must obey the class monitors and the school prefects.
- All students are expected to be in 5 minutes before the scheduled timings. The school gates will be locked thereafter and the pupil will be sent back home. In case of an emergency, if the student has to come late, prior information should be given at the reception.
- Entry into school premises is not permitted before 8am in the morning.
- Before leaving the classroom during or at the end of day student should arrange the desk and chairs in proper order, switch off the lights, close the windows, throw the waste paper and trash in the dustbin and then leave the classroom.
- In the event of collective damage to school property in classroom, the entire class will be charged the cost of damage. A vigilant outlook should be maintained towards keeping the surrounding clean.
- Students are not allowed to leave the class without class-outpass and without permission of teacher.
- A Student must speak in decent language all the time. He must ensure his/her speech is courteous and polite.
- Carry I-Card regularly

- Students must report any incident of bullying and ragging to the teachers immediately
- Collecting money, contribution and donation without written permission of the Principal is prohibited.
- The school will not be responsible for any article lost. The students are not to bring valuables like costly skates, stationery, watches, jewellery, magazine, comics, CDs, DVDs, pen drive etc. to the school. These, if brought, will be confiscated and will not be returned to the students.
- Students below Class V are not allowed to wear a wrist watch.
- **The use of Mobile Phones is strictly prohibited in the school.** These, if confiscated, will not be returned to the students.
- If a student from grade IX to XII will be absent without the Principal's permission, he/she shall be automatically suspended for 6 days the first time & for 12 days the second time.

## **(B) RECOMMENDATION TO PARENTS**

- 1) Parents can meet the teachers with written permission of the Principal.
- 2) Parents are requested to ensure that their wards carry their tiffins with them in the morning. Due to security reasons we do not accept tiffins sent through servants and friends.
- 3) No School teacher is permitted to take private tuitions of SPIPS students outside the school campus.
- 4) School discourages birthday (cake cutting) in school.
- 5) Parents are required to personally bring in a leave application when leave of more than one day is needed. No exemption is sought from a Unit Test/Term test. In case of illness, a medical certificate must accompany the application.
- 6) Parents should make it a point to attend the PTM on the given dates. The school administration will take a serious view of parents, regularly absenting themselves from such meetings.
- 7) If there is any change in contact number/address, the updated information must be communicated to the school immediately.
- 8) Parents are not allowed to take their ward during school hours. Better not to send him/her to school on that day. Students will not be given half day leave.
- 9) Girls with pierced ears may wear one pair of small studs. Any other jewellery will be confiscated
- 10) Hair style for boys/girls must be appropriate. Long hair of girls must be tied back in two pony tails. The school reserves the right to call the school barber and trim the hair if required as per school norms.
- 11) If your ward is caught using unfair means, he/she will be debarred from examination & will not be graded.
- 12) Parents are requested not to send any 'Mithai', return gifts for the students or staff on their child's birthday. In case the child does want to celebrate he/she can do so by getting ONLY TWO SWEETS per child. If anything more than this is sent, shall be returned to the parents.
- 13) Any damage done to the school property will be charged from your ward.
- 14) Parents or guardians are not allowed to see their children or meet their teachers during school hours except with the permission of the principal as the teachers may not leave the classroom during a teaching period.
- 15) Student must be picked up punctually after school hours. The school cannot be held responsible for the safety of the children beyond that period.

- 16) If any child is found involved in the matter related to drug addiction, alcoholism or with any material related to intoxication inside or outside the school, in such cases the school Principal has the right to issue the school leaving certificate to him/her without issuing any warning.
- 17) Parents are expected to be polite & courteous with school staff.
- 18) The school will not be responsible for the loss of books, money and other valuables brought to the school. However, every effort will be made to recover the things lost, if reported to the class teacher or the Principal immediately.
- 19) The name, class and section of your child should be clearly marked on all his/her belongings.
- 20) Students are not allowed to drive any vehicle to come to school.
- 21) The school reserves the right to dismiss students whose diligence of progress in studies is steadily unsatisfactory or whose conduct is harmful to other students.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **(C) BULLYING**

Bullying, either verbal or physical will not be tolerated by the school in any form what so ever. If you are a victim of bullying, or you observe incidents involving other, do not hesitate to inform a member of the staff. Do not put up with bullies in your group of friends.

