School Rules

DISPLAY BOARDS / NOTICE BOARDS

It is requested to parents to read notices on the display boards on their visit time to time to school for their kind information.

EXAMINATIONS & PROMOTIONS

Two Summative examinations (September & March) and four formative examinations and class tests shall be conducted. Students found absent owing to sickness must produce the medical certificate. Willing absentees shall be marked absent and a strict view of the same shall be taken. Promotions are granted only in deserving cases. No influence in this regard is entertained. Report cards have to be collected by parents personally. Parents to note that their wards will not be allowed to appear if reported late to school in the exam (FA-1, FA-2, FA-3, FA-4, SA-1 and SA-2).

CIRCULAR FOR PARENTS

Dear Parents/Guardian, It's our pleasure to intimate you that the next academic session 2015-16 will begin from 26th March 2015 and we hope you will extend your active cooperation to our institution for all round development of your ward. The following informations have been given here for your follow up action:

1. Please note that your ward must be regular and punctual to school in routine otherwise a fine of Rs. 10/- per day will be charged by school.

2. Please check school uniform of your ward properly as per rules before sending your ward to school. In case your ward is found without prescribed school uniform, a fine of Rs. 10/- will be charged per day by school.

3. It is compulsory for every student to bring lunch box and without it, your ward will not be allowed to buy eatables, fast foods and snacks from the school canteen during lunch time. Please avoid encouraging your ward with pocket money so that his/her habits can be improved.

4. Please check books and required answer copies of your ward in the school bag so that teacher can help your ward to complete subject wise class work. The students diary must be sent to school to give you time to time informations, notices and home work. All the answer copies and books of your ward must be covered with brown paper or properly laminated according to your convenience. There should be sticker pasted with address like - Student's name, Class, Section, Subject and Contact No. (Land line No. or Mobile No.).

5. Please check that your ward must always put on personal identity card provided by school to ensure his/her security and identification otherwise a fine of Rs. 5/- per day will be charged by school.
6. The use of any electronic device like (Automatic Photo-Cameras, Mobile sets, Transistors, I-pods, Pen Drives, CDs, DVDs) is strictly prohibited for each student from Pre-Nursery to XII std. If any student is found using any above mentioned device rustication will be made by school to the defaulter students without any intimation to you and all the caught products will be captured by school teachers and will not be returned back to any parents. Please avoid sending or handing over these products to your wards.

7. There is no permission to any student of Oxford Public School to take Photographs of any boy or girl student with cameras and mobile sets in school campus without written permission of the Principal. A serious action of rustication or dismissal will be made by the Principal against such students (Boys and girls) who use cameras and mobiles sets to take photographs of any male/female teachers and any boy/girl of any class.

8. Students can contact directly to the concerned photographer to receive or to collect photographs of all school celebrations but no teacher is authorized to distribute photographs to any student in the school office or in the library. Parents may contact for photographs directly to the concerned photographer in his studio.

9. There is no permission to any parent or guardian to take his or her ward for half day leave from school during working hours and the Principal will not allow any parent or guardian to send his/her ward for half day leave due to marriage, birthday celebration, out station journey, visiting any place or to go for meeting relatives or for any personal work. The principal will not entertain any parent/guardian or any authorized representative for allowing any student (boy/girl) for half day leave or short leave. If the Principal intimates the parents/guardian to take the students from the school during working hours, please treat as intimation under emergency reasons of any accident, sudden illness or any serious matters. Intimation will be sent only on contact no. recorded with the class incharges and the school office through SMS to parents/guardian.

10. The result cards will be issued and handed over only to the parents/guardian or authorized representatives by the class incharges only on the day and the date and scheduled time of the result declaration. The result cards will not be re-distributed to the parents/guardian on any other days if not received on the day and the date of the result declaration day which will be pre-intimated. Parents/guardians may meet the Principal only during last 60 minutes before the school is closed during summer, winter, rainy seasons. The Principal will not allow any parents/guardian or any other person to entertain during working hours except only last 60 minutes in routine as discussed in this intimation.

11. Even in case Parents/Guardian wish to withdraw their child during the mid session, they will have to pay the full fees laid down by the school. All dues are to be paid by the 10th of every month failing which, there will be fine of Rs. 5/- per day from 11th to 20th date of the same month and Rs. 10/- / per day from the date 21st to 30th. After completion of 30 days of concerned month, the name of the defaulter will be struck off from the school roll and the Parents/Guardian will be held responsible of academic and financial loss on their part.
12. There will not be re-conduction of any FA-I, II, III, IV, SA-I and SA-II exams / assessments of any student on any ground. The final decision of the Principal shall be binding upon academic progress of the student. Parents are, hence, requested not to avoid any exams to be held by school for their wards form April to March.

13. Parents/Guardians/Authorized persons will be allowed to take or collect their wards of Nursery, KG, 1st and 3rd std during working hours of school only on basis of the certified permission-cum-ID Cards issued to parents/guardians under Principal's seal and signature. Without I.C. Cards, no one will be allowed to take his/her child/ward during school's working hours.

14. No Parent/Guardians or his/her relative is permitted to enter classrooms to meet teachers directly without the permission of the Principal and Wing-incharge.

15. Please check student's diaries everyday and sign after reading notices very closely and carefully given by teachers and class-incharges.

16. Every student must carry his diary to school each and everyday.

17. Students who come to school on their own should arrive at the school before the bell rings.

18. The morning bell before a class or assembly is a signal for all to go to assembly or to their respective classrooms. This should be done promptly and silently in self discipline.

