

BISHOP MORROW SCHOOL KRISHNAGAR, NADIA

Bishop Morrow school, Krishnagar is established and administered by the Registered Society of the Kolkata Province of Catechist Sisters of Mary Immaculate Help of Christians. It is a catholic, Minority Institution recognized by the National Commission for Minority Educational Institutions, Government of India (vide F.No. 321 of 2006, dated 10.08.2006) and Department of Education of the Government of West Bengal, and is affiliated to Council for the Indian School Certificate Examination, New Delhi, (School Code WB242) for the Indian Certificate of Secondary Education Examination (ICSE) and the Indian School Certificate Examination (ISC).

I. AIM OF THE INSTITUTION

1. The aim of the institution is to impart a sound value based education by instilling in the students the virtues of honesty patriotism, self-confidence and discipline during the years of their studies, thus enabling them to be dutiful and useful citizens of our motherland, India. We seek to form the students into persons of character, competence, conscience, compassion and commitment to foster uprightness in public life.
2. All the students must attend classes of Moral Science, which deal with moral principles, values and rules of conduct. A student must strive to attain qualities of mind and heart and integrate into his life virtues such as honesty, sincerity, piety, compassion, generosity, love for nature and self-reliance.

II. COURSES OF STUDIES

3. a) The ICSE Section (Classes 1 to 10) prepares the students for the Indian Certificate of Secondary Education Examination which is held at the end of Class X in English, Bengali, History -

Civics, Geography, Mathematics, Physics, Chemistry, Biology, Computer Application, Commercial Application, Art, Bible History, Value Education, Hindi, Physical Education and SUPW.

4. Bishop Morrow School, Krishnagar, being an English Medium School, makes every effort to teach the students to handle English effectively as a written and spoken language. All students must speak only in English in the school campus. Serious steps will be taken against those found speaking vernacular in the school campus at any time. This rule is applicable even on holidays.
5. Under the system of continuous assessment, marks will be allotted to assess the capacity and willingness to converse in English.
6. The student's personality, initiative and originality are given full scope in creative or co-curricular activities and by involvement and participation in sports and games.
7. Bishop Morrow School aims at contributing to the building up of a more just society and one worthy of promoting a systematic social education of the students. SUPW/ Community service projects form an integral part of the school curriculum.

III. ADMISSION

8. Pupils promoted from U.K.G may seek admission to **Class I**, but this section of the school does not guarantee admission. **Enrolment in BMS implies on the part of the student and parents, willingness to comply with the requirements and regulations of the school.**
9. Parents who seek admission of their students (transfer cases only) are requested to submit a written application along with the progress report of the student. Parents are asked to fill in the admission forms with the utmost accuracy. **No subsequent changes will be permitted.**

10. A student who has attended another school cannot be admitted without a transfer certificate from the school he/she last attended. It is essential that the candidate should have studied previously in an English Medium School. Christian students must also produce a Baptism Certificate. **Boys from Class VIII onwards are not admitted.**
11. The students will be tested in the standard immediately below by a written examination. Selection will be made on the basis of academic performance that is 50% in English and Mathematics.
12. All pupils promoted from Class IV will not get automatic admission to Class V. Selection will be made on the basis of academic studies, regularity and discipline. Selected pupils will have to take admission to Class V.
13. Candidates must be introduced to the Principal personally by the one who will be responsible for their conduct and payment.
14. ISC is a separate course. Admission to the Plus Two level is reserved to students who have passed ICSE through this school. A new application is required for admission to this course. There will also be an interview of the candidates along with the parents. Conduct Record of a student has a major role to play in the admission to ISC.
15. ISC students must follow exactly the same pattern of discipline as the students of rest of the school. Failure to maintain that tone of conduct and discipline expected of senior students according to the traditional norms of the school will be sufficient for dismissal.
16. **Criteria for admission to ISC:** Bishop Morrow School, Krishnagar has Science and Arts streams. A student must secure 85% each in English, Mathematics, Science for science stream and 85% each in English, Geography, History and Civics for Arts in the Pre-Board examination.

