



Birla Public School

Kishangarh - Ajmer

————— A Birla Education Trust Pilani Institution —————
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GENERAL INSTRUCTIONS

MEETING WITH STUDENTS

1. Parents can meet their wards only on every second and fourth Sunday of the month between 3.00 pm to 6.00 pm (from 01 Apr to 30 Sep) and 2:30 pm to 5:00 pm (from 01 Oct to 31 Mar). Relatives will be allowed to meet students on fourth Sundays and **only if** accompanied by the **parents**.
2. Parents or Guardians will not be allowed to meet their wards at any other time as it disturbs the latter's routine as well as that of the House Staff.
3. Parents/Guardians/Visitors are not permitted to go beyond the school reception. Only during certain circumstances, Parents/Guardians may be allowed to visit the 'Wellness Centre' only.

OUTINGS AND VACATIONS

4. Outings/Vacations are given as per the schedule and dates indicated in the school calendar. In case of any change in the dates, the same will be intimated to parents through e-mails.
5. Undue leave to students will not be granted for any reason other than engagement /marriage of real brother/sister. Medical leave for further treatment will be granted to a student on the recommendation of the 'Resident Medical Officer' of the school.
6. Requests received from parents and guardians seeking permission to take their wards on unscheduled outings, whether, on weekdays or weekends or before the due date promulgated by the school will be declined. The students and staff, especially, in a boarding school, are throughout engaged in important activities such as inter school or house tournaments, trekking, social service, rehearsals or catching up with academic work which they may have missed / not completed and is hampered due to unscheduled outing.
7. A night out will be permitted to a student only on birthday of the student. Night outings will not be granted/ permitted on any other occasion. Students will be permitted to leave for night outing 30 mins after lunch and will report by 5.00 pm on the following day to the House Master or Asstt House Master.
8. The students will be allowed to proceed on outing or vacations in proper and full school uniform as

promulgated by the school. Similarly, students will return to school in the same uniform.

9. The school and its functionaries will have the right to search a student physically, search her/his luggage, cupboards, clothing, bedding and rooms at any time to ensure that no contraband is possessed by the students. These searches will be carried out by the school staff on the authorization of the Principal/Vice-Principal/Dean (Pastoral Care).

EARLY LEAVING AND LATE REPORTING

10. The students will not be allowed to leave early for Outings and Vacations or report late after the due date as this disturbs the entire school routine. Such undue requests from parents will be declined. Late reporting to school will be construed as indiscipline and will call for action as deemed fit by the school. It may include fine (as decided by the school) that will be auto debited from the personal account of the student. Rupees one thousand per day will be fined to a student who reports late beyond the promulgated date after vacations and outings/leave. The purpose of such fines is deterrence against indiscipline and teach students the 'value of time and punctuality'. The money thus collected will be utilized for some collective welfare of the students.

TREKS, TOURS AND EXCURSIONS

11. Treks, Tours and Excursions as well participation of selected students in school teams in external competitions and tournaments is compulsory for all students. No leave will be granted during such activities. All are expected to wholeheartedly encourage students to participate and benefit from the exposure they will get through such participation.

ATTENDANCE

12. As per existing rules of CBSE, 75% attendance is compulsory for all classes to be eligible to appear in the examinations and promotion to next class. Parents/Guardians are requested to take note of this rule and ensure that their ward does not fall short of attendance due to unscheduled leave from school.

ESCORTS

13. The school will provide staff escorts only during the summer and winter vacations. The escorts will be provided to and from the Railway Station, State Bus Stand and Airports of Jaipur and Kishangarh only. Escorts will not be provided to/from any other place or private residence/address.
14. In addition, the school will be able to provide escorts only on the last working day before onset of the vacation, first day of the onset of vacation and on the day of reporting back as it is not possible to spare staff on other days.

CONTRABANDS

15. The students while returning from leave/vacations/outings are strictly prohibited to bring contrabands such as electronic gadgets, mobiles, eatables, cigarettes, playing cards, cash, precious jewellery, etc. into the school. The responsibility to ensure the same shall be that of the Parents/Guardians.
16. Not only while returning from outing/leave, but also at any other time/meeting, parents/guardians are requested not to give any contraband which can be carried to the Boarding House by the student.
17. Notwithstanding the above, students if so desire, will be allowed to bring only almonds (not more than 500 gms) during winters.
18. The school considers clandestine possession of electronic gadgets, specially, the mobile by students in the school premises, as a grave indiscipline act. If found in possession of a mobile, the student will be fined a sum of rupees three thousand which shall be debited from the personal account of the student. Also, the mobile will be confiscated and will be immediately destroyed. Repeated default, in addition to the above penalty, will result in suspension from school for a duration of not less than one week (06 working days).

SUBSTANCE ABUSE

19. Substance abuse is also considered amongst the gravest offence and will immediately lead to expulsion. Bringing, possession and use, even for fun inside the school campus of items such as cigarettes, tobacco, alcoholic beverages, liquor, drugs or any other intoxicating substance which are considered harmful by the school to health, safety and well-being of students will result in expulsion from the school.

