



General Rules

1. It is mandatory for all the students to bring **the Almanac to school everyday.**
2. The student should affix his/her photograph and fill in the required information, duly signed by the parents, in the space provided in the Almanac.
3. School timings and timetable must be followed strictly. **Late comers will not be allowed.**
4. Students who come to school by their own conveyance should **reach school five minutes before the bell rings.**
5. It is compulsory for all to attend the morning assembly. Students should reach the assembly promptly after the bell rings. No student is allowed to sit in the class on the pretext of illness. If not well, he/she should not come to school.
6. Students are expected to be proud of their school and feel honoured in singing the School Song and the National Anthem.
7. The ringing of the bell in the morning is a signal for the students to assemble immediately in complete silence. As soon as they get back to their classes, they should keep their books ready for the first period.
8. The school uniform, only in the prescribed school colour, should be immaculate, clean and smart, and should be worn on all working days and school functions. In winters, School blazer is compulsory. Action will be taken against students who are habitually improperly dressed.
9. Students are required to wear the Identity Card issued by the school compulsorily.
10. Boys should have neatly trimmed hair and girls should either cut their hair short or neatly tie in plaits. The school does not permit students to pierce their body parts or apply any kind of cosmetics .
11. Name, Class, Section and Admission No. must be clearly written on all the belongings of the students. The school is not responsible for the articles lost by the students. Articles or money **found lying around** are to be handed over to the **sports teacher.** Students may go there to claim their articles after giving description of the same. At the end of each term, unclaimed articles will be distributed to the needy children.
12. Special care must be taken of all the school property. **Do not litter.** Use the garbage bins. Do not scratch or spoil the desks, chairs and charts or damage school furniture. Do not scribble anything on the walls or damage things/belongings of others.
13. Students should switch off the lights and fans before they leave the classroom.
14. The school strictly prohibits any public display of affection. Appropriate action will be taken in case of any violation of the same. Display of violence in any form inside or outside the school is strictly prohibited.
15. Students are not allowed to use the school telephone without the permission of the Principal. They will not be called to answer phone calls during school hours.
16. Students are not permitted to leave the school premises during the school hours without the prior permission of the Principal or the Senior Coordinator.
17. Students must move in an orderly manner while they are moving from one place to another in the school premises.
18. **Students are not allowed to carry mobile phones, valuable items or gadgets inside the school premises. If it is found during the search, the same will be confiscated and strict disciplinary action will be taken.**
19. Students from class IV onwards are allowed to use the school canteen **during break time only.**
20. **Damage or breakage done even accidentally should be reported to the class teacher. The students will be required to pay for any damage done to the school property. The**



General Rules

school reserves the right to suspend/expel students whose conduct is harmful for other students or to the school.

21. Misbehaviour inside the school premises or in the school conveyance will lead to disciplinary action against the concerned student. Objectionable behaviour, discourtesy and disrespect to the teachers and peers, disobedience and irregular attendance will also lead to strict disciplinary action.
22. It is the responsibility of the students to submit the classwork/homework on time for correction. The notebooks will not be corrected by the teacher if submitted beyond the stipulated time and will be marked 'Late Submission'.
23. Students should not lend or borrow any article or money from each other.
24. **The school reserves the right to dismiss or take disciplinary action against the students whose performance in studies is unsatisfactory or who violates the rules of the school.**
25. Students are **not allowed** to come to school in a self-driven vehicle (i.e. car or bike). Disciplinary measure will be taken if a student comes in a self driven vehicle :
 - **The keys will be confiscated.**
 - **Student will be suspended for a week.**
26. Habitual late comers, uniform defaulters, fee defaulters and students who do not do their home work regularly will be sent home after three warnings.
27. If a student is found loitering around during the regular teaching period, he/she will be punished as per the school rules.

28. **Speaking in English is compulsory in the school premises to acquire a good command over the English language.**

29. As the school motto is 'Education Renders Politeness', IVPS students should observe polite behaviour wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers wherever they meet them. Bullying and use of foul language is prohibited and punishable as per the school rules.

Absence

1. **It is compulsory for all students to achieve 75% attendance before every exam, to make them eligible for the final examination.**
2. Students who have been sick for more than three days should bring a medical certificate from their doctor at the time of re-joining the school.
3. Parents should fill up the "Leave Record" for each day the student is absent from school, stating the reason of absence.
4. The student who has been absent on the previous day will not be admitted to the class without a letter from the parent addressed to the class teacher stating the reason of absence. Leave for going **out of station should be approved, prior to proceeding on leave.**
5. A student returning to school after suffering from any infectious or contagious disease should produce the doctor's certificate of fitness permitting him/her to attend the school.
6. **Repeated absence without leave or unexplained absence for more than six consecutive days renders the student liable to have his/her name struck off the rolls.** Re-admission may be granted only after payment of fresh admission fee.