

RULES & GUIDELINES TO PARENTS

I. Students School Uniform :

1. The child should always be in proper school uniform. Parents should make sure that the uniforms (Shirt / Pina Frock, Pant / Leggings, Socks & Handkerchief) of their ward should be **Washed and Pressed everyday**. All students must bring **handkerchief** everyday with them in school. Students should not wear faded, over sized or small sized uniform. Girl students will wear skirt 1 inch below the knee, falling of which the child will be marked absent and sent home.
2. Parents should make sure that the shoes of their ward should be **Cleaned, Washed / Polished everyday**.
3. Personal hygiene needs to be followed which includes clipping of nails, washing of hair and maintaining a neat and tidy appearance.
4. **Hair Style:** Hair must be short for boys, oiled and neatly combed. Hair must be neatly combed and oiled for girls, should be plaited well. Combs are not allowed to be brought to the school.
5. No ornaments like rings, bracelets, bangles, watches, gold chains etc., are allowed to be worn. Earrings, if worn by girls, should not be fancy and long.
6. Identity cards are to be worn on all days. **In case of damage or lost, a new Identity card must be taken from school office by paying Rs.200.**
7. Students should be neat and tidy in their school uniform and for all functions.

II. Students Education

1. Parents should see to it that their ward notebooks & textbooks are **properly covered**. (a) **Transparent cover** for pre primary students. (b) **Brown cover** for secondary students.
2. Parents must check that the child carries books / note books according to time table.
3. Students should complete their **Homework & Classwork** on time in the prescribe book. Homework must be done by themselves unless they required some guidance.
4. In case Homework has not been completed by the due date then it should be communicated clearly to the class teacher with reason why the work was not done.
5. Encourage your ward to read good books or play games instead of viewing TV.
6. Parents must check that :- students of Pre primary / Primary students must carry 2 sharpened pencil, one eraser, one sharpener.
7. Each student should carry the Almanac to School everyday with his photograph and complete details.
8. Parents are expected to sign their child's Progress Report and any other written communication conveyed through the Almanac.
9. Every student when called upon to attend extra classes or take part in any activities of the school must compulsorily do so.

III. Student Behaviour

1. Please report any kind of bullying or malpractices to the school authority.
2. Teasing other children, especially the juniors, in any form is a serious offence.
3. Students are not permitted to enter another classroom during the intervals.
4. For breach of the school rules, the students may be fined or otherwise punished at the discretion of the Principal.
5. Although the school is not responsible for the behaviour of its students outside its premises.
6. Students are not allowed to idle around along the corridors during the class hours.
7. The school building and property must be respected. Any damages done to the school property will be realized from the student responsible.
8. Scribbling on walls and boards is a punishable offence.

IV. Students Tiffin

1. Refrain from giving regular pocket money to your ward. Encourage healthy breakfast and give home cooked food in your ward's tiffin and regulate their sleeping hours to at least 8 hours a day.
2. Discourage your child to consume food stuff sold by road side vendors.
3. A student who has respect for the school and the teacher learns immensely. Avoid criticizing the school or the teacher in the presence of your child. If you have any legitimate complaint, kindly meet the Principa/HM/Administrator.

4. A well-balanced diet that is nutritionally rich and includes milk and other proteins should be followed.
5. Kindly ensure that your child always drinks boiled or filtered water. It is advisable for your child to bring water from home.
6. **Parents should not put any Non- Veg food in their ward's tiffin box.**

V. Students Health Related Issues

1. All recommended vaccines should be given to your child.
2. If your child is unwell, then you are requested not to send him/her to school.
3. Kindly observe the prescribed period of quarantine in case of diseases like Chicken Pox, Mumps, Measles, etc.
4. Kindly inform the Class Teacher and the respective supervisor in case your child is suffering from any particular allergy.
5. In case of chronic diseases like epilepsy, asthma or heart diseases, please inform the school Principal in writing.
6. Students who have been sick should bring a Medical Certificate from the Doctor on the day of re-joining school.
7. A student returning to school after a contagious/infectious disease should produce a Doctor's certificate permitting him fit to attend school.