### **(D) REWARD AND PUNISHMENTS:**

The school aims to promote high standard of behavior, self-discipline and learning through positive encouragement and rewards. When you do something well your teacher will recognize this by speaking to you in the class, writing comments on your work. If you fail to meet the required high standards of behavior there will be serious consequences. You may be kept in detention after school hours and your parents will be notified explaining the reason. As the last resort, in consultation with the Principal, student may be permanently expelled from the school.

### **(E) COMMUNICATION**

Speaking English is the official policy of the school. This extends to the school buses and home also. It is strongly recommended that English is spoken outside the school as well and parents should encourage interaction in English at all times. It is compulsory for all children to converse in English as CBSE syllabus stresses on students' competence to speak confidently and fluently in English. A student must speak in decent language all the time. No student should participate in any kind of rumour mongering and should refrain from speaking ill about others.

### **(F) UNIFORM INSPECTION**

Every morning students will undergo uniform inspection. Inspection will include nail cut, personal hygiene, cleanliness white hanky, shoes and dress code. Strict action will be taken against defaulters. There will be three written warnings in the student's diary. Finally they will be fined Rs 20 if they don't adhere to the rules.

### **(G) SCHOOL UNIFORM**

**For Classes Play-way, Nursery, Lower KG, Upper KG**

FOR BOYS:	SHIRT	: White/ Lemon with Scottish Check Collar
	TROUSER	: Grey
	SOCKS	: Red, White
	SHOES	: Liberty Black/ Joy White
	HANKY	: White

PULLOVER	:	Red with School Logo(full sleeves)
TRACK SUIT	:	Orange/Red with School Logo
T-SHIRT	:	Red Colour round neck
SCHOOL BELT	:	Red
SCHOOL BLAZER	:	RED WITH LOGO
SCHOOL CAP	:	White

FOR GIRLS:	SHIRT	:	White/Lemon with Scottish Check Collar
	TROUSER	:	Grey
	SOCKS	:	Red,White
	SHOES	:	Liberty Black/Joy White
	HANKY	:	White
	PULLOVER	:	Red with School Logo(Half Sleeves)
	TRACK SUIT	:	Orange/ Red with School Logo
	T-SHIRT	:	Red Colour round neck
	RIBBON/HAIR BAND	:	White, Red
	SCHOOL BELT	:	Red
	SCHOOL BLAZER	:	RED WITH LOGO

#### **FOR CLASSES I-XII**

#### **WINTER UNIFORM**

FOR BOYS:	SHIRT	:	Full Sleeves White
	TROUSER	:	Grey
	SOCKS	:	Grey
	SHOES	:	Black
	HANDKERCHIEF	:	White
	SWEATER	:	Light Grey Full
	TRACK SUIT	:	Red with School Logo
	T-SHIRT	:	House Colour
	SCHOOL BELT/SCHOOL MUFFLER	:	Navy Blue
	SCHOOL BLAZER	:	Navy Blue with Logo
	NECK TIE	:	Maroon
	GLOVES	:	Navy Blue

FOR GIRLS:	SHIRT	:	Full Sleeves White
	TROUSER	:	Grey
	SOCKS	:	Grey
	SHOES	:	Black
	HANDKERCHIEF	:	White

SWEATER	:	Light Grey Full
TRACK SUIT	:	Red with School Logo
T-SHIRT	:	House Colour
SCHOOL BELT, RIBBONS /HAIR BAND	:	Maroon/Royal Blue& White Ribbons
SCHOOL BLAZER	:	Navy Blue with Logo
NECK TIE	:	Maroon
SCHOOL MUFFLER	:	Navy Blue
GLOVES	:	Navy Blue

### **SUMMER UNIFORM**

FOR BOYS:	SHIRT	:	Half Sleeves White
	TROUSER	:	White& Grey
	SOCKS	:	White& Grey
	SHOES	:	Joy Liberty
	HANDKERCHIEF	:	White
	SWEATER	:	Light GreySleeless Sweater
	T-SHIRT	:	House Colour
	SCHOOL BELT	:	Maroon
	SCHOOL CAP	:	White

