

Kalyani CharitableTrust's

Orchid International School™



RULES AND REGULATIONS

1.1 ADMISSIONS AND WITHDRAWALS

- A child admitted to the school only after completion of the Admission Procedure, i.e. clearing entrance test, interview, submission of require documents and payment of fees.
- Once a child's admission is confirmed through the entire admission process and if the parent then wishes to withdraw the child irrespective of whether the child has or has not attended the classes even for a single day, no fees will be refunded except for the security deposit.
- A 90 days' notice must be made in writing to the Principal for the withdrawal of any child. If a pupil has to be withdrawn during the term, the fees already paid for that period will stand forfeited.
- Application form for withdrawal of students will be available in the school office on the payment of Rs.100/-Applications for withdrawal will be considered only on these forms. Transfer and other certificates should be applied for in writing ONE WEEK IN ADVANCE. No School-leaving Certificate will be issued until the child has cleared all dues as prescribed in the fee rules.

1.2 CODE OF CONDUCT

- A well behaved and well-dressed child will always receive appreciation
- We emphasize self-discipline, courtesy, punctuality and a sharing & caring attitude
- Freedom allied with self-responsibility is the aim of the school and Manners and courtesy are given due importance at School.

Pupils are answerable to the staff members of the school and to the Principal for their conduct both inside and outside the School Campus. Therefore, misbehaviour in

- Public places and conveyances justifies suspension or even expulsion from School
- Disobedience or disrespect and insolence to any member of the staff may be reason enough for suspension and final expulsion if the erring pupil does not mend his/her own behaviour.
- Breaking or damaging school property will lead the parents to pay five times the value of the loss occurred.
- Bullying youngsters will lead to strict action against the child who commits it.
- Stealing is a serious offence. Any pupil found or caught stealing will be severely dealt with.
- Speaking in English is mandatory for all. Use of foul, uncouth language will lead to strict action and even suspension of the child.
- No pupil is permitted to drive motorized vehicles.

- Children are not permitted to keep any electronic items like iPod, CDs, pen drives and mobiles. This will be confiscated. They will not be returned. The child will be liable to face strict action along with fine.
- The children are not allowed bringing any oily food along with them. Only Dry fruits, biscuits and healthy food are allowed in the form of tuck. Chewing gum, Chocolates, Synthetic junk food is strictly forbidden
- The children are not permitted to keep any cash with them.
- Children up to and including Class 7 are not permitted to wear wrist watches and the school has provided clocks at prominent places to guide them

The following acts and behavioural patterns are considered to be unacceptable and may be dealt with disciplinary steps if the child does not heed to the council of teachers.

- Hitting/Bullying others; Using foul language; Teasing others
- Impolite disrespectful behaviour towards teachers
- Inattentive in the classroom and/or irregular towards the assignments given
- Loosing notebooks; Copying and cheating; Disruptive behaviour in the class
- “Flicking” of items belonging to others; Crude and uncouth behaviour
- Telling lies and misleading others; Stubbornness and not listening to teachers
- Restless and irritable behaviour; aggressive and impulsive behaviour.

1.3 DRESS CODE

- Pupils must come to school neatly dressed and in proper school uniform confiding to school rules. Other than uniforms they shall wear decent casual clothes. Clothes with logos, designs with indecent phrases are not allowed.
- Girls must wear long Kurtis on their jeans and they must preferably bring
- Salwaar-kameezes for causal occasions.
- Keeping costly items is not permitted. The school cannot be held responsible for loss of any such items.
- Children may not bring perfume, deodorant, expensive cosmetics and other similar articles to the school. They are not permitted to wear any kind of jewellery, finger rings, ear-rings, bracelets, necklaces etc. in school
- Wrist-watches are not allowed for the students of Grades I to VII. Students of Grade VIII to XI should only bring wrist watches worth not more than Rs. 1000/-.
- No colouring of hair or use of henna is permitted.

1.4 RULES TO PROTECT THE PRIVACY, SECURITY AND COMFORT

- The Parent’s co-operation in maintaining school discipline is of utmost importance
- No parents will be allowed into the School Campus after 7.00 p.m. to drop or pick up their children.
- No visitors or parents are allowed to meet the students except on the last week end of every month.
- No parents or visitors are allowed to enter the Boarding House/Houses at all times.
- All parents & visitors have to first report at the School Office Reception They can’t move around the School Campus without a pass from the Administration office.
- Parents are not permitted to go to the class rooms to meet teachers.
- Smoking, chewing betel leaves is strictly prohibited.
- Parents are requested to keep their cell phones on silent mode during parent-teachers meets or meeting with the Principal to discuss the progress of their wards.

1.5 ATTENDANCE

- It is mandatory for a student to attend a minimum of 90% of classes held and complete the assigned tasks. Otherwise the children of Classes 9 and 11 will be detained in their respective classes.
- Regular attendance is as important for the child as it is for the school. The parent should not encourage the pupil to remain absent frequently as it has an adverse effect on the child's progress. Therefore, except in urgent circumstances, the parents are advised not to apply for leave of absence for their child during the School Term.