MEDICINES

20. The students, at times, are required to bring medicines from home. Such medicines are not allowed to be kept in the custody of the students. These are to be immediately deposited with the Resident Medical Officer/Medical Staff under whose supervision the medicine will be administered to the students as per the prescription.
21. Other items such as Chawanprash, Murabas, Tonics, Ayurvedic Energizers, etc are also not allowed in the Boarding House.

BIRTHDAYS

22. A birthday is an emotional occasion for parents and their wards at school. The School arranges toffees (Eclairs or any other similar toffee) on the request of the student / parent/ guardian. These toffees are to be distributed only amongst class fellows and teachers/staff. This aims to ensure that birthdays are celebrated in an appropriate, dignified and enjoyable manner.

23. The Housemaster/Asstt. House Master will be responsible for the arrangements. The Birthday Girl/ Boy will generally be given a birthday card during the Assembly on the day of her/his birthday.
24. The parents may come and meet their ward between 2:30 pm to 5:00 pm on the day of birthday of the child in the 'Parents Lounge' at the reception. No other student (other than sibling) will be allowed to join.

COMMUNICATION WITH SCHOOL

25. Parents/Guardians may communicate with the school authorities through phone or e-mail. The official mobile numbers of the House Staff and other functionaries are provided to all parents. For communicating all types of queries and information to the school, parents/guardians are to send e-mail to the respective House Master with copy to higher authorities as per details given below:
- (a) **Queries' related to Academics**: to respective House Master with cc to Vice Principal and Principal.
 - (b) **Queries' related to Boarding House, Outing, Leave and General Welfare**: to respective House Master with cc to Dean (Pastoral Care) and Principal.
 - (c) **Queries' related to Sports**: to respective House Master with cc to Dean (Sports) and Vice Principal and Principal.
 - (d) **Queries' related to all administrative, financial matters such as escorts, accounts, fees as well as school leaving certificate and old CBSE marks sheet/pass certificate/character certificate, etc.**: to respective House Master with cc to Bursar and Principal.
26. Similarly, all communication by the school including results, personalized sheets, etc will be sent through e-mail. Hence, it is important and essential that parents give their correct e-mail IDs to the school and promptly update the same, whenever there is a change. Besides, it is also important that parents provide to the school their correct postal address, essentially, with the pin code and their updated mobile numbers, always.

COMMUNICATION BETWEEN PARENTS AND STUDENTS

27. All students are provided with facility to call any five pre-fixed mobile/landline numbers from telephone lines (five connections) available on every floor of the Boarding Houses. These pre-fixed numbers are provided by parents and are updated, whenever, desired by parents through a request mail. The calling facility is allowed from 2:30 pm to 3:30 pm and again from 8:30 pm to 10.0 pm on all Tuesdays and Thursdays and 9:30 am to 3:30 pm on Sundays. Total call duration allowed is 12 minutes per day.
28. In addition, every floor of all the Boarding Houses are provided with Skype Rooms from where students can video call for 07 minutes once a week, under supervision.

CANTEEN FACILITY FOR STUDENTS

29. Once a week, class wise or Boarding house wise, students will be allowed to visit the Canteen/Amul parlor at appropriate time promulgated by the school. Each student will be provided coupons of fixed amount and can purchase eatables (authorized by the school) which are to be consumed on the spot and are not to be carried elsewhere. The cost of the coupons shall be debited to the personal account of each student.

MEALS IN THE DINING HALL

30. Being a Boarding School, all students will be served the same meals in the dining hall as per the menu of the day. There is no provision of serving special diet/food as per requirement of individual students. From the health and wellness point of view, the school does not encourage fasting by students for any reason, whatsoever. In case of illness, requiring admission in Wellness Centre, meals prescribed by the Resident Medical Officer of the school, will be given to the students for the period of illness.

COACHING CLASSES

31. The school, depending on response from students will arrange coaching classes for students during the academic session. These classes are basically to give insight to students in-to the competitive examinations they will face, for admission to institutes of higher learning. The following conditions will apply:
- (a) Students will be permitted to three days demo classes in the beginning only.
 - (b) Thereafter, the student can join the classes **ONLY** on payment of full fee.
 - (c) Fees once paid will not be refunded.
 - (d) The onus of attending the classes once enrolled, rests on the students. The school/coaching staff can only regularly counsel the students to do so.

OVERALL ACADEMIC RESULTS OF STUDENTS

32. The Overall Academic Result of students of classes 4 to 9 and 11 will be provided to all parents at the end of academic session. In the Overall result, weightage will be accorded as follows:
- (a) Marks obtained in final examinations to be held in Feb/March as per school calendar and
 - (b) Marks obtained in Pre-mid term, Mid term and Post-mid term assessments.
33. The promotion to next class will, therefore, depend on the Overall results and will be as follows:
- (a) For promotion to classes 5 to 8, the rules as per CBSE/RTE will be followed.
 - (b) For promotion to classes 9, 10 and 12, a student will have to obtain minimum 33% marks in each subject of study.
 - (c) In case a student does not obtain 33% minimum marks in one or two subjects of study, then he/she will

have to re-appear in that subject(s) and obtain minimum 33% marks.

