

RULES AND REGULATIONS

NORMS FOLLOWED FOR FIXING THE SCHOOL FEES

The School Fees are increased only after two years or more, in accordance with the provisions of the Maharashtra Education Institutions (Regulation of Fees Act) 2011 and Maharashtra Educational Institutions (Regulation of Fees) Rules 2016. Every fee hike is approved by the Executive Committee of the Parent Teacher Association (PTA), as per the procedure prescribed in the Right to Free and Compulsory Education Act 2009.

ADMISSIONS

Change of rules and regulations mentioned herein may be changed without notice. Students coming from outside India must bring a School Leaving Certificate and entire details of their standard previously passed and exam details. The school will decide their equivalent level with Indian standard. Parents please note that the admission made provisionally without submission of authentic documents will be treated as cancelled, if the necessary documents are not submitted within 15 days from the date of provisional admission. For fresh admission (Preprimary to Class I) parent must submit original Birth Certificate and (Class II and above) parent must submit the original Leaving Certificate of the child from the recognized school duly counter signed by the competent authority along with the progress report.

The Admission process at the School is as follows :

- (1) Admissions are given subject to fulfillment of admission criteria and availability of seats, without any reference to caste, creed, class, gender or political inclination.
- (2) Merely submission of Admission Form by the Parent / Guardian does not guarantee the Admission. Admission is confirmed only if entire fees are paid and all the other documents are submitted and formalities are completed at the school's office.
- (3) Admission to the School is a privilege and not a right, Rights of Admission is reserved with the school management and school management can accept or reject any admission without assigning any reason what so ever.

IMPORTANT INFORMATION FOR PARENTS

Parents are requested to cooperate with the school in the interest of their ward's progress by paying attention to their regularity, punctuality and discipline.

- (1) Parents are requested to read the contents of the School Almanac / Calendar carefully and abide by the rules and regulations laid down by the school.
- (2) Kindly ensure that all the details in the School Almanac/ Calendar are completed and the Declaration forms are duly filled and signed.
- (3) Parents are expected to go through the School Almanac/ Calendar carefully and make a note of important dates and events, especially parent-teacher meetings, tests and examinations. Parents are requested to check and sign the School Almanac/ Calendar daily for any study related information and other notices.
- (4) Parents are requested to visit the teachers whenever called on PTMs and orientation programmes. We expect the parents to meet the concerned teachers to discuss not only the academic progress but also other areas of personality development like attitude, aptitude, confidence building etc.
- (5) Parents are requested to switch off their mobile phone in the school premises.
- (6) Parents who make independent transport arrangements for their ward by hiring private vehicles will be fully responsible for the same. They must ensure that proper verification of drivers is

done and all safety measures are taken to avoid any untoward incident.

- (7) Please do not send your child to school if he/she is not feeling well. A proper leave application along with the Medical certificate must be submitted in the school.
- (8) Local parents coming to pick their wards should bring the 2nd I-Card with them without which the child shall not be handed over.
- (9) Parents must register a permanent email, mobile phone number/ landline number with the school on which MAIL / SMS and other alerts may be sent. In case of change, the parents **MUST** notify the changed Email / Phone Number in writing within 01 days' time.
- (10) If there is any change in the Bus Route/any other mode of commuting / Address of communication / Contact number of the child, it should be communicated in writing to the School Office at the earliest.
- (11) The safety and security of our students is the prime concern and responsibility of the school and the schools will take all steps to ensure the same. However, there are certain unforeseen incidents which are beyond the reasonable control of the school when students take part in any indoor and outdoor activities including all Sports, Excursions etc. or any other activity that is usually conducted by the school as a part of learning and if some untoward incident occurs for that the onus will not rest with the school alone. The school or any teacher, or any staff will not be held responsible for any loss or damage or injury of whatsoever nature caused to the student inside/outside the school due to his/her own act or expression, negligence or any inter-se dispute between the students, intentionally or unintentionally creating any circumstances which would lead to causing hurt/injury/damage to such student by any object or human being. The school authorities, staff, teachers will be free from any and all liabilities, claims, suit, demands, judgments, costs, interest and expense arising from such situations, including any accident or injury to the student and the costs of medical expenses.
- (12) No strangers are allowed to meet children.
- (13) Parents and guardians must know that no school teacher is allowed to take private tuitions. As such, they should not pressurize the teachers of the school to accept private tuition work for their wards.
- (14) Any communication that parents wish to make with the school must be addressed to the Principal only and not to the class teachers.
- (15) Students are not permitted to carry cellular phones to the school. They are not allowed to use school phones without permission. They cannot be called to the school offices to attend to phone calls during school hours. However, in case of emergency, the school telephone may be used by the students.
- (16) Misbehavior inside the school premises or in the school conveyance may also lead to disciplinary action against the concerned student. Objectionable behavior, use of abusive language, discourtesy and disrespect to the teachers, disobedience and irregular attendance will also lead to strict disciplinary action.
- (17) No student or Parent shall indulge, participate, promote any type of agitation direct or indirect i.e. andolan, protest, social media campaign etc. with or without the help of Political Parties, NGO's, associations, forums, public at large or any other entity for their grievance or complaint, suggestions, demand, opinion related to any and every school matter and schools policies e.g. fees, timetable, expulsion, retention of student in a class, disciplinary action by the school against student, staff or parent. Any students and / or parents found indulging in the same will be expelled permanently from the School by issuing report card, TC / LC with immediate effect without assigning any reason, explanation what so ever. The decision of the School management

