



Infant School for Little Angels

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Rules & Regulations to be followed

INSTRUCTION

1. Infant School for Little Angels was born out of many years of experience working with young children who stayed at the hostel ran by the Management. The insights that emerged out of the experience enabled the Management to see the need for a school for children that would be able to provide sound and firm foundations of the fundamental elements of learning with love and care. It is this desire that inspired the Management to close its hostel and to start the Infant School for Little Angels for children.

THINGS WE BELIEVE IN AT INFANT SCHOOL

2. With James Rath's, Criteria for Worthwhile Action (1984) we at ISLA believe that a worthwhile educational activity is one:
 - ❖ *that permits students to make informed choices in carrying out the activity and to reflect on the consequence of their actions.*
 - ❖ *that assigns students to achieve learning roles (researchers, panel members, reporters, interviewers, observers and participants) rather than passive ones (just listeners, ditto sheet responders and question answerers)*
 - ❖ *that acquaints students with ideas that transcend subject matter areas (truth, justice, self-worth), with intellectual processes such as hypothesis testing and identifying assumptions, and with writing opportunities that ask students to deal creatively and personally with social problems or human relationships rather than merely focussing at knowledge level on place, object, dates, and names.*
 - ❖ *that involves students with reality and hands-on experience with ideas (field trips, projects, community survey, real objects and interviews) rather than that which just involves books and classroom discussion.*
 - ❖ *that enables students to work at their own levels of ability and encourage comparisons only in terms of individual's working capacity.*
 - ❖ *that asks students to examine in a new setting, ideas, applications, intellectual processes and problems previously studied.*

- ❖ *that examines topics or issues that are not normally considered by the major communication media in the nation.*
- ❖ *in which a student does not perceive assignments as chores but as worthwhile goals requiring high standards, in which the students get an opportunity to receive feedback and criticism on written work and oral work and of field projects as a means formative evaluation, in which fewer assignments well done are seen better than lots of task to be completed.*
- ❖ *that involves the students in the application and mastery to meaningful roles, standards or disciplines.*
- ❖ *that provides students with opportunities to share the planning, the carrying out of a plan, or the results of an activity with others.*

ADMISSION AND WITHDRAWAL

3. Admission is granted at Class Play School to children who are around 2.5 years on 1st January.
4. Information regarding Admission is published on the school notice board in the first week of September or earlier year.
5. Admission to other classes will be against the chance vacancies.
6. If the school authorities think it necessary, the candidate will be examined on the syllabus of the class immediately below that to which admission is sought for and will place them in the class he/she is fit for.
7. The persons who will be responsible for their regularity, conduct, fees, etc. will introduce new pupils personally.
8. Admission is given on the receipt of the following documents. (Original to be shown and attested copies to be submitted).
 - a. The mark sheet of the last Annual/Half-yearly examination.
 - b. Birth Certificate.
 - c. Transfer Certificate.
 - d. Conduct Certificate from Head of the Institution.
9. A month's notice must be given before a child is withdrawn from the school and the term's fees are to be paid. If the TC is taken after the school re-opens the full term fee must be paid even if the student was not attending the school.
10. The School leaving Certificate will be issued when all dues have been paid in full and on receipt of a written application from the parent/guardian mentioning the Admission number, Class, Section and the Roll No. of the pupil.

11. Leaving certificate can be collected from the school office after two working days of the submission of the application, and on payment of Rs.100/- Transfer certificate are not issued after 90 days of leaving from the school.

FEES

12. The School fees cover twelve calendar months and is paid in five instalments or in advance. No reduction is made for holidays or broken periods. Pupils are charged full fees as long as their names are officially on the rolls. Fees once paid are not refunded.

13. School fees (please refer to the fee book)

14. Fees will be received by Office Assistant on behalf of the institution and shall be paid on or before 16th of Jan, April, July & Oct, failing which a fine of Rs. 50/- per month will be levied on all late payments.

15. Pupils failing to pay the fees for three consecutive months may have their names struck off the rolls. They could be readmitted on clearing all arrears and fines.

