**Guidelines for Parents**

1. **Attendance Rules**
	* A minimum of 75% attendance is mandatory for all students.
	* If a student remains absent due to medical reasons, a proper medical certificate from a doctor (minimum MBBS) is required.
	* If a student is absent for more than 07 days without prior information and relevant documents, his/her name will be struck off from the school rolls. Re-enrollment will be required to be deposited to be deposited.
2. **Transport Facility** once a student avails of the school transport facility, the transport fee must be paid for the entire academic session. If a student wishes to withdraw from the transport facility at any point during the session, the full transport fee for the complete session will still be applicable and must be submitted.
3. **Academic Requirements**
	* A minimum of 40% marks is required to pass a class.
4. **School Rules**
	* Underage students are strictly prohibited from bringing vehicles to school.
	* Once the fee is paid, it is non-refundable.
	* Parents must communicate with teachers in a calm manner and only within the allotted time slots.
	* Please be informed that any request for changes in the student database after admission requires a formal written application. Additionally, parents must provide the necessary legal documents to support the requested changes. A processing fee will also be applicable for such modifications.
	* School fees must be deposited by the 10th of every month to avoid any fines.
	* The school is not responsible for any loss if school fees are sent through students or any school employee.
	* Students of Classes X and XII must clear all school dues before the issuance of the CBSE Admit Card.
5. **Withdrawal Process**
	* Parents wishing to withdraw their ward must submit a written application, duly signed by both parents, at least one month in advance for the issuance of a Transfer Certificate (TC).
6. **Admission Rules**
	* Admission forms with incomplete information, cutting, or overwriting will not be accepted.
7. **School Identity and Discipline**
	* Students must carry their School Identity Card daily.
	* Students must reach school on time as per the school reporting schedule.
	* Frequent latecomers will be sent back home.
	* If a student is late due to a genuine reason, they must be accompanied by a parent or provide a written application signed by the parents.
8. **Uniform and Personal Belongings**
	* Students must wear a clean, properly ironed school uniform.
	* Nails must be kept short, and hair must be neatly tied and covered with neat and clean head cover.
	* Carrying costly articles such as gold ornaments, expensive pens, or watches is prohibited. The school will not be responsible for any such loss.
9. **Safety and Conduct**

 The school is a **Tobacco-Free Zone**. Use or possession of any tobacco products/inappropriate inside or near the school premises is strictly prohibited.

 Use of any inappropriate substances like drugs is strictly prohibited. If any student is found involved, they will be rusticated.

* + Parents and students must adhere to all school rules mentioned in the School G.J and follow any additional instructions issued as required.
	+ Please be aware that any student who misbehaves with a teacher, fellow student, or any member of the school community will face suspension from school. This policy is in place to uphold the values of respect, responsibility, and safety that we strive to instill in our students.
1. **Parental Responsibilities**
	* Parents must ensure their ward has a healthy breakfast before coming to school and carries their tiffin, hygienic water bottle, books, notebooks, and other necessary materials as per the timetable.
	* Items forgotten at home will not be accepted or delivered during school hours.
	* Parents must attend all Parent-Teacher Meetings (PTMs).
	* Parents must guide their children to use social media responsibly. No student or parent is allowed to upload school-related content on social media without the Principal’s permission.
2. **Request for Documents**
	* Parents must submit a written application to obtain any certificate or receipt.
	* The process for attestation or issuance of documents will take a minimum of four working days.

Signature of Parents

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