

## **RULES & GUIDELINES**

### **CAMPUS CULTURE**

- St. Joseph's Convent School is proud of its eco-friendly, serene and peaceful environment. The day starts with morning meditation and prayer, which connects the entire SJCS Family with the divine, thus enabling them to seek the blessings of God before they start the day.
- Deeply committed to all ethical values this institution expects its students and staff to conduct themselves in an appropriate manner especially with respect to their dress, demeanor and discipline. Students must respect their teachers and the management; greet them politely, while in or out of the school campus, students must speak English in the school campus.
- Students ought to be seated in their respective classrooms at the stroke of the first bell. Unnecessary movement of the students in the corridors of the School building during lecture hours is not permitted. Climbing the rails of the school corridors and stairs is strictly prohibited.
- It is mandatory for the students to carry their identity cards. Students must avoid gathering in front of the school gate, especially after the school hours are over.
- Decorum and discipline at all times, both inside and outside the campus must be observed. Those guilty of serious misconduct detrimental to the school discipline are liable to be expelled. Code of conduct in the campus includes safeguarding the school property, keeping the place clean and tidy and following the prescribed dress code.
- Students are expected to dress formally, modestly and neatly as per the school specifications. Body piercing of any kind, tattooing, fancy hair colouring, fashionable haircuts etc. will not be allowed.
- Use of mobile phones and other electronic gadget is strictly prohibited. If found the same shall be confiscated and will not be returned.
- Students/Parents are not permitted to make complaints or present any petitions collectively, but are welcome to present their case, if any, either individually or through their proper representatives.
- Attending the online classes, if any, with cameras on and in uniform is expected.

## **HOUSE SYSTEM**

With a view of fostering the quality of leadership and promoting a healthy competition among the students, several activities are organised on the basis of house competitions. The school has been divided into four houses.

A	MARIANS	BLUE
B	JOSEPHITES	GREEN
C	THOMASIANS	RED
D	TERESIANS	YELLOW

The house activities are under the supervision of the house instructors and the house captains.

## **GUIDELINES FOR PARENTS**

Education of the children is the joint responsibility of the school authorities and parents. Hence, parents and guardians are expected to co-operate with the school in enforcing regularity and discipline in the children by seeing that they prepare their lessons at home and take active and helpful interest in the activities of the school.

Being an unaided minority private school the administration of the school is entirely under the provisions of the Articles 29 & 30 (1) of the Supreme Constitution of India which grants autonomy to the minorities to administer its own educational institutions without undue interference from any unconstitutional external forces.

Admissions of students, fee structure, appointment, disciplinary action against the employees, dismissal of the employees, etc. are as per the 'administrative powers endowed with the minority institutions in conformity with the provisions of the Supreme Constitution of India, for minority educational institutions.

parent-teacher meetings are arranged to enable the parents to meet the teachers of their ward. So attend parent-teacher meetings to ensure the child's progress in school. Your absence could be interpreted as indifference.

The school welcomes any suggestion and advice which is positive and constructive for the welfare of the children and better functioning of the school. But however the management reserve its rights to accept or reject such suggestions. The School is not bound to respond to the demands of any

self - made associations or groups but would be listening to the individual parents and their wards during the parents- teachers meetings.

The parents are not permitted to shout at the staff or behave in a disrespectful manner with an attitude of intimidation which will demoralize the staff and they will not be able to carry on with their duty of guiding their students with tranquility and impartiality.

Children should do their homework by themselves. Encourage self help for work and study.

**Private tuition by the school staff is totally banned.**

Parents are particularly expected to sign the progress reports, class tests and occasional report from teachers, which are conveniently made in the school diary. There should be seen and countersigned regularly. Failure to do so may put children to great inconvenience.

Parents, guardians or visitors are not allowed to walk into classrooms or to see the children or meet their teachers during school hours without the prior permission of the principal.

Parents are expected to visit the school in decent and modest attire. Visiting the school and the teaching staff or the Principal in short pants or casual dress is not appreciated.

To criticize a student's teachers or the school in his/her presence should be prudently avoided, because the students to lose his/her respect for the teacher, with the consequent failure to learn from her. **if you have a legitimate complaint, report to the Principal directly and not to any member of the staff.**

Those parents who cause any agitation and incite others to do so against the school or join with any anti-social element to disturb the peaceful atmosphere of the school forfeit the right to continue teaching their children in this school.

In case of any dispute relating to any matter regarding the education, the decision of the Management should be accepted as the final one.

If anyone, be it a student or an employee, be found in an inebriated state in the school campus, stringent legal action will be initiated against him/her with immediate effect, leading even to the dismissal. If any parent is found so the same action will be applicable to him/her and the ward of such parent will be dismissed.

The Parents/guardians engaged for the transportation of their ward use only such vehicles which are run as per the traffic norms laid down by the Hon'ble High Court of Punjab and Haryana.

The School does not own its own vehicles for transportation, so it is left to the duty of parents to negotiate with private vehicle owners for the arrangement of the transportation of their wards.

All letters and correspondence addressed to pupils are subject to the scrutiny of the Principal. Involvement of a student in any unhealthy friendship or indecent relationship with a person of the opposite or even the same sex, or any remarks, comments, jokes, exchanging of letters, sexually nuanced gestures etc. through verbal, textual, graphic or electronic media, of demeaning nature that goes against sexual modesty, will be treated as very serious offence and those involved will be asked to discontinue studies in the school with immediate effect, after due enquiries through the internal complaint committee. This committee will look into all matters pertaining to the POCSO Act 2012 and sexual harassment of women at work place (prevention, prohibition and redressal) Act, 2013 and will follow the necessary legal procedure.

Absenting of your child from classes for mere social functions is discouraged, because it retards the child's progress in school and minimizes his/her respect for regular work and consequent failure to progress in studies.

In all communication with the school, the name, standard and section of children should be clearly mentioned.

The school management, Principal and staff will not be held responsible in any way for any accident or mishap that may occur to the student in the school premises even during the school hours or while carrying them back home by bus or any other vehicle.

Any criminal activity through the social media amounting to cybercrime among the students will be considered very serious offence for which a student may be suspended from the school with immediate effect and the parents will be contacted to take the student home. Subsequently he/she may be dismissed from the school as per the seriousness of the case.

Birthday celebrations, giving gifts to children and staff are not permitted.

No child is permitted to the school premises in between once he/she comes to the school.

During the class hours books, tiffin, articles etc. from parents or anyone will not be delivered to the children.

**Sick students should not be sent to the school.** Students suffering from a contagious or infectious disease are allowed back to the school only after the recovery is complete.

Parents and guardians are requested to notify the school of any change in their address and phone numbers.