

SCHOOL RULES

1. A student must carry his/her Almanac to school everyday. It must have his/her photograph, with identity information complete and signed by the parents.
2. Students who come to school by their own transport should arrive at school before the bell rings. No student is allowed to come to school in a self-driven scooter, motorcycle or car.
3. Students should be neatly dressed. The school uniform is to be worn on every working day. Students who are sloppily dressed or not in uniform will be dealt with severely.
4. Non-Sikh boys should get their hair cut at regular intervals. **No fancy haircuts are allowed in school.**
5. Girls should plait their hair if it is below the shoulders. Short hair should be neatly cut and pinned. **Kindly note the streaking/highlights/fancy hairstyles are strictly not allowed.**
6. Students are expected to respect the property of others. This includes respect for school property. No student should damage any school furniture, write or draw anything on walls, furniture or in any way damage things belonging to others. Damage done even by accident should be reported at once to the Class Teacher or to the Principal. Any damage done will be made good by the one who has caused it.
7. The school is not responsible for goods lost. It is advisable not to bring valuable articles (like watches or cell phones, i -pods, cameras etc.) to school.
8. Students are not allowed to wear any jewellery to school (no chains, rings, bangles, bracelets). Girls may wear one pair of small earrings or studs only. Girls should not wear kajal, eyeliner or any kind of makeup.
9. Students should be polite wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers, guards, didis and bhaiyas when they meet them. **Bullying and use of foul language are punishable offences.**
10. The school reserves the right to suspend or to take strict disciplinary action against a student whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.
11. **Parents and guardians should not visit their wards or teachers in the classrooms without the permission of the Principal.**
12. As far as possible, once a child has come to school, he/she should not be asked to come home on half day leave or leave from any period, unless it is an emergency. **Please note that short leaves/half day leaves will not be allowed except for in case of medical reasons.**
13. Pacific World School provides education from Pre-Nursery to Class XII. Therefore, it is expected that juniors should be treated with love and affection, while the juniors show all respect to their seniors.

SCHOOL RULES

14. No student shall indulge in any of the following practices namely-
 - a) Spitting in or near the school building.
 - b) Disfiguring or otherwise damaging any school property.
 - c) Rowdyism and rude behaviour.
 - d) Use of violence in any form.
 - e) Casteism or communalism.
 - f) Smoking/consuming alcohol.
 - g) Any form of gambling.
 - h) Exchanging gifts or any money transactions.
 - i) Jumping the school boundary wall.
15. The observance of rules of discipline of the school and good behaviour is an essential condition to a student's continuance in the school. In case a student violates the school rules or indulges in any form of indiscipline, strict action like expulsion/suspension/rustication shall be taken against the student.
16. Parents are required to carry the Parent Identity Card whenever they come to school for attending the PTMs or functions, to buy the uniform or books etc.
17. On birthdays children may distribute only sweets or toffees worth Rs.5/- per child. We urge parents to cooperate with us in this matter; items other than sweets/toffees, if sent, will be returned to the parents. Students are not allowed to give birthday presents in school.
18. Under no circumstances are gifts to be given to members of staff on Teachers' Day or other occasions. However, hand-made cards/flowers are always welcome!

RECOMMENDATION TO PARENTS/GUARDIANS

- 1) Check the haircut, uniform, and punctuality of your ward in the morning.
- 2) It is always advisable to communicate through ERP about the problems of your ward or for seeking guidance.
- 3) Check your ward's Almanac and the ERP daily. Do sign the remarks if any and take necessary action.
- 4) See that your ward carries books/exercise books according to the timetable for that day. No extra books are allowed.
- 5) See that he/she prepared for the periodic tests. Also see his/her Report Card and teachers remarks in his/her classwork/homework exercise books and Almanac.
- 6) Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
- 7) Children should not bring crackers, Holi colours, toys, i-pod, mobile phones etc. to the school. Bursting of crackers and playing with colours is liable to lead to expulsion of a student from the school.
- 8) Your ward should be instructed to be careful about his/her belongings. There should be name tag on blazers and sweaters. Any electronic gadgets or expensive articles should not be brought to school. In case of violation of this rule the article will be confiscated. The school bears no responsibility for articles lost in school. In case of a loss, a letter giving detail of the loss may be sent to the Class Teacher.
- 9) If your ward is absent from school, he/she must make up for all the work missed by him/her.
- 10) If your ward is to leave the school campus during school hours (only in case of medical reasons). Parents/guardian should obtain a gate pass from the reception and get it signed from the Class Teacher, Bus Supervisor/Teacher, and Principal. This must be presented to the Guard at the time of leaving.
- 11) If your ward has been absent from school, check page 31 for rules to be followed.
- 12) Restrict daily pocket money to a maximum of Rs. 50/- per day. Excessive spending should be discouraged.

LATE ARRIVALS

1. Students are expected to report to the school on time. The school gates will close 10 mins post the arrival time of students.
2. All students who arrive late will be given a note in their Almanacs by the teacher on duty. After three such notes, corrective action will be taken against such students (see Corrective Actions on page 32).

ATTENDANCE

Please note that a minimum of 75% attendance is required for a student to appear for the Annual Examinations. This percentage may be relaxed on medical grounds (only with timely provision of a medical certificate by the parents to the school).