FOR GIRLS:	SHIRT	:	Half Sleeves White
	TROUSER	:	Grey/White
	SOCKS	:	White& Grey
	SHOES	:	Joy Liberty
	HANDKERCHIEF	:	White
	SWEATER	:	Light Grey Sleeveless Sweater
	T-SHIRT	:	House Colour
	RIBBONS /HAIR BAND	:	Royal Blue& White
	SCHOOL BELT	:	Maroon
	SCHOOL CAP	:	White

- ❖ In winter season Red track suit with House T-Shirt must be worn by all the students on Wednesdays & Saturdays.
- ❖ In Summer Season: White Pants with House T-Shirt & sleeveless light grey sweater must be worn by the students of Classes I-XII on Saturdays & Wednesdays  
**Note:** For the Girls students of classes VI-XII White/Grey pants with House T-Shirt may be worn on Wednesdays & Saturdays

### **HOUSE-WISE T-SHIRT COLOURS**

**Durga-Red      Lakshmi-Green      Parvati- Blue      Saraswati-Yellow**

### **ACADEMIC SESSION**

The academic year is divided in two TERM EXAMS and two UNIT EXAMS. The School will follow the winter closing schedule.

### SCHOOL TIMINGS

#### SENIORS

SUMMER	: Arrival 8:05 am	Departure:	1:35pm (Classes I, II, XI & XII)
	: Arrival 8:05 am	Departure:	3:05pm (Classes III to X)
WINTER	: Arrival 8:25 am	Departure:	1:45pm (Classes I, II, XI & XII)
	: Arrival 8:25 am	Departure:	3:05pm (Classes III to X)

#### JUNIORS

SUMMER	: Arrival 9:25 am	Departure:	12:00noon(Class-Play-way)
	: Arrival 9:25 am	Departure:	1:35pm (Class Nur /L.K.G & U.K.G)
WINTER	: Arrival 9:40 am	Departure:	12:00noon (Class-Play-way)
	: Arrival 9:40 am	Departure:	1:35pm (Class Nur /L.K.G & U.K.G)

### ADMINISTRATION & ACCOUNTS OFFICE TIMING

**The school office will remain open on all school days between 9:00 am and 3:30 pm. The school office remains close on all gazetted holidays.**

### FEE SCHEDULE

The school fee can be deposited in four installments as per given schedule.

**I March to May:** First Installment Between 15<sup>th</sup> to 28<sup>th</sup> of February positively.

**II June to August:** Second Installment Between 1<sup>st</sup> to 15<sup>th</sup> of May positively.

**III September to November:** Third Installment Between 1<sup>st</sup> to 15<sup>th</sup> of August positively.

**IV December to February:** Fourth Installment between 1<sup>st</sup> to 15<sup>th</sup> of November positively.

### RULES

1. No separate notice will be sent for deposition of fee.
2. In Case of loss of the fee receipt book you can obtain new after paying a fine of Rs 50
3. Fee once paid is not refundable.

4. Students will not be permitted to sit in exams if fee of the particular month is not paid in stipulated time.
5. Security fee, if not claimed within three months of leaving the school, will be forfeited.
6. If the school leaving certificate/withdrawal is required, one month notice is to be given with one month's dues.

### **SCHOOL BUS-RULES**

The students can avail the school transport facility subject to the availability of the seats. The parents are requested to consult the school transport incharge for necessary details like timings, routes, pickup points, etc. Bus facility is neither mandatory nor granted. The routes of the school buses are drawn on the basis of number of students availing the same. Bus stops and routes have been fixed keeping in view certain parameters and would not be changed on individual request/desire.

