

SCHOOL POLICIES

- Self-discipline is the forte of the school.
- The school begins at 8:15 a.m. for the students. All students are expected to reach school before the bell rings. After 8:15 a.m. the school gates will be closed.
- Students should maintain cleanliness and hygiene within the school campus. Littering is prohibited.
- Students should observe polite civil behaviour. Ragging, screaming or use of unparliamentary language is forbidden.
- NPS constitutes a family of students from various communities, religious and linguistic groups. The medium of instruction and communication is English in the school campus.
- The school is not responsible for any loss of student's belongings in the premises.
- Under no pretext should a student miss any teaching / games / activity period. Participation in all school programmes, events and activities like SaPa is compulsory for all students.
- Changing classrooms between periods should be done in silence and in an orderly manner. Students are expected to move quietly, in a single file without causing any disturbance to other classes.
- Students should not remain in the classroom during break time without a written request from their parents. They should also not leave the premises during the school working hours.

CODE OF CONDUCT

We expect our students to maintain high standards of personal conduct. This includes personal honesty, discipline, integrity, humility, ethics and values. Students are accountable to the school authorities for their conduct in the school premises, for their general behaviour outside, while in the school transport and at all school approved events or activities. Any objectionable conduct on the part of the student will lead to commensurate consequences, at the discretion of the Principal, whose decision on such matters is final.

The following undesirable behaviour / repeated indiscipline will lead to serious consequences:

- Damaging school furniture, fixtures/building or belongings.
- Graffiti on the walls/school furniture/library books.
- Obscenity in use of words or acts and indulging in uncivilized behaviour.
- Irregular attendance.
- Scribbling or writing anything on the school uniform.
- Bullying, gossiping, playing pranks or using any form of physical/emotional violence against a fellow student.
- Insubordination to any member of the staff inside or outside the school.
- Using unfair means during a test/examination.
- Indulging in any misbehaviour/misdeed directly or online which could be derogatory for the institution or any person.

GUIDELINES FOR PARENTS AND GUARDIANS

- Closely monitor your ward's progress by checking the school almanac everyday and paying attention to their punctuality, discipline and submission of school assignments. Parents are requested to use the space provided in the almanac for any communication with the teachers.
- Encourage your ward to take a balanced interest in academics, co-curricular activities and sports.
- Inform the school if there is any change in address, telephone numbers and bus route.
- Ensure that your ward does not bring expensive items, electronic items, cell phones etc. or large sums of money to school. The school bag should be randomly checked to ensure the same.
- Restrict pocket money to minimal.
- Restrict celebration of birthdays of your ward in school to distribution of candies only. We suggest a library book with imprints of parent's name and address. Elaborate arrangements like cutting of cake and partying in the school are not permitted.
- Explain to the child the need to look after his/her belongings. The school does not accept responsibility for any item lost in school. All articles belonging to the child should have identification details.
- Ensure that your ward is in proper school uniform. No fancy jewellery like danglers, trinkets, studs, rings etc. should be worn by girls/boys.
- Support and cooperate with the school authorities in enforcing discipline by making sure that your children attend school regularly, do the assignments, devote sufficient time to reading and revising their lessons at home and take interest in all the activities of the school.

- Keep 'leave for half a day' to a minimal as far as possible. In case of an emergency, written permission must be taken from the Principal/class teacher. In case a child leaves the school early, it is mandatory to inform the bus in-charge about the same.
- Ensure that during your ward's absence from school, work done in the class is made up for.
- Provide a supportive value-based environment to your ward at home. Using discretion and parental judgment, keep track of your ward's mental health and emotions.
- Monitor the internet sites being visited by your ward and limit television viewing to appropriate programmes.
- Avoid private tuitions without the permission of the Principal. The Principal, when it is found necessary, may advise parents to provide remedial measures for students who need personal coaching.
- Sign the corrected answer scripts of assessments that are sent home and return to the school within three days of the date of issue.
- Sign in blue or black ink all the reports, notices and class work/books of your ward when required to do so.
- Discourage your ward to take leave before the commencement of examinations as these days are important as far as preparation is concerned.
- Avoid any kind of criticism of the child's teacher or the school in his/her presence as children may lose respect for their teachers and consequently fail to learn from them.
- Be formally dressed when you are in the school premises.

Note: Cell phones are strictly not permitted within the school premises (Statutory provision). However for the security and safety of your ward, in case carrying of a mobile phone is considered a necessity, then a written request giving reason for the same should be forwarded to the school. In case of favourable consideration, the student will be required to deposit the mobile with the office.

ONLINE PARENT PORTAL

The NPS Acadamis online parent portal, introduced in the academic year 2019-20, has made it easier for parents to access student information directly.

This portal provides a list of applications to support various educational needs like login accounts, progress reports, messages/emails, online circulars, survey/feedback, image gallery, alerts, fees management, etc. It also records data and information for posterity and analysis, while providing online feedback to parents about the academic performance of their children.

The password given to each individual student/parent should be kept highly confidential and should not be shared with friends or anyone else, in order to avoid misuse of the same.



PAYMENT OF FEES

Fees should be paid in one installment either by Demand Draft or Pay Order payable at Bangalore drawn in favour of **National Public School Hosur Road** by the end of March between 8.30 a.m. and 11.00 a.m. **Cheques are not accepted.**

ATTENDANCE & REGULARITY

All students must be present on the re-opening day and closing day of each term. The names of the students who are absent on these days will be struck off the rolls and the parents will have to seek re-admission for their children if they want them to continue in the school.

On other working days Principal must be informed in writing when the student returns to school after being absent even for a single day. The parent must state the reason for her/his absence in the absence record of the school diary. Such students who are absent for three days or more without intimation will have their names struck off the rolls and may not be re-admitted.