17. The Principal is the final authority in granting admission and her decision is final.

IV. REGULARITY RECORD (ABSENCE, LEAVE, DELAY)

18. School begins with the morning assembly and students must be on time for it. It is advisable that students reach school at least five minutes before the scheduled time for the Assembly.
19. Every pupil attending the school is obliged to take part in the choral singing, physical exercise, drill, yoga, meditation, games and all other school activities.
20. Late arrival to school is a breach of discipline. Those who come late must report the reason for their being late to the principal. Five late arrivals will result in parents being called attention. Three marks will be deducted for each subsequent late arrival.
21. The purpose of regular attendance is to inculcate in the students traits of punctuality, regularity and discipline. To be eligible for promotion, a student must have a minimum of 90% attendance. Absence from the school without leave is not tolerated except when the cause is sudden illness or unforeseen circumstances in which case the information must be given at the earliest.
22. After an absence from the school the reasons for the absence must be entered briefly in the Regularity Record under "Absent" in the diary. Reasons of a private nature may always be submitted in a letter. Parents should give a prior intimation to the school **on the 3rd day of their ward's** absence if he/she is likely to be absent for a longer duration.
23. If an unauthorized absence from school exceeds 15 calendar days, the student's name may be struck off the rolls, and he/she **may not be** readmitted to school.

24. An absent due to illness for two or more days, besides being entered in the Regularity Record under “Absent” must be accompanied by a doctor's prescription.
25. Leave for religious ceremonies, wedding of close relative or special occasions must be obtained beforehand.
26. Leave of absence for reasons such as birthdays, excursions, festivals, weddings, time to study for an examination, is not considered sufficient.
27. A leave granted must be recorded in the Regularity Record under 'Leave' in the calendar.
28. **Early Departure** is availed when there is an emergency at home or when a student gets sick in the school. **It is not granted to those who come sick from home.**
29. In case a student falls sick/meets with an accident in the school premises he can be helped with immediate first aid only. The parents will be informed and expected to come and attend immediately. It is important to give the correct contact numbers in the diary and update it whenever there is a change.
30. After five instances of Absence from school, each subsequent instance of unauthorized absence will incur a **deduction of five marks.**
31. The school declines all responsibility if through failure to produce a letter giving reasons for his/her absence or delay; a student is obliged to return home during school hours.
32. Readmission to class, for absentees and late-comers, is granted when they show the teacher in charge the Regularity Record duly countersigned by the Principal/Vice Principal/Primary in-charge.

V. SCHOOL FEES (See Fee Book)

33. The School fees cover twelve calendar months and may be paid in monthly installments or in advance. No reduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees once paid will not be refunded.
34. The fees, if paid monthly, must be paid on or before the due date, failing which a late fee of Rs. 50/- will be levied up to the end of the month and thereafter Rs. 100/- per month cumulatively. Fee defaulter may not be allowed to attend the class if fees are not cleared during the same month.
35. All fees due must be cleared before the commencement of each test/assessment. Anyone who has not cleared the dues will not be allowed to sit for the test/examination.
36. Pupils, whose fees are overdue for two months, at anytime, their names will be taken off the registers of the school without any warning what so-ever. In such case a readmission is possible only on payment of all dues with admission fee.
37. Fees for the holiday months must be paid in advance before the school closes. All dues must be paid before the school year ends.
38. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary. Fifteen percent annual increase in the tuition fee or any other fee is normal.

VI. SCHOOL UNIFORM

39. It is strictly compulsory for every pupil to come to the school in full uniform, neatly dressed with proper hair cut. Uniform is compulsory for all school activities, both curricular and co-

curricular, on instruction days as well as on non-instruction days. Defaulters may be fined or sent back home. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained under “Uniform”.

40. Every student must wear a clean, complete and correct uniform daily. Parents must take special care to see that students leave home in full uniform. Uniform is compulsory for all school activities, both curricular and co-curricular, on instruction days as well as on non-instruction days. Defaulters may be fined or sent back home. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained under “Uniform”.

41. The specification regarding uniform must be strictly adhered to by parents and students. The uniform is as follows:

Boys: Blue Pant and White shirt with half sleeves in summer and full sleeves in winter

Boys should have short hair and shall not follow any modern trend.

Girls: White shirt and blue skirt and hair band up to Class IV. From Class V blue pant and white shirt with vest (half sleeves in summer and full sleeves in winter).

42. No School business will be transacted on holidays or during vacations

VII. SCHOOL HOURS

Classes I & II	: 8.00 a.m. to 12.30 p.m.
Classes III & IV	: 8.00 a.m. to 12.40 p.m.
Classes V & VII	: 9.35 a.m. to 3.50 p.m.
Classes VIII to X	: 9.35 a.m. to 4.00 p.m.
Classes XI & XII	: 9.35 a.m. to 4.15 p.m.