LEAVE RULES

1. Students who have been sick should bring a medical certificate from their doctor on joining school. A copy of the certificate is to be submitted in the school clinic for follow up especially for communicable disease.
2. Parents should fill up the "Record for non-attendance" for each day the student is absent from school stating the reasons for absence. Students will not be admitted to the class without the same.
3. Leave for going out of station should be approved prior to proceeding on leave.
4. A student returning to school after suffering from an infectious or contagious disease, should produce a doctor's certificate permitting him/her to do so. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class
 - (a) Chicken Pox-Till complete falling of the scabs.
 - (b) Cholera- Till the child is completely well.
 - (c) Measles - Two weeks after the rash disappears.
 - (d) Mumps -Until the swelling has gone: about one month.
 - (e) Jaundice - Six weeks after recovery.
5. Repeated absence without leave or unexplained absence for more than six consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission may be granted only on payment of a fresh admission fee.

CORRECTIVE MEASURES

- A. **Yellow Card:** To be issued by the HM/Coordinator for a period of 3 days and signed by the Principal. The card will be returned to the HM/Coordinator. 3 yellow cards mean 1 red card. The card is to be issued for the following:
- (a) Repeated careless and untidy work.
 - (b) Coming to school in improper uniform.
 - (c) Coming late to school.
 - (d) Not bringing the Almanac to school.
 - (e) Misbehaviour in the bus & the classroom.
 - (f) Not submitting an application for absence immediately after joining back.
 - (g) Coming to school in a self-driven scooter, motor cycle or car.
 - (h) Using foul/ abusive language.
- B. **Red Card:** To be issued by the HM/Coordinator for a period of 4 days. This is to be signed by the Class Teacher, HM/Coordinator and Parent. This is also to be signed after each day by the Class Teacher. At the end of 4 days, cards to be signed by Principal and returned to HM/Coordinator. Two red cards will mean suspension from school for three days. Three red cards will mean expulsion from the school.
- The red card will be given for:
- (i) Missing classes (bunking), Assembly, Club period, Library, PE etc.
 - (ii) Inappropriate behaviour in the school premises.
 - (iii) Cheating during any test or exam.
 - (iv) Damaging school property.
 - (v) Pushing or fighting in school.
 - (vi) Any act of bullying.
- C. Students can be asked to leave the school on the following grounds:
- (a) Disciplinary.
 - (b) Unsatisfactory progress in academics.
 - (c) Detention or repeated detentions in a class. As a rule, only those students will be retained on the roll of this school who can take the school leaving examination and are under 18 years of age.
- D. A student who fails twice in the same class will not be permitted to continue his/her studies in the school.

WITHDRAWALS

- a. Admission charges are non-refundable, however, in case of withdrawal before 15th March of that session, 50% of admission fee will be refunded and the rest will be adjusted as admission processing fees.
- b. In case of withdrawal during the academic session, all the fees including transport fee for that particular quarter will be charged and will not be refunded. In case there are any other dues pending, the transfer certificate will be issued only after clearance of the dues.
- c. Absenteeism of the child will not be considered as notice for his/her withdrawal. At least one month's notice in writing is mandatory for withdrawal formalities.
- d. In case the student is absent without any authorized leave for more than two months, the admission will stand cancelled.
- e. The Transfer Certificate can be collected from the school 20 days from the date of clearing all dues.

SCHOOL TRANSPORT AND BUS RULES

Students can avail of the School Transport facility subject to the availability of seats. The routes of the school buses are fixed and the parents should consult the school transport Incharge for necessary details. Bus facility will be provided on a first cum first serve basis.

BUS FACILITY

1. Bus fee will be charged on QUARTERLY BASIS i.e., in APRIL, JULY, OCTOBER & JANUARY.
2. For discontinuing the bus facility, at least one month's advance notice should reach the school Transport Department before depositing quarterly fee as per the schedule i.e. APRIL, JULY, OCTOBER & JANUARY.
3. No refund will be permissible once the bus fee has been paid.
4. Quarterly fee will be charged in case the bus facility is required/availed even for a single day. Please note that this is not subject to any discussion.

BUS RULES

1. All the students using the school bus are expected to be on the right side of the bus stops at least five minutes before the arrival time of the bus.
2. **The buses will not wait for the latecomers.**
3. Students should stay away from the main road until the bus arrives.
4. No student should come near the entry door of the bus unless it has made a complete stop.
5. All students must occupy vacant seats immediately after boarding their buses.
6. The front door of the bus is the only authorized entrance and exit.
7. The drivers are authorized to stop buses at the designated stop only, unless otherwise directed by the bus incharge. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and are subject to changes.
8. When the bus is in motion students must not move around in the bus and no part of their body should be outside the bus.
9. Objects of any kind must not be discarded inside or thrown out of the bus.
10. Students will be held responsible for any damage caused to the bus due to negligence or vandalism.
11. Unruly behaviour like shrieking, bullying, shouting, fighting, placing feet on seat is strictly prohibited. Courteous behaviour is expected at all times.
12. The driver's attention must not be distracted for any reason.
13. The bus incharge, and student bus monitors are responsible for maintaining discipline in the buses. Any serious offence must be reported to the Principal.
14. Parents are requested to meet (with prior appointment), the Transport Incharge for Allotment/Withdrawal/Change of Bus routes, atleast five working days before the day of Allotment/Withdrawal/Change of bus routes is required to be made.
15. Parent I Card must be carried by the parent who picks up the student from the bus stop. In case the parent is unable to come to pick up their child, an authority letter or message via SMS/WhatsApp/ERP can be sent from the mobile number which is registered in school records.
16. If the child chooses to break the rules of the bus conduct or safety, it will result in disciplinary action which may include the loss of bus facility for a stipulated period of time or on a permanent basis.
17. The school reserves the right to deny transport facilities to a student who is a defaulter in tuition fees.