



AKG PUBLIC SCHOOL

(AFFILIATED TO CBSE NEW DELHI. CODE NO: 1930826)
(GOVERNED BY ASAN MEMORIAL EDUCATIONAL ASSOCIATION)

GENERAL RULES

1. No pupil shall absent himself / herself without leave previously obtained except in case of foreseen circumstances. In such cases, the application must be submitted on the following day to the principal.
2. No absentee will be allowed to attend classes without a leave letter from the parent, duly signed by the principal.
3. For absence of more than three consecutive days, a medical certificate will have to be produced.
4. Where long leave becomes necessary due to unavoidable reasons, permission from the principal has to be sought and obtained in advance.
5. Irregular attendance, long absence without a leave letter, habitual idleness, neglect of home work, disobedience towards teachers, and other reprehensible behaviour may entail dismissal from school.
6. Pupils are responsible to school authorities for their conduct both inside and outside school.
7. Attendance on the re-opening day of each term is compulsory. A fine of Rs.100/- will be levied on pupils who are absent on the re-opening day of any term without prior permission from the principal. The fine of Rs. 10/- per day will continue for the next three days. If the pupil is absent on the 4th day, the name of the pupil will be removed from the rolls and the pupil will be re-admitted only on payment of re-admission fees. The pupil has to bring the fine and pay it in the Office, obtain a receipt and show it to the class teacher failing which the pupil will be sent home.
8. Attendance will be taken at the beginning of each session. Those who are not present at each roll call will be marked absent for the session if the pupil is absent.

9. Std I to X are allowed to enter the campus until 08:05 am. Coming late three times a warning slip will be issued. On the 4th time, the child will be sent home.
10. Attendance is compulsory for all functions of the school. Absentees without prior permission will be penalised.
11. Pupils with less than 75% attendance are not eligible to appear for the final examination. Shortage up to 15% only may be condoned on medical grounds. Cases of shortage falling below 60% of total attendance shall not be considered (LKG to VIII). For IX and X, only 10% shall be considered.
12. For classes I to V parents are requested to see that the children are not sent to the school before 8 a.m. and they are to be taken home from school latest by 3.00 p.m.
13. For classes VI and above, parents are requested to see that the children are not sent to the school before 8.00 a.m. and they are to be taken home from the school latest by 4.15 p.m.
14. On Mondays regular school uniform and on all other days sports uniform (pink color T-shirt and grey color tracks) is to be worn on the days of co-scholastic activity they will wear house color T-shirt and regular tracks. Children are exempted from wearing uniform only on their birthdays. A fine of Rs.50/- will be imposed for wrong uniform.
15. Pupils are expected to keep the classrooms and school premises absolutely clean.
16. Pupils are strictly forbidden from scribbling on the walls furniture or any part of the school premises. Should they damage any part of school property, they shall also be liable for disciplinary action.
17. Damage done to buildings, furniture, library books, sports goods, etc. must be paid by the culprit and if the culprit cannot be identified the whole class will have to pay for the expenses of repair.
18. Students themselves are responsible for their own books, pen, lunch boxes or any other articles they may bring to school.

19. The school diary should be brought to school every day without fail. Homework from classes III to X has to be written down every day in the school handbook.
20. Pupils are not allowed to meet parents or visitors or to leave the school premises during school hours without the permission from the Principal.
21. Money transactions are strictly prohibited and exchange of articles among pupils are not allowed. Wearing gold jewellery is also not permitted.
22. No books other than those used in class or taken from the school library, periodicals or comics are allowed to be brought to school.
23. Every student must take part in school events, club activities and inter & intra competitions unless declared physically unfit or exempted by the Principal.
24. Disobedience or disrespect towards the staff will be treated as a serious misconduct.
25. Parents should make use of the school diary for communication with the school.
26. Parents may to meet the teachers only with the permission of the principal on Fridays between 3p.m and 4p.m by prior appointment with the office. Principal to be met with prior appointment on Thursdays between 1.30pm and 4.30pm by prior appointment.
27. Lunch for the children is to be sent with them only. Parents/servants are not allowed to bring and hand over the lunch to children at lunchtime.
28. Only students are allowed to enter the school campus in the mornings. Accompanying parents / servants should leave the children at the inner gate.
29. Only students are allowed to enter the school campus in the morning via the outside gate. Accompanying parents/escorts should leave the children at the outside gate.

30. After school hours, parents/escorts are to wait outside the outer gate and collect their wards when they come out after the home bell.
31. Students of LKG & UKG will be brought to the inner gate on the eastern side at 12-00 noon. & 1.30p.m respectively.
32. Parents are not allowed to interfere with the school administration in any way. In case of any problems, they can discuss the same with the Principal or send email to the Principal.
33. Parents must inform the school whenever there is a change in their address.
34. Parents must inform the school whenever there is a change in their address and communication (tel. no/mobile no.).
35. Parents are requested to co-operate with the staff and ensure the progress of their children by paying attention to their regularity, punctuality and discipline and by taking interest in their children's work. They should check the pupil's diary everyday and note the homework assigned and ensure it is completed.
36. Parents are requested to see that their children do not come to school with any gold ornaments or any valuable articles and the school is not responsible for the loss of such articles.
37. The permission of the Principal should be taken before private tuitions in the school premises can be arranged with a teacher of the school.
38. The tuition fee has to be paid according to the dates given in the handbook.
39. Students are not permitted to bring cell phones to the class. If found, it will be returned to the parent on payment of a fine.
40. Students are not permitted to come to school on two wheelers (motorbikes or scooters). If caught, the two wheeler will be sent to the nearest Police Station. This is an order from the Police Department.
41. Bullying is strictly prohibited inside the school premises and no such act will go unnoticed nor unpunished. Bullying can be through physical intimidation

or attack, verbal abuse, sending unpleasant SMS, text messages, photographs or e-mails to other students.

42. All parents are advised to guide their wards appropriately. If any student is caught bullying others, action will be taken on the student. In extreme circumstances, it can go to the level of issue of Transfer Certificates.