shall be final and binding to all the stakeholders.

A student who has respect for the school and the teacher learns immensely. Avoid criticizing the school or the teachers in the presence of your child.

- (18) Student suffering from infectious diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping- Cough, Covid -19 and Swine Flu must observe the prescribed period of Quarantine and on returning to school, should produce a fitness certificate permitting him/her to do so.

UNIFORM

School uniform promotes the school spirit and wearing of which creates a sense of belonging among students.

(1) BOYS: PRE-PRIMARY SECTION

Navy Blue shorts with pockets, Lemon Yellow cotton tee shirt with the School Logo and navy blue stripes on the sleeves as well as on the collar, black shoes and white socks.

(2) GIRLS: PRE-PRIMARY SECTION

Navy Blue skirt with a flare and pleats, Lemon Yellow cotton tee shirt with the School Logo and navy blue stripes on the sleeves as well as on the collar, black shoes and white socks.

(3) BOYS: STD I to IV

Beige shorts, half-sleeved white shirt (with the School Logo), coffee brown tie, belt, brown shoes and white socks.

(4) BOYS: STD V to X

Beige full pant, half-sleeved white shirt (with the School Logo), Coffee Brown Blazer (with the School Logo) coffee brown tie, belt, brown shoes and white socks.

(5) GIRLS: STD I TO X

Beige pinafore, half-sleeved white shirt (with the School Logo), coffee brown tie, Brown Blazer (with the School Logo) for the students of Std V-X, brown shoes and white socks. White hair band or White rubber bands should be worn.

LIBRARY

- (1) Library books will be available on allotted days through the Librarian.
- (2) Home lending is permitted for students from Class IV onwards.
- (3) Failing to return the book on the specified date, a student is liable to be fined @ Rs. 2/- per day.
- (4) Damaged or a lost book, must be replaced by a new book, otherwise full current cost of the book will be charges.
- (5) If a student fails to return the book by the end of the year his/her result will be withheld.

SOCIAL

- (1) Mutual respect for all is to be observed.
- (2) A picnic/excursion/study trip will be arranged and the schedule will be informed in advance.
- (3) There shall be no birthday celebration in the school i.e. no distribution of gifts, sweets or exchange of cards. However, the child can wear a civil dress with the identify card on his/her birthday.
- (4) There shall be no class get-together of any form in the school and distribution of invitation cards in the school for any gathering.

EXAMINATION AND PROMOTION

- (1) Assessment of the child by his/her performance in any single test or examination is no longer being considered to be a sole criterion for judging academic achievement. The Student's performance throughout the academic year will be taken into consideration for promoting to next class.
- (2) No student who is sick or medically unfit will be allowed to take any test or examinations.
- (3) Producing a Medical Certificate for inability to attend any test shall not guarantee promotion.