16. Pupils joining or leaving the school during any term will have to pay all the fees of that term and all other fees

17. No bills or reminders are issued: therefore, parents/ guardians should see that the fees are paid on time

18. Pupils whose dues are not cleared completely will be barred from sitting for examinations.

19. Any certificate or extract from the register will cost Rs.100/-

20. A duplicate Fee Book can be obtained on payment of Rs. 50/-

21. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary. Ten percent annual increase in the fees is normal.

SCHOOL UNIFORM

22. Boys: School Trousers
Girls: School pinafores, red ribbon/red hair band.
T-Shirts on Fridays.

23. FOR ALL

- White shirts with stiff collar, full sleeves and pocket monogram.
- Black leather shoes (not synthetic) and white socks (for boys and girls).
- School tie
- Grey school sweater (winter), School blazer (optional)
- P.T days: White canvas shoes, School T-Shirts.
- Color dress of one's own choice on Mondays (for all).

24. All girls must use red hair bands and/or tie their hair neatly with red ribbon. Mehendi, kajal, nail polish, perfumes, bangles and tabis (visible) are not allowed.
25. Ornaments and jewellery of any kind are not allowed in the school.
26. Every student should wear a clean, complete and correct uniform daily. A pupil who comes to school without proper uniform or whose uniform is untidy and/or ill-fitting will not be allowed to attend the classes.
27. Students should have sufficient sets of uniform.
28. Stitch the uniform from the Uniform Makers authorized by the school only. They have been instructed regarding the styles and stitching. If, however you choose to stitch the uniform elsewhere, ensure that the norms of the school are strictly followed.
29. For hikes, picnics, P.T & Sports Day: Simple white canvas shoes.

TEXT & EXERCISE BOOKS, UNIFORM & STATIONERY

30. Text Books, Exercise Books, Uniform, Stationery & School bags are available from the school. Only Exercise Books sold from the school office are allowed in the School. Students must have new text books. Used text books are not allowed. All Text and Exercise books must be covered. Sale of books and stationery from 12:10 pm onwards from the school office.

MEDIUM OF INSTRUCTION AND COMMUNICATION

31. ISLA is an English Medium School. The students and teachers will converse in no other language except English in the school premises, bus and during other outdoor programs.

ABSENCE AND LEAVE

32. Staying away from school without authorization is not permitted except when the cause is sudden illness or other unforeseen circumstances.
33. Students are not allowed to take part in any external tests/competitions on school days without prior permission.
34. Prior leave must be obtained for religious ceremonies or special occasions. Such reasons as LTC tours, birthdays, excursions, festivals, social functions, family affairs, urgent business, studying for exams, etc. are not considered sufficient reasons for leave.
35. After an absence from school, the reason for the absence must be written and duly signed by the parents in the 'Absence from School' page; failing which three marks will be deducted from the ensuing exams.

36. Medical certificate is to be furnished if a child is absent for more than three days on medical grounds.
37. Pupils must not absent themselves from school on the day prior to holidays or tests/exams. They must rejoin the classes after holidays on the re-opening day itself. Any breach of this rule without prior written application and permission will be considered a serious offence and is punishable.
38. Those absent on the re-opening day after vacation (except those with prior written permission) must be accompanied by their parents to the school on joining day. A fine of Rs.50/- per absent calendar day is levied on the defaulters.
39. A pupil who has been absent for six calendar days (including holidays) without due written authorization from the Principal will be considered as having left the school and his/her name struck off the rolls and may not be re-admitted and/ or he/she will be suspended from school for equal number of calendar days he/she was absent.
40. Any leave involving more than six calendar days must be applied for in person and a written permission obtained from the principal. Merely submitting an application or telephonic message won't suffice.
41. Pupils should have minimum of 85% attendance to be eligible for appearing in the Half Yearly and Final Exams.
42. Students having 100% of attendance will receive merit certificates.
43. On working days' students will not be allowed to leave the campus.
44. Students suffering from contagious or infectious diseases shall not be permitted to attend the school. Doctor's certificate is required for rejoining classes.
45. Late arrival is a breach of discipline. A student who comes late to school must enter the date and time in the school diary. Late arrivals may be punished each time. Students who come late habitually may be sent back home.
46. Re-admission to class for absentees and latecomers is granted when they show the teacher-in-charge the school diary duly countersigned by the Principal.