43. **Visiting Hours:** Visiting hours for parents to meet the Principal is 11.00 a.m. to 12.00 noon and The Primary in charge would be available from 12.45 p.m. to 1.15 p.m. (Any other time by prior appointment)
44. **Office Hours:** 8.00 a.m. to 12.00 noon.
45. No School business will be transacted on holidays or during vacations.

VIII. ASSESSMENTS AND PROMOTION

46. Promotion at the end of the year will be based on attendance, continuous assessment in every subject, work done during the year and the over all conduct record.
47. The periodic assessments held during the year are notified in the school calendar. Parents are requested not to send their sick wards to school only to write a test.
48. Continuous assessments are meant to ensure regularity on the part of the student. Unit tests and class tests are important part of the continuous assessment for the progress of the student. The answer scripts of these test are shown to the students and guardians. A student is expected to enter his/her marks in the relevant columns of Achievement Record in his/her school calendar.
49. For students who are absent for any Assessment/Unit Test/Class Test, no provision can be made for supplementary tests. Students of ISC are allowed to use calculators in class as well as during the examinations.
50. Attendance for internal assessments & Projects for Classes IX to XII is compulsory on the days scheduled. No exceptions can be made in this regard. Defaulters may be awarded zero in that particular subjects.

51. Failure to appear to any assessment can seriously affect a student's academic progress and promotion. However no student must come to school to do a test and go back home after the test. He/she must attend the full day class.
52. Examinees are not expected to indulge in any of the following acts :
- (a) Breach of any of the regulation of conduct at examination or indiscipline in or outside the examination room, the use of unfair means, even if discovered subsequently, will merit in the cancellation of the particular paper and the student concerned will be awarded a zero.
 - (b) A Student who made arrangement to obtain unfair help in connection with the question papers from any person is liable to have his result in the examination cancelled as a whole. Candidates who are detected giving or obtaining, or attempting to give or obtain, unfair assistance or who are otherwise detected in any dishonesty whatsoever, will be debarred from the examination.
 - (c) A student is not expected to have in his possession any book, pocket book, notes, or paper whatsoever during the examination. Possession of any of the above may result in suspension and in the event of a serious nature – to be judged by the Principal – may result in dismissal from school. A student who has recourse to pre-meditated cheating will be given TC at the end of the school year.
53. There is no arrangement for “re-examination” or “promotion on trail”. No sick child must be sent to school.
54. A student who fails to secure promotion may be asked to leave the school. A pupil failing in his class at the end of the year does not remain on the rolls unless the parents/ guardians notify the Principal in advance that they wish their ward to continue his/her

studies in the school.

55. After Half Yearly Exam, Progress report will be shown and after the Annual Exam, it will be given to the parents.
56. The Progress reports must be collected by the Parents on the stipulated day. Defaulters may be penalized through fine.
57. In all questions of promotion or failure, the Principal's decision is final.

IX. CRITERIA FOR PROMOTION

58. Promotion is based on the whole year's performance.
59. Normally a student should pass in all subjects. He/ She may be considered for promotion even if he/she fails in one of the subjects other than Moral Science, English and SUPW.

X. PRIVATE TUITION

60. **THE SCHOOL FORBIDS ALL PRIVATE TUTIONS. A STUDENT SHOULD BE ABLE TO PROGRESS IN HIS/HER WORK AS A RESULT OF GOOD TEACHING IN SCHOOL.**
61. **BMS TEACHERS ARE NOT ALLOWED TO UNDERTAKE PRIVATE TUTIONS SINCE THAT WILL INTERFERE WITH THE PROPER EXECUTION OF THEIR SCHOOL DUTIES, INCLUDING THE PREPARATION OF LESSONS AT HOME AND THE CORRECTION OF EXERCISES. A STUDENT WHO TAKES TUTION FROM HIS/HER TEACHER MAY BE DISMISSED FROM SCHOOL.**

XI. VACATIONS

62. Vacations are given in the school calendar. These holidays may

not be extended or anticipated. Unauthorized absence on the last days before vacations and delay in returning to school **will mean “readmission” to school, and a fine for Rs.1000.**

63. In view of the required number of working days prescribed by the Council unscheduled holidays will be made up with classes on Saturdays and when required.

