

6th April 2026

Dear Parents and Students,

As we successfully conclude the academic year 2025-26, I would like to express my deepest gratitude to God, as well as to all the teachers, students, parents, and stakeholders for their unwavering support over. We are committed to give our best to the children and help them nurture their full potential. However, this can only be achieved with your wholehearted cooperation.

SCHOOL DISCIPLINE GUIDELINES FOR STUDENTS

Maintaining discipline in school is essential for fostering a positive learning environment and promoting personal growth. Students are expected to adhere to the following key rules:

PUNCTUALITY

- **Arriving on Time:** Students must arrive at school on time to prevent disruptions. There will be a bell **10 minutes before the Assembly, for the arrival of students**. After the assembly bell, no student will be allowed to enter.
- **Meeting Deadlines:** Regular classwork, homework, assignments, and projects must be completed within the stipulated time and submitted promptly to develop responsibility and time management skills.
- **Marking on Discipline:** A total of 20 marks is allocated for regularity in attendance, classwork, homework, notebook maintenance, discipline, personal behaviour, and the use of appropriate language. These marks will be included in the final examination.

ATTENDANCE AND PARTICIPATION

CISCE Council demands at least 75% of attendance for the promotion or to appear for Board Exams. Only 10% of attendance can be condoned with genuine medical reason and a medical certificate. Do not presume general attendance leverage.

COMMUTING TO THE SCHOOL

- **Students of Class VI and above are encouraged to commute by bicycle if they wish and have parental consent. Only E-Scooters and non-g geared scooties (with at least a learner's license) are permitted in the campus, while geared vehicles are strictly prohibited.**
- **Students must not bring geared vehicles and park them outside the school boundary or in the parking area outside. If found, the matter will be reported to the RTO. These measures are implemented solely to ensure the safety of students.**

HEALTH AND HYGIENE

- **Personal Hygiene:** Students must maintain proper hygiene by bathing regularly, washing hands, wearing a clean uniform with well-polished shoes, keeping their hair short and neatly trimmed, grooming appropriately, and ensuring that their nails are clean and properly clipped.
- **Healthy Practices:** Maintaining energy and focus requires a balanced lifestyle, including eating nutritious meals, avoiding junk food, staying hydrated, and engaging in regular physical activity through sports or other exercises. I wish, each student pick up one or the other outdoor game the College provides, to develop the talents as well as keep oneself physical fit.

DIGITAL ETIQUETTE

- **No Smartwatches or Mobile Phones:** The use of mobile phones and smartwatches is strictly prohibited in the school campus. Regular surprise checks will be conducted, and any violation of this rule will result in strict action.
- **Using Technology Wisely:** Students are using hours in front of the screen of mobile, tab or laptop with the pretext that they study online whereas they are busy with videogames or social media platforms jeopardising their valuable study hours. Parents are requested to strictly monitor such activities and limit the usage as that would damage their eyes as well.

THE SECRET OF SILENCE

- **Maintaining Silence:** Maintaining silence is essential for mental peace, minimizing distractions, staying focused, and ensuring productive work. Students must remain quiet and attentive during

assembly, classes, in the library, and in laboratories, respecting the sanctity of these places and fostering a conducive learning environment.

- **Minimizing Distractions:** Students should avoid activities that disrupt learning, such as unnecessary chatter, bunking classes, or moving around during lessons or between the periods.

RESPECT AND POLITENESS

- **Politeness:** As the saying goes, “*Politeness pays.*” Always use courteous language and respectful gestures while interacting with teachers, staff, and fellow students. Show respect to elders and care for younger ones, as your good behaviour will leave a lasting impression.
- **Obedience:** Follow the instructions given by teachers and school authorities promptly and respectfully, as they are intended for the common good and your personal growth.
- **Appropriate Language:** Use language that is respectful, devoid of slang or offensive words, lest your words create a rift between good friends, leading to aggressive behaviour.
- **Positive Communication:** Engage in conversations that are constructive, promoting creative and innovative learning and uplifting of one another.

SCHOOL PROPERTY AND INFRASTRUCTURE

- **Respect for School Property:** Students are expected to take proper care of the school’s infrastructure.
- **No Vandalism:** Writing on walls, desks, or any other surfaces is strictly prohibited and will result in disciplinary action. **Whiteners and Markers are not required in the school; hence they should not be brought.**
- **Library and Equipment:** Books and resources in the library must be handled with care. Any lost or damaged book will require to be replaced by the student.
- **Classroom Cleanliness:** Students should assist in maintaining cleanliness in classrooms and throughout the school campus by disposing of waste in garbage bins and avoiding littering. **No eating or munching in the classroom.**

DISCIPLINE AND SAFETY

- **Classroom Behaviour:** Students must maintain silence and stay focused during classes. Disruptive behaviour, such as talking out of turn, is not permitted.
- **Movement in School:** Students should walk quietly and in an orderly manner when moving through hallways or transitioning between classes, assemblies, or sports events.
- **Conflict Resolution:** Any dispute or conflict must be resolved peacefully. Physical harm to others, including pushing, fighting, bullying, verbal abuse or any form of violence would lead to disciplinary action.
- **Emergency Procedures:** Students should be familiar with emergency exits, safety drills, and fire evacuation plans.

PERSONAL AND ACADEMIC INTEGRITY

- **Academic Honesty:** Students must uphold integrity in all academic pursuits and refrain from any form of dishonesty. **Cheating** during exams or **Plagiarism** - copying others’ work is strictly prohibited. Students must submit original work and properly credit the person if any ideas or quotation is borrowed from others.

RESPECT AND PRESERVATION OF NATURE

- **Conserve Natural Resources:** Use water, electricity, and other resources wisely and judiciously to reduce waste.
- **Protect the Environment:** Avoid using plastic bags whenever possible; opt for reusable bags to minimize environmental impact and reduce plastic waste.
- **Don’t Waste Paper:** Don’t pull out pages from your copy or register, unless very urgent. **Re-use one side used papers for the rough work.**

PRINCIPAL