TESTS/EXAMS AND PROMOTION

47. For the purpose of evaluation, the school conducts class tests, Half yearly and Final Examinations. These assessments are taken into account for the promotion to the next class. Absence from these tests will have adverse effect on promotion.
48. To secure promotion one must obtain 40% of marks in all the subjects. The promotion of

a child to the higher class implies that the child has successfully learned a prescribed syllabus. The student must know the subject matter to be promoted. Hence, if a student secures less than 33% in more than one core subject (Maths, English, Science) he/she will not be promoted to the next class.

49. Ranks are given only to the one who tops the class.
50. Candidates who have either copied from other candidates to copy from them, or communicate dishonestly with other candidates or found guilty of bringing answer sheets or substituting answer scripts in exams will get zero in that subject and/or will be barred from further examinations. He/she will be declared to have failed and may even be expelled from school.
51. In all questions of promotion and failure the Principal's decision is final.
52. Pupils who fail in Promotion Exams may be asked to leave the school as being either unwilling or unable to study. In no case, however, will a student be allowed to repeat the same class for a third time. ***A student who fails twice in three consecutive years must be withdrawn.***
53. Re-exams/Tests are not held for absent students. No special room will be provided for sick students. Their promotion will be decided according to their performance during the year.
- Those who do not do home works, or bring texts/ex. Books etc., -2 marks will be deducted from ensuing Exams.
- 54 (A). Answer scripts of all examinations will not be returned to students. Students must check for any error in the scripts/marks and clear all doubts before the marks are taken down and it should be done in the classroom only.

GENERAL RULES OF DISCIPLINE

55. The Culture and co-curricular activities of the School are conducted in accordance with the educational method of Don Bosco. No association or union will be allowed or recognized.
56. No disrespect should be shown to articles and images of religion and worship. No other external form of religious worship will be allowed in the school precincts.
- 57 (A). A student will not be promoted to the next class if he/she gets six remarks in his/her school diary.
58. No act of indiscipline, insubordination, demonstration, interference in the administration, disrespect to any member of the staff, disrespect to any religion or community by students or parents shall be tolerated and delinquent may be expelled from the school.

59. Irregular attendance, unjustified or unexplained absent, habitual idleness, disobedience, conduct injurious to the moral tone of the school are sufficient reasons for dismissal of a student at any time of the year. One whose misconduct is liable to be injurious to others may be dismissed.
60. The Principal may suspend attendance or require the withdrawal any pupil without having to assign any reason, provided he is satisfied that such a step is necessary in the interest of the school and the pupil concerned.
61. While utmost precaution is being taken, the school cannot be held responsible for accidents, minor or serious, to pupils during the stay in the school or while taking part in sports and co-curricular activities within or outside the school premises.
62. Guardians and parents are requested to make proper arrangement to collect the children immediately after school hours. Though proper care will be taken to ensure the safety of the children, the school cannot be responsible if the student leaves the school campus on his own accord.
63. The school diary is a record concerning the student. Therefore, every student should take special care of the Diary and bring it to class daily. If one loses it, one should get a written authorization from the Principal to buy a duplicate diary with a fine of Rs.150/-
64. Pupils are subject to school discipline not only in the school but also while coming from and returning to their home and other public places.
65. Any damage done to the school property must be made good by those concerned.
Wooden rulers are not allowed in school.
66. No magazines, comics, papers, books or printed matter other than School textbooks and the School Diary, may be brought to the school without the permission of the Principal. School bags, parcels and letters are subject to inspection.
67. No buying/selling of stamps, stickers, comic books, etc. is allowed in the school. Such items as Supari, chewing gum, etc. are strictly forbidden in the School and stern measures will be taken against offenders in this regard. Fancy items such as electronic gadgets (fancy watches, toys, digital diaries, cell phones, camera, pen drives, CDs etc.) are not permitted in the school. Punk, stylish and fancy haircuts and/or hairstyles, use of gel and plucking of eye-brows are not permitted. Permission should be taken before shaving the head.
68. Tattooing on the body is strictly prohibited. Plastic bags or wrappers are not allowed in the school premises.
69. Students are required to treat teachers and all members of the staff, teaching and non-teaching with respect and politeness.