ACADEMICS

- (1) City International School is affiliated to the Central Board of Secondary Education, India. (CBSE)
- (2) The course of Study is arranged according to the syllabus prescribed by the CBSE.
- (3) All the subjects are taught through English medium.
- (4) Scholastic Subjects taught in the school are English, Hindi, Marathi, Mathematics, Science/ EVS, Social Science, Computer Science, General Knowledge. Co-Scholastic Subjects taught in the school are Art & Craft, Health and Physical Education, Karate, Games, Sports, Yoga, Work Education, Dance, Value Education, Music and Tabla.
- (5) Hindi is introduced in Sr.KG and Marathi in Std : I.
- (6) Students should bring the School Almanac/Calendar and a Rough Book to school daily and parents must check the same daily for notices and communications from the teacher.
- (7) Students should keep their books in good condition and carry them to school strictly as per the given class Time Table.
- (8) An academic year begins in the month of April and consists of Two Terms: Term One is from the April to September and the Term Two is from October to March.
- (9) Regularity in attendance is appreciated. For leave exceeding one day, prior permission from the Principal is to be taken. For promotion to the next class 75% attendance is compulsory.
- (10) Timely completion and submission of Lab Manuals, Art and Craft Assignments, HPE Project and IT Projects is expected from the students of Std: IX and X.
- (11) Evaluations once conducted will not be repeated if the child is absent for any reason whatsoever.

In order to acquire competency in spoken English, all students must converse in English while they are in school.
- (12) Home Work assignments should be completed by the child and not by parents or others.
- (13) The seating arrangement of the students is done by the Class Teachers keeping various criteria in view. Parents are requested to accept the same.
- (14) Always have a check on your ward's compass/geometry box. It should contain all the necessary stationery items required by a student
- (15) Every student should be regular in studies as well as in completion and submission of class work and other assignments.
- (16) Using unfair means in a test or examination is a grave offence. Strict action will be taken against the student who is found using unfair means in the examination.

HOUSE SYSTEM

- (1) To help in healthy competitions in studies, sports and extracurricular activities, the entire strength of the school is divided into different houses. The houses are headed by House Captains. Teachers are appointed as House in charge to organize and supervise House activities throughout the year.
- (2) The following trophies are awarded annually to the Houses:
 - The Best Houses of the Year
 - Sports Person of the Year (Boy & Girl)

HEALTH, HYGIENE & APPEARANCE

- (1) Send two tiffins daily containing Healthy and Nutritious food which is sufficient for the child, along with a napkin. (Short Break 09:40 am -09:50 am and Lunch Break 11:50 am -12:10 pm).
- (2) Tiffin bags and water bottles should be cleaned regularly to avoid foul smell. Graded plastic water bottles should be sent with the students, not the use and throw ones. Metallic bottles & scales should not be sent to School.
- (3) Cleaning of ears and trimming of nails should be done regularly. Girls should not apply nail polish.
- (4) Wearing of fancy shoes, jewellery, unruly hair and fancy haircuts etc., are not permitted. Skirt hemlines are to be knee-length.
- (5) Hair should be oiled and combed. Boys should come in short haircut. Fancy haircuts like Mohawks, Mushroom cut, streaking/highlighting of hair by fashion hair colours etc., are not allowed.
- (6) For girls having long hair, two ponytails or plaits with white rubber band is compulsory. For girls having short hair, white hair band with Black clips is compulsory.
- (7) All students should come to school in complete, clean and ironed school uniform. Socks with loose elastic are not to be worn. PT uniform should be worn according to the days mentioned in their Time Table (Yoga & P.T).
- (8) Children accompanying their parents during PTM days must also come in school uniform.
- (9) Length of girls' tunic should be two inches below the knee. It is compulsory for girls to wear the prescribed cycling shorts. Black slacks are not a part of the uniform.
- (10) Please see to it that boys do not wear any ear rings or studs to school. Girls should not wear any kind of gold jewellery and fancy bracelets to the school, only small studs or small ear rings are permitted.
- (11) Children are advised to use harmless talcum powder/deodorant to avoid body odor.

LEAVE RULES:

- (1) Leave will be granted in receipt of prior written application from the parent.
- (2) In case of illness a Medical Certificate should be produced the time of rejoining the school.
- (3) A Medical Fitness Certificate issued by a doctor is to be submitted if the child is returning to the school after suffering from an infectious disease.
- (4) If the leave exceeds one day, prior from permission from the Principal is to be sought.

MISCELLANEOUS

- (1) School I-Card should be compulsorily worn every day.
- (2) Child should not bring any kind of electronic gadgets, costly articles, fancy lunch boxes and pencil

boxes to school. Fancy wrist watches, mobiles and calculators are not allowed.

