

ATTENDANCE

A student must have put in a minimum of 85% of attendance for promotion to the higher class. Shortage of 5% can be condoned by the Principal on medical grounds.

LEAVE OF ABSENCE

1. Those who absent themselves from class continuously for fifteen days or more without formal intimation will have their names removed from the rolls. Any re-admission on genuine request requires the formalities of a new admission.
2. Leave of absence for other reasons than sudden illness, requires previous written application. The reason for the absence is to be explained in the Handbook and signed by the parent/ guardian. No leave of absence is generally granted during examinations. No student will be sent out even in urgent cases, unless a duly authorized person reports with a written request from the parent.
3. For Senior Secondary Section, leave of absence will be granted only for five days and for I to X, eight days in an academic year. If anyone takes leave for more than five days / eight days the Parent / Guardian should report in person to the Principal. Those who are absent from the examination should inform the office of it before the examination and report the next day with the Parent/Guardian.

PROMOTION

1. Promotion is granted on the basis of the general progress of the pupil during the academic year.
2. The records of class tests, periodic tests, terminal examinations and annual examination will be taken into account at the time of promotion.
3. Promotion to the next class is decided on the aggregate of 50 % in all the termly examinations including the annual examination.
4. Students who are sick and are granted medical leave for genuine reasons during the examinations may be considered for the promotion, if their progress has been satisfactory throughout the academic year.

The following requirements are compulsory for the promotion of a candidate.

- 85% of attendance
- 80% marks in continuous assessment progress
(i.e. Internal assessment, Mid-Term and Terminal Examination).
- 50% marks in Annual examination.
- General Progress in campus behavior.
- Staff evaluation Report.

DISMISSAL AND WITHDRAWAL

1. Irregular attendance, defiance of authority, attempted or successful malpractices in examination, distorted friendships, lack of sufficient improvement in conduct and studies even after warnings or injury to the moral tone of the school are sufficient reasons for the dismissal of a student.
2. A student who fails more than once in the same class shall be removed from the rolls.
3. Applications for the withdrawal should be submitted in writing to the Principal.
4. The student who requires TC from the school should complete the formal procedures for getting TC which should be approved by the Principal.
5. The TC or any other certificate will be issued only if all school dues have been paid and library books and other items taken have been returned.

DISCIPLINE

The school lays a lot of importance on discipline. We expect our students, their parents / guardians and the concerned family members to walk hand in hand with us to maintain discipline in the school. We hope that no disciplinary action needs to be taken against any child. However, indiscipline will be nipped in the bud. Please hook your eyes on the disciplinary rules mentioned below.

DISCIPLINARY RULES

1. Cleanliness is next to godliness. Students must come to school in clean and neat dress. Uniform is compulsory and should be strictly in accordance with the pattern prescribed by the school.
2. All must come to school on time. Late comers will have to get written permission from the Principal.
3. At the warning bell, students should proceed to where it summons them. At the second bell, they should keep silence. Perfect silence and order should be maintained by the pupils while going out for the assembly and returning to class.
4. Prayer is an invocation for God's blessings. So, students should be quiet and keep the sanctity of prayer time.
5. All the students should greet teachers, elders and one another especially when they are in the school campus.
6. This is an English-Medium School. You are therefore expected to speak English in the school bus, in the school premises, and in the public places.
7. Students must bring their handbook daily, which should be produced on demand by the Principal or any teacher.
8. Students must be dutiful towards elders. They have to cultivate loyalty and devotion to home, school and the country.
9. Full participation of a student is a must in all the school programmes.
10. Students must wear their ID cards every day.
11. Students should feel it below their dignity to shout or quarrel, wander about, disturb the peace of others, use filthy language and the like.
12. Students are not supposed to loiter on the verandahs during class hours. Whenever they have to move to the library, auditorium, etc., they should do so in an orderly manner, not disturbing the neighbouring classes. They should maintain a queue to keep order.
13. Pupils of one class are not allowed to enter other classrooms.
14. Mass entrance of the students into the staff room for the revaluation of the answer sheets or any other purpose is not encouraged. Only class leaders are the ones who are permitted to meet teachers in the staff room for the requirements of their class.
15. Once on the school premises, students are not allowed to leave the school campus and purchase anything from the shops outside. Each student should bring a napkin/towel along with the lunch box.
16. Students should develop healthy habits of mind and body by constant self-discipline.
17. They are prohibited from doing any money transaction among themselves while at school.
18. Heavy ornaments and Jewelry are not allowed in the school. Girl students can wear small studs with their uniform. Anklets and bracelets are not permitted.
19. Students are forbidden to bring mobile phones, video game sets, fancy articles, toys and CDs from

outside, to the school. They can carry educational and relevant CDs, but only with prior permission from the teacher concerned.

20. Use of pen drive, Portable MP3 player, earphones and digital camera are also strictly prohibited in the class and on the campus. Stern disciplinary action will be taken if found in possession of the prohibited electronic gadgets/items.
21. No student is excused from Physical Education unless he / she produces a genuine reason.
22. Birthdays are to be celebrated. But do not bring cakes or other costly sweets to school. Celebrate it differently by doing a good deed.
23. No books other than the daily required academic books should be brought to school.
24. Students and Parents are not permitted to entertain teachers with gifts.
25. Students shall not bring any eatables other than regular meals. Once inside the school students are not allowed to leave the campus until the school time is over. The students residing nearby and those who are staying as paying guests must bring their lunch as no student will be allowed to go out of the school premises during lunch break.
26. Students should use only ink pens for their written work.
27. Look after your possessions. The school will not be responsible for the loss of any of your belongings.
28. Lost and found articles and money should immediately be handed over to the office. The owner of lost article should report the matter to the office at the earliest. Parents of such children are requested to recover the lost article from the school office.
29. The classrooms, the school building and premises should be kept clean and tidy. Any damage caused to properties of school will have to be made good. Students should not write on the walls, benches and desks. The damage caused accidentally, should be reported to the school authorities.
30. Students should not come to school in motorbike / scooter. If caught red-handed, strong and prompt disciplinary action will be taken against them.
31. When the school disperses, children are required to leave the classroom by forming a queue with the permission of the teachers.
32. We expect our students to imbibe the message of Kristu Jyoti Educational Institutions and try their best to become exemplary pupils.