70. Students must show gentleness and courtesy to their companions. Refinement of manners, uprightness and self-restraint should be distinguishing marks of our pupils.
71. Pupils are responsible for the safe custody of their books and belongings. Each article should be marked with the pupil's name.
72. Presents to the staff or demonstrations in their honour are not permitted in the school. Collections for any purpose whatsoever can only be made with the permission of the principal.

CULTURAL & CO-CURRICULAR ACTIVITIES

73. The school organizes an array of co-curricular activities for the total development of the student. All students are obliged to take part in these. Excellence in academics alone doesn't make a complete person.
74. Every student has to take part in the co-curricular activities conducted by the school

HIKES AND PICNICS

75. Class picnics are compulsory. Normally the students will leave the school after the picnic at 3:30 pm. Students are to wear comfortable and activity-friendly dress, and simple while canvas shoes as on P.T days.

SCHOOL BUS

76. The school hires School vans and pays the owners a fixed hiring charge. Discontinuing the school van facility has financial implications.
77. Please be on time at the pickup point for boarding the van and for collecting the students.
78. On their way to and from school, students are expected to behave in a gentlemanly/lady like manner keeping in mind the name and honour of the school.
79. Any problem regarding the school van, please refer to the school authorities only. Parents are not allowed to board the school van. School bus fee is to be paid in the office to the Principal and not to the conductors and drivers.

PARENTS & GUARDIANS

80. Enrolment in the school implies, on the part of the parents and students, willingness to comply with the requirements and regulations of the school.
81. Parents are requested to notify the school authorities whenever there is a change in their address or telephone numbers, as recorded in the Identity Certificate in the school diary.

82. Parents and guardians are not allowed to meet their wards or interview teachers during the class hours.
- 83 (A) If the parents wish to meet any teacher please write a note to the teacher concerned, to fix an appointment. Teachers cannot meet parents while they are taking class.
84. The school will not accept from the parents/ guardians, books, tiffin, etc. for their wards, during the school hours unless otherwise asked for.
85. The result of the school examinations will be given only to the parents and guardians, and that too, only on the specified date.
86. Parents retain their rights and duties in the education of the children, even though they delegate them in part to the school. The support and collaboration of the parents /guardians are in all cases considered indispensable to the success of the work of education of the child.
- 87(A) The school diary should be checked and signed every day for any instructions that may have been given and for homework as well. Please check the diary for remarks.
88. Hence parents and guardians are requested to co-operate with the school authorities by:
- ❖ inculcating in their wards regular and punctual attendance.
 - ❖ providing sufficient sets of uniform (at least two) and sending their wards to school daily dressed in their proper and full uniform.
 - ❖ insisting on neatness and cleanliness in their textbooks, exercise books and personal appearance.
 - ❖ regularly looking through the Regularity Records, and other sections of the calendar.
 - ❖ prompt countersigning whenever required.
 - ❖ occasionally interviewing the Principal and the teachers to discuss the progress of their wards.
 - ❖ Admittance into the school premises is at the sole discretion of the school authorities, therefore, reserve to themselves the right to refuse admission to anyone without assigning any reason whatsoever.
 - ❖ ordinarily communication with parents/guardians is made through the school diary. Parents/Guardians are requested to go through the school diary and sign the remarks/comments made by the Principal/teachers.
 - ❖ the school arranges buses on contract basis. The bus owners are instructed to take utmost care of the students. Any major complaint/problem in this regard should be notified to the Principal. Parents should bring their child on time for boarding the bus and be on time for collecting them too. Please don't cause inconvenience to others.
 - ❖ Plan your holidays and tours as per your child's holidays.
 - ❖ Parents/Guardians are requested to affix their specimen signature/initials in the space indicated in the school diary. The school will accept no other signatures.
 - ❖ No smoking and chewing pan in the school premises.