Students who are ill on the day of assessments are advised to come to school only if they can stay for the entire duration of the morning or the afternoon session. Once the students are in school, they are required to stay for the full length of the school day. Students are not permitted to arrive or leave in between morning/afternoon sessions. In case of any emergency, parents are required to call up the school and inform the absence of their ward and follow it up with a written leave letter.

ADMISSION & WITHDRAWAL

Applications for admission are accepted as and when notified in the school website. Parents wishing to withdraw their children at the end of the academic year must inform the Principal in writing before the end of February, failing which school-leaving certificate will be issued only after the school re-opens. It will not be issued until all the dues are fully paid and all library books returned.

UNIFORM

- All students must be neatly dressed in full school uniform whenever they are in the school premises.
- Students are required to wear black shoes and white socks from Monday to Thursday and white canvas shoes and white socks on Friday and PT days.
- Boys should wear vests and girls should wear slippers and cycling shorts.
- Colour clothes and fancy, expensive footwear are not allowed.

- Fancy or expensive watches, colourful jerkins or different shades of contact lenses and trolley bags are not permitted.

Boys are not permitted to :

- ◆ have long side burns, long hair, streaked hair and fancy hair styles
- ◆ wear bands/bracelets/chains/earrings
- ◆ grow their beard, moustache

Girls are not permitted to :

- ◆ have streaked hair, fancy hair styles, leave shoulder length or long hair untied
- ◆ wear eye makeup and more than one ear piercing
- ◆ wear gold/diamond earrings, bangles and chains, colourful and fancy jewellery, long earrings
- ◆ adorn their hair with flowers or colourful clips, paint their nails or apply mehendi

USE OF INFORMATION TECHNOLOGY

- Students are permitted to use the computers at school for any purpose pertaining to the requirements of the school syllabus as specified by the computer faculty or for any school activity only.
- Students are not allowed to send messages on the network, create or view objectionable visuals, change system settings or delete files.
- Students who engage in cyber bullying by posting email, blogs, video footage, images, photographs on social networking sites, chat rooms, youtube, sms, mms which are:
 - ◆ Violent, aggressive or threatening
 - ◆ Vulgar or obscene
 - ◆ Malicious rumours or gossip, classified as teasing or taunting

- ◆ Verbally attacking, embarrassing or maligning, causing mental trauma or psychological damage by destroying the reputation of staff or students
- ◆ Tarnishing the image of the school

shall invite severe disciplinary action.

USE OF ELECTRONIC GADGETS

Students are not permitted to carry mobile phones, smart watches, iPods, iStations, PSPs, cameras or any other electronic gadgets to school. If they do so, it will be confiscated. Students are permitted to use the office telephone to contact their parents in times of emergency.

LUNCH AND SNACK BREAKS

- Students should bring lunch baskets with the necessary cutlery, water and napkin to maintain personal hygiene.
- Parents, drivers or housekeepers are not allowed into the school premises to hand over lunch boxes.
- Parents are advised to send enough food for their wards, since students are not permitted to leave the campus at anytime during the hours of the school.

PARKING

Students are advised to alight from their vehicles 10-15 metres away from the school gate. Parents and drivers who park in front of the school gate while letting their children alight, cause congestion and confusion at the gate. Adequate place should be allowed in front of the school gate for comfortable movement of children.

VACATION

The Kindergarten and Classes I-V maintain a five – day week schedule unless required to make up for loss of academic hours due to unforeseen circumstances. Parents are requested to refer to the school almanac before planning a vacation and booking tickets.

HOUSE SYSTEM

The school has a house system to foster 'Esprit de corps' and work in a spirit of co-operation and healthy competition. There are four houses in the school – Challengers, Explorers, Pioneers and Voyagers. Every student on admission is placed in one of these houses. House meetings are held to organize and put into action various inter house events.

SCHEME OF ASSESSMENT

The students will be assessed and graded as per CBSE notifications and guidelines. National Public School always strictly follows the assessment structure given by the Board.

Doctor's Advice

- ◆ Do not send children to school when they are sick for attending classes or appearing for assessments in order to avoid spreading of microbial infections.
- ◆ All students returning to school after suffering from an infectious or contagious disease must produce a Fitness Certificate issued by a doctor permitting him/her to do so.
- ◆ Students suffering from any of the following diseases must observe the prescribed period of quarantine before resuming classes.

Chicken pox	:	Till the blisters have completely dried and the scabs have fallen off
Measles	:	For 4 days after disappearance of rash
Mumps	:	For 9 days after onset of swelling
Whooping cough	:	For 7 days after effective antibiotic therapy
Jaundice	:	Till full recovery duly certified by the physician treating the patient

DECLARATION

I hereby declare that I have read the rules and regulations of the school and agree to work in partnership with the school to enable my child to reach his/her full potential. I give my consent to use any school - based photograph of my child for any school-related document, programme or activity. I also give my consent to the school to refer my child to the school counsellor, if and when required.

DISASTER MANAGEMENT

- When the siren sounds, do not panic.
- Remain silent and await your teacher's instructions.
- Follow your teacher out of the building, using the appropriate exit route as directed by your teacher.
- Leave all your belongings in the classroom.
- Remain silent as you exit the building.
- Do not rush, push or in any way obstruct the movement of people.
- Follow your teacher quietly to the assigned meeting point.
- Once at the meeting point, maintain silence.
- Await dismissal or further instructions by the Principal.

SCHEDULE OF VISITING HOURS FOR PARENTS/GUARDIANS

Class	Day	Time
Class I to V	Monday & Tuesday	With prior appointment
Class VI to XII	Wednesday & Thursday	With prior appointment