- (d) Only one chance to re-appear will be allowed. Thereafter, in case a student does not obtain minimum 33% marks, he/she will be detained in the present class.
- (e) No re-examination will be conducted if a student does not obtain 33% minimum marks individually in three or more subjects. He/she will not be promoted to the next class and will be detained.

DAMAGE TO PROPERTY

34. The students are prohibited from causing any damage/breakage of school property and those of other students. The students indulging in any type of damage/breakage/graffiti/ defacing, etc will be fined appropriately which will be debited from their personal account.

GENERAL SECURITY INSTRUCTIONS

35. The Parents/Guardians are to keep the following instructions in mind while visiting the school:
- (a) Submit your photo ID, collect and exhibit the 'Visitors Pass' before entering the school premises.
 - (b) Furnish your details and sign in the visitors register kept at the gate.
 - (c) Please cooperate in checking of your vehicle, luggage and personal belongings including your hand bag.
 - (d) Have patience and be polite with security guards. They have been instructed to ensure compliance of all instructions related to security and safety for the benefit of all.
 - (e) Photography and videography through any means and carrying of weapons, arms, tobacco, liquor, etc inside the school premises is strictly prohibited.
 - (f) Shouting, abusing, gesturing and indulging in any activity which is detrimental to good order and school discipline is a punishable offence.
 - (g) The timings for parents visit to meet their wards is between 3:00 pm to 6:00 pm (from 01 Apr to 30 Sep) and 2:30 pm to 5:00 pm (from 01 Oct to 31 Mar) 2:30 to 5:00 pm on fourth Sunday of the month. Parents will not be allowed to meet their wards at any other time.
 - (h) No visitors/parents will be allowed to meet their wards or enter the school campus between 5.00/6.00 pm till 9.00 am on the next day for any purpose.
 - (i) During visits, parents and visitors are not allowed to go beyond the school reception/office. They are not allowed to visit the Boarding Houses, Dining Hall, Sports Grounds, etc as it disturbs the other students.
 - (j) Contrabands such as electronic gadgets, mobiles and eatables of any kind are strictly prohibited to be taken inside the school premises by the students.
 - (k) The school office timings are from 9.00 am to 1.00 pm and 3.30 to 5.00 pm on working days. In addition to gazette holidays as per school calendar, Sundays are also holidays for school office and staff.

EXPECTED BEHAVIOUR FROM STUDENTS

36. The students are expected to be the brand ambassadors of the school always. This is a list of examples of behavioral expectations. The list is not exhaustive. Students will always:

- (a) Follow the acceptable codes of behavior when in the classroom, outside school premises, while on excursions, while participating in or attending sporting and other school activities and while travelling to and from school.
- (b) Show consideration, courtesy and respect always for the school and its rules, themselves, other persons, property and the environment.
- (c) Immediately follow all reasonable instructions from an adult or other authorized person.
- (d) Walk quietly in the academic block, walking to the right and moving directly to their destination.
- (e) Take only that medication which is prescribed by a doctor and is approved and supervised by a member of the medical staff.
- (f) Attend school every day and on time unless permission is granted from the Principal's Office.
- (g) Adhere to the school's code of conduct.
- (h) Always wear only promulgated dress.

37. Bullying is strictly prohibited in BPS. CBSE vide its Circular No-Acad-17/2015 dated 09 Mar 2015 has desired that bullying be strictly banned and action be initiated against defaulters. The following will constitute to **Bullying** and will be considered major offences:

- (a) The use of physical or emotional abuse, physical threats or verbal intimidation including fighting or 'play fighting', pushing, tripling, spitting at any individual, name calling, abusing parents, repeated and deliberate teasing.
- (b) The use of any physical, telephonic or electronic means to harass or hurt others, such as email, through websites or SMS messages/social media uploads.
- (c) Physical assault intended to hurt or frighten.
- (d) Abuse of personal property intended to cause distress.
- (e) Writing, whispering and spreading rumors about a person to cause hurt to the former.
- (f) Intentional suspension or isolation of an individual – silent treatment.
- (g) Insults directed at a person or family on the grounds of race, gender, belief, social status, caste or tribe, dress or appearance.
- (h) Behavior which puts at risk the safety of themselves or others.
- (i) The use of obscene, vulgar or inappropriate language or gestures.
- (j) Smoking or consuming by self or assisting others to consume any intoxicating or illegal substance.
- (k) Possessing or using to cause hurt by any weapon or item intended to be used as a weapon.
- (l) Theft.
- (m) Reckless or deliberate damage to property.

(n) Possession of pornography, racist or other inflammatory literature.

38. Strict disciplinary action which may include suspension/dismissal will be initiated against any student who is found to indulge in any type of indiscipline including bullying.