- ❖ There is no provision for parents, guardians or domestic staff for remaining on in the school premises during school hours.
- ❖ At all times speak well of the school, teachers and the administration, especially in presence of your children. Should you have any legitimate grievance, meet the Principal at the earliest. If you still feel that the method and education that is imparted, the fee that is being charged, the discipline that is enforced or the ambience in the school is not up to your expectation and satisfaction and this is a cause of constant unhappiness to you, please feel free to withdraw your child from school at any time. We prefer that you be the part of the solution and not part of the problem.

PARENT-TEACHER MEETING

89. A regular School-Parent-Teacher interaction is very important for the systematic follow up the child.

- ❖ Parent can meet the teachers to discuss their child's performance in the school on Saturdays from 9:00 am to 12:00 pm.
- ❖ They should make a prior appointment with the teacher concerned through the communication in the School Diary.
- ❖ The Principal can be met on all working days from 2:00 pm to 2:30 pm.
- ❖ The special Parent-Teacher meeting is of utmost importance and compulsory.

SUPERVISED STUDY AT HOME

90. Suggestion for self-study

To the Parents

To avoid heavy load of work at the time of examinations for your ward you are required to:

- ❖ Provide a fairly convenient place for his/her study at home. Provide a desk and chair. Studying on the bed is to be discouraged.
- ❖ Make a study time table for him/her and see that he/she works at it at least three hours daily.
- ❖ A child be supervised and guided in her/his studies of his/her daily lessons, by the parents

To the students

- ❖ See that every day you devote at least one hour each for Language and Mathematics.
- ❖ Do the Home works assign to you at the proper time.
- ❖ Cover your text and exercise books and keep them neat and tidy.
- ❖ Go through your daily class routine and bring the required text and exercise books to school.
- ❖ Revise the old portions of different subjects every day by rotation. Effective study methods will lead to an understanding and knowledge of your subjects, which will enable you to discuss or write about the matter with confidence.

- ❖ Everyday practice Handwriting for ten minutes.
- ❖ Get into the habit of reading Library Books.

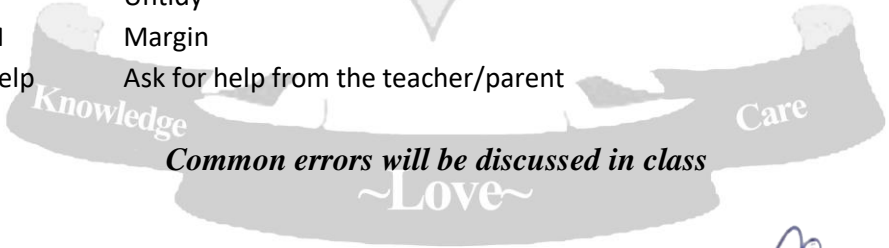
91. TIPS TO SCHOOL STUDENTS

- ✓ *DO NOT LOSE TIME*
- ✓ *DO NOT OVEREAT BEFORE STUDYING.*
- ✓ *NEVER STEAL OR TELL LIES*
- ✓ *AVOID BAD COMPANIONS AS POISONOUS SNAKES.*
- ✓ *CHOOSE STUDIOUS COMPANIONS AS FRIENDS.*
- ✓ *READ GOOD AND INSPIRING BOOKS.*
- ✓ *DO NOT DAY-DREAM.*
- ✓ *KEEP YOUR MIND ON BOOKS WHILE STUDYING.*
- ✓ *STUDY YOUR DAILY LESSONS.*
- ✓ *ABOVE ALL, PRAY TO GOD.*

CORRECTION SYMBOLS

92. Compositions are corrected according to the following correction symbols.

✚	Sp	Spelling Errors
✚	A	Absence of required idea
✚	PL	Poor Language: the pupil is capable of correcting the errors.
✚	BG	Bad Grammar: the pupil is capable of correcting the error.
✚	?	Truth of the statement is questioned, exaggeration, etc.
✚	WP	Wrong Punctuation
✚	O	Omit
✚	IA	Incomplete Answer
✚	U	Untidy
✚	M	Margin
✚	Help	Ask for help from the teacher/parent



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