- (3) Scissors, staplers and cutters should not be sent unless and until asked for by the teacher.
- (4) Early exit for students shall be allowed only in case of emergency or ill health of any child. Prior sanction to be taken if the child is required to go home early at least a day in advance.
- (5) In case of absenteeism, Leave Note should be sent along with the child in the school diary. In cases of medical leave a Medical Certificate must be attached with the leave note.
- (6) On birthdays, children are not permitted to wear civil dress. The child should not bring chocolates or sweets for their classmates or teachers. If a parent wishes (not compulsory), they can gift a book to the school library on the occasion.
- (7) Use positive language and spend quality time with the child. Values such as respect for elders, speaking truth, caring for self/others, politeness etc., which are being taught in the school, should be reinforced at home, in practice.
- (8) Bonding between Parents and Teachers plays a key role in all round development of a child.
- (9) We whole-heartedly welcome parents' participation as resource persons, volunteers or guides for imparting special hobbies & skills to our students.
- (10) Parents can meet the Class Teacher, Subject Teachers, Co-ordinator, Vice Principal and Principal with prior appointment.

CO CURRICULAR ACTIVITIES

- (1) Activities start from the month of April.
- (2) Morning assembly will be conducted by different houses on a weekly basis.
- (3) The school will follow a competition schedule evenly distributed over the year.
- (4) At the end of the year, student will be awarded on the basis of his/her performance in various competitions and academic proficiency.

DISCIPLINE

Discipline is the law of nature. Without it, nothing works. Inculcating discipline amongst children is the most significant aspect of education and is not confined to school alone. Parents, too must co-operate with the school in observing these norms:

The school attaches high degree of importance to discipline, so that the children imbibe the right habits and moral values. The school does not tolerate any kind of indiscipline and would from time to time approach the parents in case of any breach. Parents are requested to co-operate in the best interest of the child so that they are properly molded.

- (1) Students must reach the school in time.
- (2) Student's role in and outside the school must be exemplary.
- (3) Students come to school in proper school uniform daily, failing which strict action will be taken.
- (4) Silence must be observed in the school corridors and stairway during school hours. The same should be maintained while proceeding to the labs, library, assembly, games or any other activity classes.
- (5) Students should take care of the school property. Damaging, scribbling or tearing pages from library books, text books or exercise books is strictly not to be done. If any damage is caused by them, they will be liable for penalty.
- (6) Bringing sharp and injury causing articles such as knife, scissors, paper cutters etc. is

strictly prohibited.

- (7) No electronic gadgets, mobile phones, cameras, sharp or pointed instruments should be brought to the school. If Brought they will be confiscated.

Some of the worrying aspects which we are concerned about are:

- Usage of foul and abusive language for fellow students as well as for teachers.
 - The children seem to take screaming and shouting as a way of venting out anger and stress, especially during the recess.
- (8)
- Constantly interrupting the teaching process and indulging in rude and unacceptable behaviour in the class and school premises.
 - Rushing around wildly in the corridors.
 - Not doing their Home Work and not completing the Note Books on time.
 - Stealing others' possessions like Text Books, Note Books, Pen, Pencil etc.
 - Throwing litter and food around the campus without a thought for cleanliness.
 - Back answering the teachers and disturbing the class.
- (9) Bullying (physical intimidation or attack, verbal abuse, damaging or destroying school property, spreading rumours, sending unpleasant SMS messages etc.) is strictly prohibited inside the school premises. No such act will go unnoticed or unpunished.
- (10) In case of emergency, parents/guardians must meet the Principal and adopt a course of action in consultation with them.
- (11) Any unruly and in disciplined behaviour while travelling in the bus will result in withdrawal of the bus facility.
- (12) Use of violence in any form Misconduct, indiscipline and misbehavior in school transport Harming / hurting any Person / Property / Self is strictly prohibited.

These are problems which will grow to unacceptable limits if they are not checked and corrected now. We need to firmly deal with these problems.

We hope to work with you in this most important aspect of your child's development.

Dear Parents, we assure you that your ward is in very safe hands in the school. The School will extend full support towards shaping your children into caring, knowledgeable, imaginative, innovative and productive human beings. Our combined efforts will definitely create responsible, disciplined and dynamic learners of the future.