1. It will be the responsibility of the parents to ensure that their children reach the pickup point well in time, as the school bust will not be delayed if the child is not available at the pickup point.
2. Parents are to make sure that they pick up their children at the notified time from the specified bus stop, failing which the child will be taken back to the school from where the parents are responsible for taking back their child under their own arrangement. Only parents can pick up their children from the school. Any other person has to be properly authorized.
3. The drivers are authorized to stop buses at the designated stops only, unless otherwise directed by the bus teacher In-charge. The list of stops is prepared keeping in view the convenience and safety of all bus commuters.
4. School buses are managed with utmost care, but the school takes no responsibility for any mishap in transit.
5. The permission to travel by another bus route needs to be sought two working days prior to the travel, unless there is any emergency.
6. In case of withdrawal from the school bus facility, one month's advance notice is required.
7. Students are not allowed to eat in the bus.
8. Students will be held responsible for any damage caused by negligence or vandalism.
9. Students are expected to maintain discipline while travelling in the school bus. If found misbehaving, the bus facility will be drawn with immediate effect.
10. Stand in a queue to get into the bus. Do not push other students.
11. Sit down on the seat allotted to you.
12. Do not walk around the moving bus
13. Do not fight with other students.
14. Do not shout or talk loudly in the school bus, it may distract the driver.
15. Do not throw litter or things around, in or out of the bus.
16. Do not keep your bags in the aisle or the walking space.
17. Do not damage the interiors of the bus. Any damage caused by you will be charged.
18. Allow primary children to be seated first.
19. Do not argue with or disrespect the conductors.
20. If you need to travel to a different place or need to get down at different stop, you need to bring in a written request from your parents and get the approval of the Principal. This is normally not granted except under very special circumstances. The School reserves the right to refuse.
21. In case of permanent change of location you need to meet the Transport In-charge.

22. If you repeatedly break the bus rules you may be debarred from using the school transport.
23. Bus fare must be paid for 10 months and conveyance facility is provided for the whole session and not for a part of it.
24. Payments of transportation charges must be done in four installments.

### **ABSENCE**

1. A pupil who has been absent on the previous day without leave application will not be admitted to the class without the permission of the class teacher.
2. No leave is granted except on prior application from the guardian for possible reasons. The parents must fill in the prescribed leave proforma. Application on any other paper will not be considered.
3. Pupils must make special efforts for making up for the work missed during their absence from the school.
4. Repeated absence without permission or unexplained absence for more than six consecutive days will render the pupils liable to his name being struck off the rolls. Readmission will be considered on payment of fresh admission fee.
5. A pupil exposed to or suffering from an infectious or contagious disease shall not attend the school until doctor has given a certificate declaring that he/ she may so exposing the others to risk.
6. Pupils suffering from the infectious disease must observe the prescribed period of quarantine before returning to the class:
  - a. Chicken Pox            -Till complete fading of scabs
  - b. Cholera                - Till the child is completely well
  - c. Measles                -Two weeks after the rash disappears
  - d. Mumps                 -Until the swelling has gone (about a month)
  - e. Whooping             -Six Weeks

### **UNDERTAKING BY PARENTS**

**I have read all school rules and promise to abide by them.**

**The decorum of the institute shall be maintained by me. In case of any lapse on my part I shall obey the decision of the School Management & The Principal regarding my ward.**

**Name of Student** \_\_\_\_\_

**Class** \_\_\_\_\_ **Section** \_\_\_\_\_ **Roll No** \_\_\_\_\_ **House** \_\_\_\_\_

**Name of Mother** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Name of Father** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Name of Guardian** \_\_\_\_\_ **Signature** \_\_\_\_\_



## **MISCELLANEOUS CHARGES & FINE**

<b>Duplicate Report Card</b>	<b>₹50</b>
<b>Duplicate Fee-Book</b>	<b>₹50</b>
<b>Duplicate Transfer Certificate</b>	<b>₹100</b>
<b>Paper Rechecking</b>	<b>₹25 Each</b>
<b>Absentees fine</b>	<b>₹20 per day</b>
<b>Any Certificate (Except T.C)</b>	<b>₹10 per certificate</b>

- ❖ All fee and other charges are subject to alteration at the sole discretion of the school Management and the Principal.

## **WITHDRAWALS**

1. A clear one month's notice and one month's fee in lieu thereof is necessary in case a parent wants to withdraw his/her child from the school.
2. The following categories of pupils may be asked to withdraw from the school (not necessarily notifying the cause to the parents)
  - Those who fail to show satisfactory progress in academics and are unwilling or unable to profit from the education imparted to them in the school.
  - Those whose fee is in arrears.
  - Those whose behaviour in the opinion of the school Management is harmful to the interest of the school.
  - Those who indulge in cheating, misconduct, or adoption of unfair means in the examination.
  - Those whose parents show disrespect to the school Management, Principal and staff.
3. The security fee is refundable on the written application of the parent within three months of the date of withdrawal of the child from the school after adjustment of all outstanding dues to the school against the child. On the expiry of the said period, the security will lapse to the school.