



Model School

Near Shivhare petrolpump, Gwalior Road, Bhind (MP)

Phone – 9009087729

Rules and Regulations

Our school symbol is a student holding book. As per the cognizance, it signifies that every student has the right to be taught. The roots of a better future are in the hands of our little ones. We believe to empower the nation by starting to empower the children of the nation.

School Motto: Strength through Virtue

Strength through Virtue. All the students are expected to bear in mind their school motto. They should remember that Virtue cannot be burned, drench or lose. The more you learn the more strengthen it becomes, which can only be achieved with knowledge. A person with virtue is humble, considerate, noble in thoughts and of sweet tongue, sympathetic and virtuous.

School Uniform

GIRLS UNIFORM: Girls Divider skirt - Brown, Girls Frock – Brown (Nur to 5th), Girls Shirt- Peach, Brown tie, Brown and peach strip belt, white socks and black polished shoes. No fancy ear rings or bangles are allowed. No sandals or slippers are allowed in the school.

BOYS UNIFORM: Boys Trousers – Brown, Boys Shirt – Peach, Brown tie, Brown and peach strip belt, white socks and black polished shoes. No sandals or slippers are allowed in the school.

HOUSE UNIFORM: House wise uniform (Red, Green, Yellow and Blue) – T-shirt and trouser for both girls and boys, white socks and black polished shoes. Students are asked to wear house uniform on Wednesday and Saturday.

Rules Regarding Admission and Transfer Certificate

1. Correct date of birth with proof thereof such as birth certificate and original transfer certificate is to be given at the time of admission. Date of birth and name once registered in the school records cannot be altered or changed. Unless an affidavit from the court is given
2. Children above two years and six months shall be admitted to Nursery and above three years and six months shall be admitted to LKG class and four years six months shall be admitted to UKG.
3. Admission is accorded only after entrance test, viva voce and appraisal by the school committee. Once the child is selected then he/she will be admitted into the school. The admission shall be final only on payment of various required fees and required enclosures. Once the fees are paid it shall not be refundable in any circumstances. If there is delay in payment of the prescribed fee the admission shall stand cancelled unless permitted in writing by the principal.
4. Admission form issued do not guarantee the admission in the school.
5. FEES: Fees shall be payable on their due dates. Due date for payment of all fee should not be ignored. In case fees is not paid on due date the name of the ward will be struck off the rolls. Parents will have to seek re-admission with fine. There will be increase in the fee structure every year.
6. Conduct and Character Certificate from School last attended has to be submitted.
7. Those who wish to withdraw their child from the school, must inform the management at least 6 months in advance or they shall be liable to pay the term fees. All the amounts paid at the time of admission shall not be refundable.
8. SCHOOL SEMESTERS: (Terms): School year consists of two terms, 1st term July to October & 2nd term November to March. There are two term examination every year and Periodic tests every month.
9. Parents Teacher meeting is held every month after periodic test, guardians need to attend PTM compulsorily.
10. The management makes rules and regulations of the school from time to time as and when required and the parents shall abide by it.
11. On leaving the school, students must return library books and any other items they might have borrowed during their stay in the school.

12. Transportation: Bus fee will be collected monthly. There will be no refund of transport fees in case of discontinuation of bus services by a student in the middle of a term. Once the transport facility is availed, the student should continue for the whole year. Discontinuing transportation in between, fee will be charged for the full year. Damage to the bus property by the students, will be borne by the parents. The school authority has no direct connection with transportation committee. Details of the committee will be provided by the school and parents are asked to communicate on their own
13. Management has a right to cancel the admission on the following grounds:
- A. Non-payment of fees by due date.
 - B. Man-handling and rude behaviour of the parents with the management and staff
 - C. Defaming management and the school through media / court.
 - D. Long absenteeism without any information.
 - E. If the ward manhandles, injures or misbehaves with the peer group then the admission would be cancelled. The injured students hospital bill will be borne by the parents of the boy/girl who has inflicted injuries.

