



NJBSPM's

# Shantiniketan Public School

CBSE Affiliation No.: CBSE / AFF. / 1130319 - SL - 00534 - 1314

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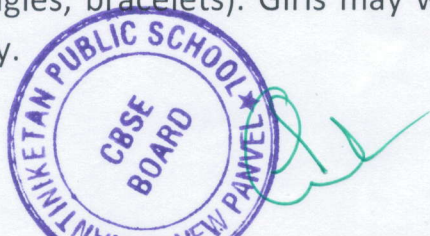
Ref. No. SNPS/2230/07/2022

Date: 21/7/2022

## CONDUCT AND DISCIPLINE POLICY

### SCHOOL RULES:

- All the students must wear the school uniform in school, during examinations and organized tours.
- Students who come to school on their own transport should reach school before the bell rings. No student is allowed to come to school in a self-driven scooter, motorcycle or car without having licence or taken the permission of RTO. In case of any mishappening school authorities or any school staff will not be responsible.
- Students should be neatly dressed. The school uniform is to be worn on every working day. Students who are sloppily dressed or not in uniform will be severely dealt with.
- Non-Sikh Boys should get their hair cut at regular intervals.
- Funky hairstyle is, not allowed.
- Girls should plait their hair if it is below the shoulders. Short hair should be neatly cut and pinned.
- Students are expected to respect the property of others. This includes respect for school property. No student should damage any school furniture, write or draw anything on walls, furniture or in any way damage things belonging to others. Damage done even by accident should be reported at once to the class teacher or to the sports teacher or Coordinators or Vice Principal. Any damage done will be made good by the one who causes it.
- The School is not responsible for goods lost. It is advisable not to bring valuable articles (like watches or cell phones, i-pods, cameras etc.) to school.
- Students are not allowed to wear any jewellery to school (no chains, rings, bangles, bracelets). Girls may wear one pair of small ear rings or studs only.





- Students who come to school in the care of servants should never leave before the servant arrives. In case of delay, they should report to the school office. Those who go home alone should be prompt in returning straight home.
- 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 foul language is a punishable offence. The school reserves the right to suspend or to take strict disciplinary action against a student whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.
- Parents and guardians may not visit their wards or teachers in the classrooms without the permission of the Principal.
- **As far as possible, once a child has come to school, he/she should not be asked to come home on half day leave or leave from any period, unless it is an emergency.**
- Students should get their Report Cards signed by their parents/guardians within five days of the receipt of the Report Cards and return them to the class teachers. If lost, a fine will be imposed. Students must not miss any teaching/games/library/activity period. A yellow card will be issued if they do so.
- SPS provides education from Nursery to Class X. Therefore, it is expected that juniors should be treated with love and affection, while the juniors show all respect to their seniors.
- No student shall indulge in any of the following practices namely
  - (a) Spitting in or near the school building.
  - (b) Disfiguring or otherwise damaging any school property.
  - (c) Smoking
  - (d) Any form of gambling.
  - (e) Rowdyism and rude behaviour.
  - (f) Use of violence in any form.
  - (g) Casteism or communalism.
- The observance of rules of discipline of the school and good behaviour is an essential condition to a student's continuance in the school. In case a student violates the school, rules or indulges in any form of indiscipline,





strict action like expulsion/suspension/ rustication shall be taken against the student.

- **Parents are required to carry their Identity Card whenever they come to school for attending the P.T.M's or functions, etc.**

- **RECOMMENDATIONS TO GUARDIANS**

- Check the haircut, uniform and punctuality of your ward in the morning.
- Parents are expected to ensure that their wards are in proper uniform before leaving their homes.
- Students are not permitted to wear any other sports shoes except school shoes.
- It is always advisable to write to the school about the problems of your ward or for seeking guidance our mail id is [shantiniketan75@yahoo.com](mailto:shantiniketan75@yahoo.com) . Your letters or mails will be replied to after discussion with concerned teachers. In case of parents wanting discussion with more than one teacher, a meeting will be arranged with the concerned teachers.
- As long as a student is on the school rolls he/she must come to school in school uniform.
- Check your ward's Almanac daily. Do sign the remarks if any and take necessary action.
- See that your ward carries books/exercise books according to the time table for that day. No extra books are allowed.
- See that he/she is prepared for the tests and brings answer sheets to school. Also, see his/her Report Card and teachers remarks in his classwork/homework exercise books and almanac.
- Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
- Restrict daily pocket money to Rs.30/- or 50/- per day. Excessive spending should be discouraged.
- Plan further education of your wards beyond the school in good time so that they may be eligible to compete for the maximum number of institutions of higher education.
- **Children should not bring crackers, colours, toys, i-pods, mobile phones, etc. to school. Bursting of crackers and playing with colours is liable to lead to the expulsion of a student from the school.**