VI. Student's Birthday

1. Students of **Pre-Primary** (Nursery – SR.KG) & **Primary** (Grade I – Grade V) are only allowed to wear colourful dresses on their birthday during school hours.
2. Student's from **Grade VI** onwards should be in complete school uniform even on their birthday.
3. Parents are requested to ensure that their ward **do not bring any gifts or chocolates** to distribute it among the students, teachers on their birthday.
4. Parents can **gift** books to the school library on their ward's birthday. The books may be inspirational, motivational or educational.
5. Celebration of birthdays in the school canteen is not allowed.

VII. General Discipline

1. Ensure that your child takes a bath before coming to school.
2. Parents should ensure that their ward do not bring any objectionable books, magazines, pictures or any other material that may violate the disciplinary norms of the school. Otherwise the same will be destroyed in the presence of student.
3. Any kind of disfigurement to school property will not be tolerated.
4. An absentee must, on returning to the school, produce a letter duly signed by his/her Parent or Guardian explaining the reasons for the absence. In case of half day, the Parent or Guardian should write a letter to the class teacher for permission.
5. Parents are requested not to accompany their wards to the class rooms at arrival time. At dispersal time they should collect their ward from the school gate.
6. Parents are not permitted to meet teacher's during school hours. In special cases, parents may be allowed meet to meet teachers with prior permission from the Principal / Academic In charge.
7. Parents are requested to refrain from sending lunch boxes/ notebook of their ward during school hours.
8. Parents are requested to inform the school if there is any changes in address/ Tel. Number.
9. Regular exercise is recommended for good physical health and to prevent obesity.
10. Eight hours of daily sleep keeps your child fresh and healthy.
11. Parents must visit school website www.irisinternationalschool.com for any Notice / Circular etc.
12. No gift /sweets are to be sent for the staff members on any occasion.
13. Encourage your ward to speak in English at home and provide him / her ambience to improve spoken English.
14. Pre Primary Students must carry one extra pair of clothes to school.
15. PTA meetings should be regularly attended to discuss the performance and progress of the child.
16. Pay the fees, in cash or by cheque, personally or through some reliable person directly to the school office during the office hours. The only proof of any payment made to the school for any purpose shall be **the school receipt duly signed by the authorised persons. Do not send cash with your child.**
17. Children using their own transport should be dropped and picked up on time by parents.

18. The school building and property must be respected. Any damages done to the school property will be realized from the student responsible.
19. The observance of the rules of discipline of the school and good behavior is an essential pre-requisite for a student's continuance in school. In case a Student violates the school rules, indulges in any form of indiscipline, strict actions like expulsion, suspension/ rustication shall be taken against the student.
20. Bullying and use of foul language are punishable offences.
21. No student shall indulge in the following practices :
 - a. Spitting in or near the school building, whistling or shouting
 - b. Damaging school property
 - c. Rowdyism
 - d. Use of violence in any form
 - e. Casteism, communalism or practice of un-touch ability
 - f. Smoking
 - g. Use of drugs, intoxicants.
22. The School reserves the right to suspend or take disciplinary action against a student whose progress is unsatisfactory or whose conduct is harmful to other students.
23. Mobiles once confiscated, no claim will be entertained. The school phone is available for all students in cases of emergency.
24. Half days will not be allowed to any child unless there is a medical or valid reason and the parents come to school and accompany and child back home.
25. Parents should fill up the 'Record for Non-attendance' for each day the student has been absent from school stating the reasons for his absence.
26. Students are not granted leave outside the regular vacation periods (except in case of illness). Students who do not join school on the days of reopening after vacations are liable to have their names struck off the school rolls unless otherwise informed earlier.
27. Repeated absence without leave or un-explained absence for more than 3 weeks renders the child's name struck off from the Rolls.
28. It is compulsory for students from Classes 1-VIII to maintain 80% attendance during the entire academic session so that they are eligible to appear for their Final Assessments. For Classes XI-XII, students must have an average of 80% attendance before the examination. This percent can however be relaxed on medical grounds and the Principal's decision is final.
A certificate of merit will be given to students with 100% attendance.
29. Parents are hereby informed that their children are liable to be sent home for
 - a. Not wearing proper school uniform,
 - b. Repeatedly forgetting to bring books or not doing their assignments,
 - c. Not paying the School fees for 2 months or more,
 - d. Irregular attendance, habitual idleness, negligence of homework, bad moral influence.
30. Parents should foster in their children habits of neatness, diligence, regularity, punctuality and respect.
31. Parents are expected to co-operate in the smooth functioning of the School especially in enforcing discipline and by evincing interest in their child's progress by extending their support and encouragement and to see that their ward participates in co-curricular and extra-curricular activities.

