



ROTARY EDUCATION SOCIETY'S

RULES AND REGULATIONS

1. ADMISSION :

1. New admission will be made subject to there being vacancies. No correspondence will be entertained regarding admission.
2. Parents or guardians are given to understand that they cannot dictate terms and conditions to the school management. Management has the right to sanction on what condition they will admit or retain student in school.
3. While taking admission, admission fee must be paid, in Nursery, Jr.Kg, Std I and Std V. For other classes, newly admitted students must pay admission fee at the time of admission.

2. UNIFORM :

1. Proper school Uniform for Girls and Boys is mandatory. There shall be three types of uniforms. It shall be purchased by the parents.
2. Every Saturday students from Std I to Std XII should be in P.T Uniform.
3. Students those who have S/G subject, must be in S/G uniform on every Wednesday. Remaining Days students shall be in Regular Uniform.
4. Uniform includes Shoes, Socks, Tie, Badge, Belt, School Diary, ID, etc.
5. Red or black ribbon/Clips/hair bands must be used by girls to keep their hairs, neat and tidy. In case of long hairs, two plaits with red / black ribbon is compulsory.
6. On School days, open houses, functions and educational trips, students shall wear prescribed school uniform.
7. Every after 5 years Uniform shall be changed.

3. DISCIPLINE :

1. Regularity and implicit obedience are expected of pupils in the school in strict observance of the S.S code.
2. Politeness and courtesy of speech and conduct as well as cleanliness in dress and person are expected.
3. Students are made to realize that they are responsible to school authorities not only for their conduct in the school but also for their general behaviour outside. Any reported or observed objectionable conduct out of school on the part of students shall make them liable to disciplinary action.

4. Creating troubles for girls, misbehaving with them, will be sufficient reason for filing police complaint.
5. Students will not be allowed fancy wrist watches, mobiles, modern hair styles, long nails or unsuitable dresses.
6. Ir-regular attendance, habitual idleness, disobedience or conduct causing physical injury to fellow members, injury to the moral tone of the school, misbehaving with teachers and other staff will be considered sufficient reason for dismissal of pupil at the discretion of the school authorities.
7. Any student found damaging school property is liable to face strict disciplinary action. The damage done will have to be made good, along with Rs.5000/- penalty.
8. Books, periodicals or other materials, unless approved by the H.M./Principal will not be brought to the school.
9. No collection for any purpose whatsoever shall be started without prior sanction of the H.M./Principal.
10. No student is permitted to leave the school premises during working hours inclusive of the short recess without written permission of the H.M / Principal.
11. Students should take extra care to see that classrooms and school premises are kept clean and tidy.
12. Cleanliness and hygiene is expected for all students.

4. ATTENDANCE :

1. No student shall be absent from school unless under unforeseen circumstances or illness. A note with regards leave of absence shall be introduced on resuming school. In case of long illness, school authorities should be informed as soon as possible, such student shall not be allowed to resume school without the written permission of HM / Principal.
2. Application for leave of absence shall be entertained only if statement is written by parents or guardians and duly signed with genuine reason.
3. If a student remains absent for 15 days without any prior notice is entitled for re-admission.

5. STUDY MATERIALS :

1. All students must have all the study materials, which is recommended by the school.
2. School shall make necessary arrangement of study materials in school premises. So that students can get all the materials under one roof at reasonable rates.

6. REGULAR FEE :

1. Monthly fee should be paid before 30th of every month, the student who pay the fees next month will have to pay fine of Rs 10/-
2. Students whose fee is pending for more than three months, his/her admission may get cancelled.

7. TERM FEE :

1. Term fee should be paid twice in a year along with June month fee and October month fee.
2. Every after two years there shall be hike in term fee. This hike may be either 15 % or as per the amount decided by Rotary Education Society.

8. OTHER FEE :

1. Computer fee, Library fee, Sports fee, Activity fee etc. Must be paid by the students other than their regular fee.
2. Every after two years there shall be hike in fee. This hike may be either 15% or as per the amount decided by the Rotary Education Society.

9. WITHDRAWAL :

1. School leaving certificate will be issued only after the parent / guardian applies for the same on the prescribed form available in the school calendar.
2. One week notice to be given before the withdrawal of student.
3. No leaving certificate shall be given until all dues paid by the student.

10. STUDENTS LONG LEAVE :

1. Minimum 75% attendance is compulsory for every student.
2. Without prior intimation, if the students remains absent for 15 days continuously his/her admission may get cancelled.
3. If the student is in need of medical leave or leave for educational sports or cultural, H.M'S / Principal's prior permission shall be taken.

11. ACCIDENTS AND EMERGENCIES :

1. During school hours, if the student met accident or any other serious health issues, victim shall be taken to nearby hospital for providing first aid, and parents shall be informed.
2. Further treatment shall be provided as per the parents wish by parents.

12. RTE ADMISSION :

1. While giving RTE Admission, clauses which is given by the State Govt. Shall be followed very strictly. Entry point shall be Std I.
- 2.No correspondence will be entertained regarding RTE-Quota.
3. As the school is a non-profitable institution, there is no grant from any source and the State Government shall not give any re-imbursement for pre-primary section, school will give admission under RTE Quota, only from Std I onwards.
4. As RTE Admission is not applicable for Nursery, Jr.Kg, and Sr.Kg, they will have to pay the fees.

13. TRAVELLING FACILITY :

1. School shall not provide any travelling facility.
2. It shall be the responsibility of parents or guardians to bring the students to school as well as collecting them back after the school hours safely.
3. Parents must have all information about the drivers of their kid's vehicle.
4. License, Insurance paper, condition of vehicle, number of passengers etc. should be verified by the parents time to time regarding the vehicle, which their kid travels.

14. COMPLAINTS AND SUGGESTIONS :

1. In case of complaints / suggestions, parents or guardians may meet HM / Principal with prior appointment.
- 2.If the issue is unsolved, they may meet School Management with appointment only on week days.

15. CELEBRATIONS :

Students, teachers and school management togetherly celebrate national days, national festivals, jayanties, and punnyatithies of national leaders and social workers, annual sports, fun-fair , parents evening, annual social gathering etc.