- Your ward should be instructed to be careful about his/her things. There should be a name tag on blazers and sweaters. Any electronic gadgets or expensive articles should not be brought to school. In case of violation of this rule, the article will be confiscated. The school bears no responsibility for articles lost in school. In case of a loss, a letter giving detail of the loss may be sent to the class teacher.
- If your ward is absent from school, he/she must make up for all the work missed by him/her.
- **If your ward is to leave the school campus during school hours, the guardian should obtain a gate pass from the reception and get it signed from the class teacher, concerned coordinator and Vice-Principal/Principal. This must be presented to the guard at the time of leaving.**

- **ABSENCE**

- Students who have been sick should bring a medical certificate from their doctor on joining the school. A copy of the certificate is to be submitted and signed in the school clinic for follow up.
- Parents should fill up the "Record for Non-Attendance" for each day the student is absent from school stating the reasons for absence.
- Students, who require medical attention during school hours, may be sent by the teacher to the school clinic with a slip.
- No one who has been absent on the previous day will be admitted to the class without a letter from the parent addressed to the Class Teacher, stating the reasons for the absence.
- Leave for going out of station should be approved prior to proceeding on leave. In case of emergency- Parents to inform the school and report to Class Reps/Class Teacher. They are not to go to the classes directly.
- A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate permitting him to do so.
- **Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class:**
  - Chicken Pox -Till complete falling of the scabs.
  - Covid -19- Till the report comes negative.
  - Cholera -Until the child is completely well.
  - Measles -Two weeks after the rash disappears.





- Mumps -Until the swelling has gone: about one month.
- Jaundice -Six weeks after recovery.
- Repeated absence without leave or unexplained absence for more than six consecutive days renders the student liable to have his name struck off the rolls. Re-admission may be granted only on payment of a fresh admission fee.
- It is compulsory for the students to complete 75% of the attendance in the academic session to make them eligible to sit for the final examination. The percentage, however, could be relaxed on medical grounds. Students who do not take their first term and final term examinations due to illness or some unforeseen mishap will be eligible for the school badges/blazers at the discretion of the Principal.

- **PUNISHMENTS**

- **Yellow Card:**

- To be issued by the Discipline Incharge /Counsellor for a period of 5 days and signed by the Principal. The card will be returned to the Rep. 3 yellow cards can lead to a suspension. The card is to be issued for the following:

- (a) Repeated careless and untidy work.
- (b) Coming to school in improper uniform.
- (c) Coming late to school.
- (d) Not bringing the almanac to school.
- (e) Misbehaviour in the bus & the classroom.
- (f) Missing test.
- (g) Not submitting an application for absence immediately after joining back.
- (h) Coming to school in a self-driven scooter, motorcycle or car without taken the permission or undertaking from the parents.
- (i) Pushing or fighting in the classroom and corridors.
- (j) Missing classes (bunking), assembly, SUPW, Library, PE, etc.
- (k) Inappropriate behaviour in the school premises.
- (l) Cheating during any test or exam.
- (m) Damaging school property.

- **ARRIVAL IN SCHOOL**

- The school gate will close 10 minutes after the 1st bell rings.
- All late arrivals will be punished/action will be taken.





- Three late arrivals consecutively would lead to the student being sent back home.
- Children from Class I to Class IV arriving after 12:30 pm will be marked absent.
- Children from class V to X arriving after 7:05 am will be marked absent.
- **WITHDRAWALS**
- If a child, who is newly admitted into the school, is withdrawn before the beginning of the academic session, (i.e. withdrawn before 31st March) 50% of admission fees will be forfeited as admission processing fees.
- After the beginning of the academic session, if the child is withdrawn, one clear calendar month's notice has to be given in writing and the child has to pay the full Quarter Fee by DD/cash (in the quarter, the child is withdrawn) with the Transport charges and Caution Money as applicable will be refunded.
- Transfer certificates are not issued until all dues of the school are settled.
- Students can be asked to leave the school on the following grounds.
  - a) Disciplinary.
  - b) Unsatisfactory progress in academics.
- A student who fails twice in the same class will not be permitted to continue his/her studies in the school especially if he/she is below average in that class.