VIII. Discipline Policy

1. The observance of the rules of discipline of the school and good behavior is an essential pre-requisite for a student's continuance in school. In case a Student violates the school rules, indulges in any form of indiscipline, strict actions like expulsion, suspension/ rustication shall be taken against the student.
2. Bullying and use of foul language are punishable offences.
3. The School reserves the right to suspend or take disciplinary action against a student whose progress is unsatisfactory or whose conduct is harmful to other students.
4. No valuables like expensive watches, mobiles, i-pods, i-pads, surplus money may be brought to school.

IX. Library Rules

1. Students will be allowed to take only one book at a time.
2. Books will be issued during library periods. No book will be issued or returned during class hours.
3. A student can keep a book for a week and the same can be renewed further for another week. The book in great demand will be issued for maximum periods of 3 days only.
4. Reference books will not be issued. The students will be allowed to consult the reference books only during the school hours.

5. The librarian can call for a book before time.
6. If the date of issue or return of books happens to be a holiday, its stands postponed to the next working day.
7. If the book is not returned on the due date, a fine of Rs. 2/- per day will be charged as late fee.
8. Absence is no excuse for the delay in return of the book.
9. In case a book is misused or lost, the concerned student will have to pay the full price of the book or compensate with a new book.
10. Writing names, scribbling, underlining, folding, tearing the pages etc. is strictly forbidden. Fines will be levied for violation of these rules.
11. Students should not exchange, lend or pass on the books to any one else.
12. Strict silence should be maintained in the library.
13. Students will not be allowed to carry their personal books or bags to the library. Notebooks can be taken to the library with the prior permission of the librarian.

X. Rules for Examination

1. Children should come to School well-equipped and in time for the Exam/Unit Test/Weekly Test. Incase of any doubt in the Question Paper, all queries should be addressed to the Invigilator on duty.
2. No student should indulge in any un-fair means during a Test or an Exam. If a child is caught in any such act, the Principal's discretion is final.
3. In case a child has less than 75% attendance he/she will not be permitted to appear for the Annual Exams.
4. Students who are absent in any of the Examinations or Summative Assessments on account of being medically unfit should submit a medical certificate at the earliest.
5. No Test or Exam will be held before or after the scheduled time for any reason whatsoever.
6. In case the child is absent in a Weekly test, he will be marked zero.
7. In case of Late Admissions, L.A. will be marked.
8. For promotion to a subsequent class, it is essential for the child to get a C Grade in all subjects.
9. The Committee's decision will be final in all cases.

XI. Norms of Promotion

1. There shall be no formal examination for students of Pre Nursery, Nursery, Prep, Class I, II & III.
2. The Report cards of the children will be based on the assessment/evaluation done by their teachers on the basis of day to day observation (Nur. to I) and on the basis of weekly tests (for Classes II & III)
3. Class IV to VII will have half-yearly and yearly examinations.
4. Minimum 40% marks must be secured in aggregate and in every subject for Classes II to VII. There will be project Work in all subjects from Class I upwards. The projects would relate to familiar topics and target at the development of research and presentation skills and not simply learning by rote. Children would be given exposure to both individual and group project work. The marks scored in one best weekly test and one project shall be taken into account for each semester in classes where formal assessment is done (Classes IV-VII).
5. Due credit would be given to regularity, punctuality, regular and timely submission of assignments and home-work as well as neatness. Two marks shall be reserved for neatness and presentation in every weekly test. Marks will be deducted for work which is untidy and illegible.
6. All SUPW/activities opted by the student will be performance oriented. Every child should score a satisfactory grade in the same.
7. The school aims at child-centric education with holistic development of every child. Therefore, we intend to provide a platform for all children to participate in a minimum of two events/competitions in one year. Kindly co-operate with us and encourage your child to participate.

XII. Parents Visiting Hours

1. Parents can meet their ward's Class teacher on every 1st and 3rd Saturdays of the month between 9-11 a.m.
2. Visiting Hours : Principal - 9:00am to 10:00 am (Mon - Sat).

Thanks for Co-operation !!