19. Students must attend the school regularly. In case a student remains absent for 10 days continuously without notice, his/her name will be struck off from the school rolls. He/She can seek readmission on payment of prescribed re-admission fee.

20. Every student is expected to take care of his/her belongings during school time.

21. Students are not allowed to bring costly articles or jewellery and currency to the school.

22. In all matters pertaining to studies, behaviour, conduct, manners, results, character and welfare of the student, the Principal's decision is final and abiding on part of the Parents/ Guardians.

23. Grant of leave will be at the discretion of the Class incharges for only one or two days. Normally, leave application will be signed by the Parents/Guardians.

24. If a student remains absent during a test or examination, except for his/her personal sickness which must be supported by a medical certificate. Promotion to the next class will be given on the basis of the following examinations:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Exam Type</th>
<th>Weightage</th>
</tr>
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<tbody>
<tr>
<td>1st to 10th</td>
<td>1st Formative</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>2nd Formative</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>1st Summative</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>3rd Formative</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>4th Formative</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>2nd Summative</td>
<td>30%</td>
</tr>
</tbody>
</table>
For 10+1*  1st Terminal  -  20 Percent

   Unit Test (Three)  -  10 Percent

   Annual Examination  -  70 Percent

* Applicable for the Session 2015-16

A Student who represents the school during examination days in any activity will be given proportionate weightage for the promotion.

Note

i) If a Student uses unfair means or receives or gives assistance in any form during examination will be given zero in the subject and a warning letter. Repetition of the same will result in dismissal.

   ii) Absence in examination will be treated as having received no marks in it.

25. Students are responsible for any damage done to school property or the property belonging to other students. The recovery of damage will be made by charging the cost of property.

26. Parents/Guardians will be bound by the school rules in all respects which may be changed from time to time.

27. If the fees are not paid, the student will not be allowed to take his/her term/annual examination.

28. The students’ diary should be signed by the parents/guardians each day after checking that the home work has been completed.

29. Parents/Guardian are responsible for the home work of their wards. Those who have not done their home work, will not be allowed to sit in the class.

30. For break-time, parents are required to send a light snack, a water bottle and a napkin.

31. PTM will be held after FA-1, II, III, IV, SA I and SA II Exam. On the date and day will be intimated through SMS.

32. UNIFORM : Parents should send their wards in proper school uniform and as approved by the Principal. They can ascertain it from the school office.

   1. Nails should be properly cut.

   2. Nails should not be polished.

   3. Students should not wear bangles/gold jewellery.
4. Hair should be properly combed.

5. Every Wednesday, students must come in white uniform and on Saturday in their House Uniform.

NOTE:

i) Students who do not turn up in proper school uniform will be fined Rs. 10/- per day.

ii) Late comers will be fined Rs. 10/- per day.

iii) The Students defaulters Without uniform will be fined Rs. 10/- per day and without Identity Card will be fined Rs. 5/- per day.

33. LEAVE: Leave during examination will not be sanctioned except in medical cases. A pupil suffering from infections /contagious disease should submit a doctor’s certificate permitting him/her to do so after the prescribed period of quarantine. CHICKEN POX: 6 days after the disappearance of the first crop of vesicles. MEASLES: 7 days from rash. MUMPS: unit swelling of salivary gland has subsided which may take 9 days from the appearance of symptoms.

34. ABSENCE: Parents should take care that their wards should not remain absent from the school without prior approval. Absence shall be treated as misconduct.

35. School Timings:

   Summer       7:50 a.m. to 2.10 p.m. (April to October)

   Winter      8:50 a.m. to 3.10 p.m. (November to March)

   All Saturdays in each month will be full day working.

   Note: School timing is changeable according to weather. Parents may contact Principal during last 60 minutes before school is closed.

36. The section of any class Nursery to 12th will not be changed on request of the parents if once allotted to the students in the beginning of each Academic Session.

37. WITHDRAWAL

   i) A written application must be submitted before the withdrawal of a student from the school by the parents.

   ii) The Principal will issue termination or rustication letter of any student whose discipline, conduct, behaviour, character and manners are found bad and disgraceful, as reported by the class incharges and subject teachers. The parents of such students will be informed to receive letters of serious complaints of their wards.
iii) All dues to the school shall be settled before issuing the transfer/school leaving certificate.

iv) At least one full day time is to be given for issuing any certificate or document from the school.

v) Security can be withdrawn till 31st Aug. of every year. After due date no application will be entertained.

vi) School can also order for withdrawal or cancellation of admission of a student on the grounds of indiscipline and poor academic performance and miss conduct.

NOTE: Security is not refundable after 31st August.

38. The instruction regarding obtaining 25% mandatory marks in the Summative Assessments (both the SA-I and SA-II taken together). ASL, OTBA and skill based vocational subjects under National Vocational Education Qualification Framework (NVEQF) have been added in the Scheme of Studies given at the back of the Performance Profile. This has already been applied for academic session 2015-16 and will be continued for the next academic session as per CBSE circular no. ACAD/05 dated 05.02.2014.

39. Each student of Nursery to XII is required to maintain regularity to school and is liable to have 75% attendance in an academic session failing which he/she will be debarred from appearing in the final examination.

40. It is mandatory for each student to keep complete silence in the classroom and will not disturb other students and teachers during learning-teaching process.