

**GENERAL RULES AND REGULATIONS:**

GENERAL RULES	CORRECTIVE MEASURES
1. Each students is expected to be diligent and sincere in their studies.	Habitual neglect of studies will be subjected to remedial/supervised study after school.
2. Speaking in English is a must in the campus. 3. Changing of classrooms between periods should be done in an orderly manner and silently. Students should not unnecessarily leave their class at the end of every period. 4. In all entrances and exits from classroom (Including ground assembly) students must come-in and exit only in folded arms. Students are expected to maintain two neat lines (One for Boys & one for Girls) in all transits.	Detention for a period of 1 hour after the last period.
6. Each student must always carry his or her handbook and complete text and note books for each day. 7. A student should affix his/her recent photograph and fill-in the required information, duly signed by a parent in the space provided for in the handbook.	Parents will be summoned to give and complete the requirement.
8. No electronic gadgets in the school campus and School functions in or outside the School. 9. Ball point pen is not permitted for students in Secondary section. 10. No books (other than text books or library books), magazines or paper should be brought to school. 11. Bringing edibles into the school campus or during any other school activity inside and outside the school campus is prohibited unless advised or per- mitted by the school authority. (In cases of birth- days or other special occasion, the student shall obtain prior permission from the school authority.)	Confiscation of the materials. (Material once confiscated will not be returned under any circumstances)

<p>12. Male students are to cut their hair in accordance to the school standard at regular intervals, and must be groomed. Use of hair gel is not allowed.</p> <p>13. Girls must tie their hair in a neat pony-tail with two black clips on each side of the head where a blue ribbon must be clipped on the right.</p>	<p>A fine of Rs. 100 with undertaking (Girls).</p> <p>Barber may be engaged in the school (for boys) at their own expense.</p>
<p>14. Students ought to be punctual and regular.</p> <p>15. Lending or borrowing of money or other articles is not allowed.</p>	<p>Parents to be summoned to sign an undertaking.</p>
<p>16. School uniform should be worn on all working days including special and practical classes and for all school functions.</p>	<p>Suspension from the Programme/ activity with a fine of Rs. 100.00</p>
<p>17. Students are expected to respect school property. No student should damage any school furniture, write or draw anything on the walls or in any way damage things belonging to others. Any school property damaged even by accident should be re-ported at once to the class teacher or Supervisors.</p>	<p>Replacement.</p>
<p>18. Bullying and use of foul language is a punishable offence.</p>	<p>Suspension from school for a period of 15 days.</p>
<p>19. Betting in the name of school or class, class-wise or other forms of picnic, forming organisation, club, association, collection of money or material in the name of group/class, is not allowed.</p>	<p>A fine of Rs. 500.00 per student with parents undertaking</p>
<p>20. No student shall indulge in any of the following practices, namely:</p> <ul style="list-style-type: none"> <li>• Writing on the shirts or uniform.</li> <li>• Spitting in or near the school building.</li> <li>• Smoking/Tobacco or Gutkha products.</li> <li>• Any form of gambling.</li> <li>• Use of drugs or intoxicants, except on prescription by a registered medical practitioner.</li> <li>• Rowdyism and rude behaviour.</li> <li>• Use of violence in any form.</li> <li>• Casteism, communalism or untouchability in any form.</li> <li>• Bursting crackers or throwing colour or ink on one another/or painting faces within the school premises and sports week.</li> <li>• Mark on the skin other than birth marks</li> </ul>	<p>Violation will result in -</p> <ol style="list-style-type: none"> <li>1. Signing of undertaking at the first instance,</li> <li>2. Continuing or neglecting of undertaking (i.e 2nd instance) will lead to suspension, and</li> <li>3. Termination</li> </ol>

<p>or scars.</p> <ul style="list-style-type: none"> <li>• Hair colouring other than the natural hair colour.</li> <li>• Student's exposure with school uniforms without prior knowledge of the school authority.</li> <li>• Use/pushing/dealing with intoxicants.</li> <li>• Defamation and false accusation of teachers, fellow students and the school through mass media, social networks and other forms.</li> <li>• Formation groups in the name of the school in any social media such as Facebook, WhatsApp, etc.</li> <li>• Truancy</li> </ul>	
<p>21. Students indulging in aggressive or violent behavior, will not be allowed to travel by school bus. They will be picked and dropped to school by their parents.</p> <p>22. Insubordination to teachers is viewed seriously.</p> <p>23. Students will not instigate other co-students or juniors to indulge in any misbehavior or any form of anti-school activity which will bring disrepute to the school and could spoil the career of the concerned student.</p> <p>24. A student will not cooperate or indulge in any act of violence committed by other students which will harm any student physically or mentally.</p> <p>25. Students will not do anything to disturb the principles and norms of school discipline.</p> <p>26. Students will not boycott the orders, directions and instructions given to them by the school authorities.</p>	<p>Parents to be summoned. The case may be referred to the School Disciplinary Committee.</p>
<p>27. Students must not practice any form of unfair means during examinations.</p>	<p>Punishable according to 'Rules for Assessment'.</p>
<p>28. Students are expected to respect one another. There should be perfect harmony amongst the students.</p>	<p>Summoning of parents</p>