XII. WITHDRAWAL AND DISMISSAL

64. The Transfer Certificate will be issued only on receipt of a written application signed by both the parents and personally handed over to the Principal by the parents of the student. Before withdrawing a student from the school a month's notice is to be given or a month's fee in lieu of notice. Those who take T.C after the month of June are required to clear the whole year's fees. No certificate will be issued until all dues to the school have been paid in full.
65. The Transfer Certificate will be given free of charge if taken within three days of the publication of the result; otherwise a search fee of Rs.50/- will be charged. Any T.C that goes out of the state of West Bengal has to be countersigned by CISCE office and a fee of Rs. 250/- will be charged, for the extra expenses for this service.
66. Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his name struck off the rolls and a Transfer Certificate will be granted. A student who has been dismissed from the school is not readmitted. A student, who has taken TC, except in the case of transfer of residence, will not be readmitted to the school.
67. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline may be dismissed.

68. Any certificate from the school will cost Rs.50/-
69. Notwithstanding anything in the Prospectus, the Principal may at her absolute discretion, request any parent at any time to take his/her ward out of the school. As a rule, a boy/girl who is dismissed/ taken Transfer Certificate is not readmitted.
70. The Principal's decision is final in all cases of dismissal or withdrawal.

XIII. OTHER RULES OF CONDUCT

71. House System: The school is divided into four houses, each is named after a Saint. Marian Blue; Bosco Green; Theresian Red; Savio Yellow. The house system directs all the curricular and co-curricular activities of the school.
72. School diary is the true record of a student's academic performance and conduct. It is to be signed by Principal/Primary in charge. It must be maintained with utmost care.
73. Every student must have a copy of the school diary and it must be brought to school on every class day. A student who does not have his/her diary may be send back home. Losing a school diary is a serious fault. A fine of Rs. 200/- has to be paid to get a new diary along with an application.
74. In the beginning of every academic year and whenever required the students would be shuffled from their sections and houses in order to create in them the ability to be adjustable, flexible to changes, to be broad minded persons in the future and to acquire a wider range of friends in the school.

75. No remarks once written in the diary can be cancelled by anyone other than Principal/ Primary in-charge.
76. Two General Observations would amount to one General Remark which is a very serious breach of discipline and hence deterrent to promotion or dismissal from the school. An observation is given in case of a minor breach of discipline.
77. Every student must possess an identity card issued by the school. This card is renewed every year. Pupils are responsible for the safe custody of their books and belongings. Each article should be marked with pupil's name.
78. No student will be allowed to leave the school campus during school hours except on the strength of a written request from his/her parent and due authorization by the Principal/Primary in charge.
79. Students are to address their teachers and all members of the school staff with due respect and politeness. Arrogant and challenging behavior towards teaching or non-teaching staff is forbidden. On their way to and from the school, students must behave in a disciplined manner.
80. Physical bullying and cyber-bullying such as sending unpleasant text messages, photographs or emails are strictly prohibited inside the school premises and no such act will go unnoticed or unpunished.
81. Smoking, chewing pan, chewing gum, tobacco product, etc. is strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, rowdyism, casteism, stealing, any form of verbal or written obscenity justify dismissal.

82. Students are not allowed to drive two wheelers or four wheelers to school. Electronic gadgets (cell phones, mobile camera, laptop, iPods, digital watches and diaries, calculators, curios, pen drives, DVDs, CDs, portable audio and video devices and any mass storage devices) are forbidden in the school. Students who bring any of the above items are liable to be penalized. It would mean confiscation of the unit, suspension for a period of one week and a fine of Rs.1000/-.
83. Any damage to school property must be made good by the student concerned.
84. No books, pictures, periodicals, comics, newspaper or printed matter of objectionable nature, must be brought to the school.
85. Every student is expected to subscribe towards local charities and other relief efforts if authorized by the Principal. No collections or fines or raising of funds are to be made in the school without the explicit permission of the Principal.
86. The school uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the school, of which the student is an integral part. Any violation to its sanctity calls for firm disciplinary action such as suspension, termination etc. Visit to restaurants, cinema, multiplexes other public places etc. in school uniform is a serious breach of discipline inviting action. Hair colouring, using styling gel and stylish hair cuts are not permitted. Boys who have begun to shave must have a clean shaven face.
87. School staff are not authorized to answer the queries of the parents directly or over the telephone. For any misinformation received by the parents through unauthorized persons, the principal cannot be held responsible.