1.6 STUDENTS' OUTINGS

- No other personal outings are entertained.
- The Parents of Yearly boarders are allowed to meet the children in the School Campus or to take their children for an outing only on the 4th Sundays of every month between 9.00 AM to 7.00 PM, during the academic session. Not on any other day.
- It is mandatory to take prior permission in writing to take your child for an outing on the above-mentioned weekend, so that the school will come to know how many are going to be absent for any outing or activity planned for that weekend. Please do not call the office for any such permission other than for the 4th week end.

1.7 VACATION POLICY

- There are two term ending vacations during the year – approximately 4 weeks at the end of term-1, around October or November, and 8 weeks at the end of Term-2, summer vacations. The school does not undertake any arrangements for travelling to and from during these vacations.
- It is compulsory for parents to take their children home for these vacations. The School cannot be held responsible for feeding or caring for children who are left behind.
- The students must report on time and late arrival will invite disciplinary steps as per extant policies of that time.

1.8 ESTABLISHING COMMUNICATION

- A child will find joy and success in school if there is good communication and understanding between home and school.
- A fortnight telephone call can be made by the parents to the students. These telephone calls are enabled on Sunday mornings. We have telephone extension lines on every floor of each hostel so that parents can call directly on the extended number. The call can be made for a period of five minutes only.
- The school must be provided with parent's address, as also telephone numbers. Any change of address must be communicated to the school immediately. In case a child is required back at home, in an emergency, the child will be sent only on the receipt of a written request from the parents.
- Compensatory payments have to be made by parents if their children deliberately damage school property.
- Parent-Teacher meetings are held to discuss the child's overall progress once a term. A special PTM is arranged once a term for discussing at length the issues and steps warranted for providing support to the children with academic or behavioural concern.
- The children are encouraged to write a letter once a week to their parents.

- A special telephone call is permitted to be made to the child in the morning of his or her birthday. That particular day the child is not required to attend morning PT and can wear birthday dress.
- The child is not permitted to call his or her parents or other relatives, including to their siblings, on their birthdays or any other special occasion. Our children are encouraged to write a letter or make and send a greeting card to their relatives on any special occasion.
- Students are not permitted to speak to their parents/local guardians/relatives etc. from anybody's mobile in the school premises, including mobile phones of any visiting friend or relative. This is strictly forbidden.
- Parents who speak rudely, crudely or impolitely with any of our staff members will be blacklisted and appropriate disciplinary letter will be written to them by the Principal of our school.

1.9 DORMITORY RULES

To encourage our children to be more self- disciplined the parents are requested to follow these guidelines:

1. The children are not allowed to bring any electronic items like i-pods, CDs, pen drives, Mobile phones into the Boarding House.
2. The children are not allowed bringing any oily food along with them. Only Dry fruits, biscuits and healthy food are allowed in the form of tuck.
3. Children may not bring perfume, deodorant, jewellery, expensive cosmetics and other similar articles to the boarding house.
4. Wrist-watches are not allowed for the students of Grades I to VII. Students of Grade VIII to XI should only bring wrist watches worth not more than Rs. 1000/-.
5. The children are not permitted to keep any cash with them.
6. You are requested to send decent casual clothes, to wear other than uniforms. Clothes with logos, designs with indecent phrases are not allowed.
7. Girls must wear long kurtis on their jeans and they must preferably bring salwaar-kameezes for casual occasions.
8. For administration of medicines to boarders the Nurse should be given in writing the medicine required to be given to your child. The House parent to be given a copy each of this letter and the medicine should then be administered by one of the above-mentioned persons as per the House parents' decision.
9. Any other requests should be given in writing and then the House parent will forward them to the concern departments.

1.10 OTHER RULES AND REGULATIONS

1. No parents of the students studying in OIS are permitted to enter the Boarding House/Houses at all times. They have to leave their children at the entry gate of the Boarding Houses.
2. The luggage will be transported to and from the students' rooms by the School Staff or with the help of students under supervision of the Matron and the cupboards will also be arranged under the supervision.
3. If visiting parents need to use the Washroom, they may use the one in the Admn. Block or the one near the Dining Hall but not the ones in the Boarding Houses.
4. No parents / visitors can move around the School Campus without written permission from the Principal. There are specific slips available for this purpose at the Administration Office. They

have to be filled and signed. These have to be shown if any School Staff should ask for information when a parent or visitor is found moving around in the Campus. Please co-operate with the School Staff. They are doing their duty.

5. All parents & visitors have to first report at the School Office Reception before they enter into any other area of the School Campus.
6. The Security Guards at all points of the Campus have been given specific orders for security of your children and these cannot be challenged by any parent or visitor at any point of time. They are doing their duty.
7. All parents are requested to address and speak politely on the Campus and on the phone to all academic, non-academic and supporting Staff of the School. They take care of your children round the clock.



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