29. Parents and guardians may meet the teachers only during the appointed time.
30. School rules can be changed as the circumstances demands or without prior notice.
31. Students should be habitually clean and always neatly dressed. Wearing low waist trousers and above knee skirt is forbidden. Students who are slovenly dressed or not in uniform will be sent home.
32. Students who come to school escorted should never leave before their escort arrives. In case of delay, they should report to the school office.
33. Rayburn High students should invariably be polite wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers when they meet them.
34. Students are not allowed to bring any sharp instruments such as knives, blades etc. to the school, or any kind of object that can cause injury to others.
35. Students are advised to keep their class room, school buildings and campus as clean as possible, and throw leftovers into the dustbins. Spitting in the class-rooms or in the campus is a serious offence.
36. The school is not responsible for goods lost. It is not advisable to bring valuable articles (like expensive watches or fountain pens) to school.
37. Students must be honest, sincere and obedient.
38. Breaking / Violation of any other Rules, the punishment/penalty for which is not prescribed erstwhile, will be a matter of decision of the School Authority after observing the gravity of the conduct and behavior of the student in the past. The penalty/punishment/corrective measure indicated will be final.
39. The School reserves the right to suspend or take strict disciplinary action against a student whose conduct or behavior is harmful or not healthy to other students.
40. Deleted or Suspended students will have to pay 2/3 of the actual admission fee after the end of the suspension period to join the class.
41. Students absent on the first day after every vacation /breaks will be subject to a fine of Rs. 200.00 which will be paid on the day that he/she first joins the class.
42. A student who is convicted of social evils through Social Organisation or civil administrations will be barred from attending normal classes till the case pending upon Him/Her is solved.

#### **LEAVE AND ABSENCE:**

1. Class teachers will take students attendance every working days, post morning assembly.
2. Class teachers are entrusted to manage student's leave of absence for 2 consecutive days. Absentee students must use their handbook only for leave application.
3. Parents of absentee students for more than 2 days must come in person with the students for seeking leave to the concerned department, prior morning assembly. Absentee students must use leave letter and handbook for leave applications.
4. A student who is absent in the school for more than 7 days in a month (even if their leave is being granted) is required to spend time in the library to compensate for at least 3 loss days. 1 hour in the library after school is equivalent to 1 loss day. Students will use the space provided in the handbook. The class teacher will consistently manage this. The school librarian will be instructed to maintain separate register for the same reason.
5. Students who are absent for 3 consecutive days their parents will be contacted. If any student is

absent for 6 consecutive days, their names will be deleted after confirmation from the parents/guardians. In case, a student wish to rejoin the class, he/she must apply for re-admission to the concerned department. Before serving deletion order, the class teacher should take various steps to contact the students (and inform the concerned department), via –

- a) Phone calls
- b) Classmates/Neighbours
- c) Home-visit

6. It is the responsibility of absentee students to ensure that their parents have entered the relevant information and signed the handbook, failing which, the student's parents may be called to school and asked to take their ward back home. In case of absence of more than two days on Medical Grounds, Medical Certificate & prescription shall be attached along with application.
7. A student, returning to school after suffering an infectious or contagious disease, should produce a doctor's fitness certificate permitting her/him to attend school.
8. Students who require medical attention during school hours, may be sent to the school nurse by the teacher concerned.
9. Parents will be promptly informed in the event of serious illness or emergencies and may be requested to come to school to take their ward home if necessary.
10. Repeated absence without notice or unexplained absence without written application for more than six consecutive days renders the student liable to have her/his name struck off the rolls. Re-admission may only be granted after payment of a re-admission fee.
11. It is compulsory for students to achieve 75% attendance in each term in order to be eligible to take the end of term assessment. This stipulation can only be relaxed on genuine medical grounds, at the sole discretion of the Principal.
12. Absence for more than 25% of total number of working days may result in detention of the child in the same class. On medical grounds too a student cannot remain absent for more than 25% of total working days.

#### **SCHOOL UNIFORM RULES:**

1. Students must wear their uniforms with pride and ensure that they look neat and presentable at all times. I-Cards are an integral part of school's uniform.
2. A student must always come to school in uniform, also during the practical and special classes.
3. No student is allowed to attend any Open House, school function in or outside the school in any dress other than school uniform.
4. Students are permitted to wear black leggings under their skirts/shorts during winter.
5. Students not in complete/neat uniform can be debarred from boarding the bus/entering the school.
6. Girls are required to wear only black hair bands, both inside the campus as well as when they go out to represent the school.
7. Students are required to wear the shoes provided by the school uniform shop (WETE).
8. The length of skirts has to be below the knee.
9. Boys are required to wear shirts and trousers of regular stitch/design specifications of the prescribed uniform supplied by the Uniform shop (WETE).
10. Students should never deform or modified any of the school uniforms.