Attendance and Absenteeism

The minimum attendance required for promotion in the year is 95% of the total number of working days during the academic year. Attendance at games & physical exercises is compulsory. If pupil requires exemption from the same a medical certificate must be submitted. Application for leave of absence should be addressed to the Principal / Class Teacher in writing. Students absenting themselves without the prior permission from the school for more than 10 days, their name shall be liable to be struck off the rolls. Parents are informed that their children will not be allowed inside the school premises after 7:30 a.m. & 8:30 a.m. and school will not be responsible for their safe return after school working hours.

Promotion

Students who acquire a minimum of 50% of marks in each subject are only eligible for promotion. Students who fail for two consecutive academic years in the class shall be removed from the school.

School Working Hours

Monday to Saturday (Sunday holiday) Timing: Nursery to 12th from 7:30 a.m. to 12:30 p.m.; Timing: Nursery to 8th from 8:30 a.m. to 1:30 p.m.

Instructions For Parents

Parents/Guardians are requested to ensure that their wards are punctual. The Parents/Guardians or their nominees must pick up the Boys /girls from the school by 12-30 p.m. & by 1:30 p.m. They are requested to ensure that their wards are clean and well dressed. If there is any change in the uniform then the student will not be allowed in the class without the principal's permission. No student is allowed to use any makeup, apply mehendi, manicure the nails, wear the flowers or jewellery. No student is allowed to correspond by using school address/internet etc.

Instructed Home Work

The parents are requested to see the home work given to the child every day and sign it. They should note the subjects in which the pupil is given work and give her/him special guidance at home. They should ensure that their child completes the home work at home. The student is given a programme for the term and parents should ensure that students come prepared for the class. The promotion will be decided based on the result of the "Periodic Tests" as well as on that of "The Two Term Examination" and "Projects" as prescribed. Therefore parent/guardian's co-operation is solicited in helping, guiding and supervising the child at home. Above all, parents are requested to maintain a class contact with school staff after

fixing the appointment. They should collect the records of evaluation after every semester, and take appropriate interest where ever required, failing which the child may not improve and will not be allowed to appear for the next semester examination.

Discipline

All students are required to maintain discipline and not indulge in ragging boisterous behaviour, eve teasing, insolent behaviour etc., with the Principal, Headmistress, Staff members and our school student outsides or inside the school premises. They should behave properly in a dignified manner. Those students who indulge in the above-mentioned mischief in spite of warnings are liable to be removed from the school. Those who damage the school property shall be liable to pay the full cost and compensate the school.

School Curriculum

1. The school curriculum is designed to impart knowledge through well qualified and trained teachers as far as possible under the unique audio-visual programme to develop the personality of the child. Parents / Guardians are requested to speak in the medium of instruction at home to improve the efficiency of the child.
2. The students are given a schedule of holiday / exams, tests etc., for the quarter, Parents/Guardians are required to make themselves conversant with the schedule and participate where ever necessary.
3. The school follows the C.B.S.E. Curriculum, New Delhi and medium of instruction is English. The school offers Hindi & English as the 1st language up to Class X. Second language Sanskrit from class IV to VIII. Parents are requested to acknowledge circulars, report and other memos sent by teacher. They should read, sign and return such memos. Failure to do so puts all concerned to inconvenience and the teacher will not be able to co-ordinate with parents/guardians.

School Visitation

Parents are welcome to visit the school but should not directly meet the teacher and disturb the class. They must report to the office first. If they have any problem regarding their children, they have to meet the Head In charge between 12:00 p.m. To 1 p.m. on Monday's only after fixing the appointment with him/her. Parents are requested not to phone the principal after working hours of the school and on holidays.

Lost And Found

Children are requested to put their mark of identification on their articles to avoid confusion. The lost and found articles will be put in the lost found room and parents / guardians may identify and contact the concerned person in the office to claim the articles, if any after taking the permission.

I certify that I have read the Rules and Regulations of the School, both my ward and I agree to abide by the terms and conditions stated there in.

Signature of the Parent