88. Parents are not allowed to see their students or interview teachers during school hours unless explicitly allowed by the principal. Parents will leave their wards at the gate without entering the premises. Teachers may communicate with the parents through the school diary.
89. A student returning to school after suffering from an infectious or contagious disease should produce doctor's certificate permitting his/her to rejoin class, and stating that the infectious period of the disease is over.
90. School stationery is available from 12.30 p.m. to 1.00 p.m., only on Mondays, Wednesdays and Fridays.
91. No articles will be delivered to the students once they are inside the school.

BMS LIBRARY RULES

1. Reading is an important means of gaining knowledge and building language skills. Students must inculcate in themselves the habit and love for reading.
2. Strict silence and order must be observed in the library.
3. All articles, personal belongings and bags must be left outside when entering the library. Only an exercise-book and library book, if to be returned, may be taken into the library.
4. Library Card should be surrendered to borrow book from the library. Only one book will be issued per card and no student can take a book on another's card. A book can be kept for one week only. No renewal will be allowed. Books overdue may be returned on any day with a fine of Rs.5 per day.

5. Books exclusively meant for consultation are not to be taken out of the library. They remain available to all students all the time.
6. Before leaving the library every student must submit for scrutiny the books borrowed.
7. All magazines, reference books used while in the library must be put back in the proper place after reading.
8. Books borrowed from the library must be returned directly to the librarian. They must not be circulated. A student who circulates books borrowed from the library may have his/her library card withdrawn and may be fined as well.
9. Any defect noticed in a book that is being borrowed, the librarian should be notified. Failure to do this renders one liable to be considered responsible for the defect noticed on the return of the book. Fines will be imposed for damages done to books.
10. Books lost must be replaced by the borrower.
11. A remark will be entered in the library page of the school diary for every book returned late. Three such remarks will result in the withdrawal of the lending card and a fine of Rs. 50/- may be imposed.
12. No books shall be retained by the students during the summer, autumn and winter vacations.
13. Permission to enter the library during the class-hours must be obtained from the Principal.

BMS COMPUTER LAB RULES

1. The computer centre is a place of learning and serious work. For this 'Silence' is a very necessary element.

2. Dust is the greatest enemy of the Computer. Remove shoes before entering the room. Wear clean socks.
3. Take nothing into the computer room without the prior permission of the teacher.
4. The computer is a complicated electronic instrument which is mastered through instruction and operation.
5. The computer is a very delicate and expensive machine. Damages must be paid for by the student. Report immediately any kind of defect or damage, so that prompt action can be taken and the machine is available for the next user.
6. Computer time is precious, don't waste it.

BMS LABORATORY RULES

1. Silence should be maintained by all inside the science laboratories.
2. All school bags and any other articles not pertaining to the laboratories should be kept outside.
3. The students must accept responsibility and pay for any damage caused to the equipments in the laboratories.
4. During practical classes all students are expected to wear overalls. A student who has no overall will not be admitted to the laboratory.
5. Never touch, taste or smell reagents. Excess reagents are never to be returned to stock bottles.
6. Thoroughly clean lab before leaving.

GUIDE LINES FOR STUDENTS

Attitude towards God

1. Remember that we have been created in order to love and serve God, our Creator and that all learning and wealth in this world amount to nothing without the fear of God on which our temporal and eternal welfare depend.
2. Give glory to God for whatever learning you have, for He is the Author of every good. Do not glory in any ability.
3. Give yourself to the practice of virtue while you are young. The virtues to be cultivated most are modesty, purity, humility, obedience and kindness.
4. By modesty it is meant a proper and decent manner of speaking and acting. This virtue is one of the best ornaments of your age.
5. Avoid any kind of sin; especially three evils should be avoided; Taking the name of God in vain, impurity in thought, word or deed and stealing. But if we keep these evils far away from us, God will never fail us with His blessings.

Attitude to teachers

1. Students should look upon their school-mates as brothers and sisters and upon their teachers and superiors as elder brothers and sisters.
2. Respect every teacher whether of your own class or not. Be grateful towards those who taught you in the past. Show your teachers those exterior signs of reverence to which they are entitled, such as, greeting them whenever you meet them.
3. Be convinced that your teachers deeply feel their serious

obligation of promoting your welfare in the best way possible, and that in advising, commanding and correcting you, they have nothing else in view than your own good.

4. After piety, study is most praise worthy; therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
5. Always rise when your teachers enter the class and again when they leave. If they delay in coming do not make any noise but wait for them in your places in silence reviewing your lesson or reading.
6. During class avoid whispering or interrupting.

Attitude to school mates

1. Strive to edify your school mates by your good example at all times, in fact no sermon is more efficacious than good example.
2. Never make fun of those who are backward in their studies or not so quick to grasp their lessons. Let there be no ridiculing of anyone on account of his/her physical defects. What you laugh at or despise in others may someday befall on you.
3. Gladly help one another. At recreation make no distinction in the choice of your companions. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team let it be made cheerfully.
4. When a superior regarding the conduct of some of your companions ask you, answer to the best of your knowledge especially when it is a matter of preventing or remedying some

evil. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak the truth.

Behavior at school

1. To write/ draw on the blackboard(except when called upon to do so) to write words offensive, to soil walls or maps or anything else, are things absolutely to be avoided.
2. Take great care of your text books, note books and other belonging. Beware of appropriating your neighbour's property even if it were the smallest things. Should you find a lost article give it at once to the Vice Principal.
3. Keep the floor clean by allowing no paper or ink to fall on it. Cleanliness and purity of soul are reflected by clean and neat exterior.
4. Speak well of your mates, your teachers and the discipline and management of the school. Everyone is perfectly free to remain or not to remain, in the school.
5. Performances on the stage of the school auditorium are permitted for your instruction and entertainment. They should help to bring out the fine qualities of your heart and never be an occasion for least sin.
6. To enter the auditorium in such a hurry or even to run the risk of hurting your companions, to try to go ahead of others, to stand when you should be seated, to secure a better seat, or any other way give evidence of disapproval or dislike are things absolutely to be avoided.

7. Do not ridicule anyone for his/her mistakes. When the curtain is lowered, applaud generously but not boisterously.
8. Be tolerant also when things have not been according to your taste or as perfect as you expected them to be.
9. In leaving the auditorium, do not push or shove one another rather go out in an orderly manner.

FOR PARENTS/ GUARDIANS

1. Parents retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of parents is in all cases considered indispensable for the success of their wards.
2. Parent's positive cooperation with the school is absolutely essential for the constructive upbringing of their wards. They are strongly exhorted to co-operate with the school.
 - a) By urging their wards to be regular and punctual in attendance.
 - b) By checking the school diary on a regular basis.
 - c) By seeing that their wards are diligent at their homework and lessons.
 - d) By not engaging private tutors without consulting the school authorities.
 - e) By insisting on neatness and cleanliness in their look and personal appearance.
 - f) By occasionally meeting the Principal/ Primary in charge/ teachers to discuss the progress of their wards.
3. Periodical reports, and the Report Card, will keep parents

informed of the progress of their wards.

4. Parents will not be allowed to meet the Principal / Primary in Charge during the examination.
5. Ordinarily communication with parents is made through the school diary. On the first day of every month, the school diary should be checked by the parents and signed with the word “Checked”.
6. Parents are not allowed to see their wards or to meet teachers during class hours without the special permission from the Principal.
7. Parents can meet High School teachers between 4.00 to 4.30 p.m. and the Primary section teachers between 12.45 to 1.15pm. Parents must intimate the same to the respective teachers a day in advance through the school diary.
8. Admittance into the school premises is at the sole discretion of the school authorities, who reserve to themselves the right to refuse admission to anyone without assigning any reason whatsoever.
9. School campus is a non smoking zone on all days. It is also cell phone and plastic free zone.
10. Exemplary behavior is expected from students and parents in the school campus and outside the school campus.
11. Though the school takes care of your wards while in school, the school cannot be held responsible for any self inflicted or accidental mishap/injury, physical or otherwise, that may befall on your ward.

12. Parents/guardians threatening the school by various methods, by leveling malicious or false allegations or spreading rumors or giving false information which tends to bring into disrepute to the school or its employees or spreading panic among them might result in issuing of Transfer Certificate to their ward from the school.
13. **All communication to the school should be addressed to the Principal.**

ACHIEVEMENT REORCRD

GRADE	RANGE	STANDARD
A	90 - 100	EXCELLENT
B	70 - 89	GOOD
C	60 - 69	AVERAGE
D	45 - 59	SATISFACTORY
E	44 & bellow	NEED IMPROVEMENT