

# Rules of Discipline

**Dormitory :** Students are expected to follow the instructions of the dormitory supervisor/matron. No student is allowed to stay in the school dormitory during the vacations. Students of classes X and XII should vacate the dormitory on the same date on which their CBSE Board Examinations end.

**Reporting Late :** Students reporting late for whatever reason, are liable to **pay fine of Rs. 500/- per day up to 10 days after which the name of the student may be struck off the school rolls. In case of medical sickness during vacation or otherwise, the parents are immediately supposed to inform the concerned Headmaster / Headmistress of the school with requisite medical documents preferably from railway hospital or govt. hospital. On arrival of the absentee student, the case will be put upto , railway doctor / health unit, Jharipani, who will ascertain if the case genuinely merits any rest for recovery. On the basis of recommendation of school doctor. Principal / OGS will decide for Penalty.**

**Leave of Absence :** No request for leave during the session will be entertained. **Occasionally students are allowed to visit parents on 2nd weekend of the month or any one weekend of a month.** The school observes holiday on 2nd Saturdays besides Gazetted holidays and Sundays. **Since students are not allowed every weekend of the month, parents should ascertain before hand whether the weekend leave is due or not and the House Masters/ House Mistresses of Senior wings of the school and Headmistress of Junior School should also check whether it is due nor not.** Request for permission for night out preceding a working day is not entertained.

**Unauthorised Absence :** If any student is found absent for a period of fifteen days, beyond the sanctioned time period (i.e. winter vacation, summer vacation or any

type of sanctioned leave) without any intimation to the school authorities, his/her name shall be struck off from the roll of the school.

**Visiting Days :** Parents may visit their children not more than once in a month and that too on second Saturday & Sunday and school holidays only. Parents are requested not to seek permission to meet their ward(s) on working days in the interest of their children and the school. Parents are also requested not to enter the dormitories without obtaining permission of the Headmaster/Headmistress of the concerned wing of the school.

(a) **Procedure of seeking permission :-** Parents, who intend to visit their children or to take them out, should write to the concerned Housemaster/Housemistress or Headmistress in case of Junior School sufficiently in advance. Last minute telephonic or fax requests can lead to disappointments. Permission is normally granted by the Housemaster/Housemistress or Headmistress in case of Junior School. In special cases it is granted by Headmaster (BS)/Headmistress (GS) and Principal, Oak Grove School.

(b) **Visiting Hours :-** Visiting hours are between 09:30 hrs to 13:00 hrs and 15:00 hrs to 16:00 hrs on second Saturdays, Sundays and holidays. Parents can meet the Principal during office hours and Headmaster/Headmistress during school hours on all the working days.

(C) **Friends and Relations :-**

Friends and relatives wishing to meet their children will be required to produce written authority from the parents concerned. Parents or friends coming from an infected area with infectious disease must inform the Headmaster/ Headmistress of the fact. A serious view will be taken if there is any breach of this rule whether intentionally or otherwise.

In case the parents are not able to come to the school to receive their ward(s) before the summer vacation, winter vacation or any type of sanctioned leave, proper authority letter duly signed by Father/Mother/Guardian as per their recorded signature, should be sent to the school, addressed to the respective House Master/House Mistress/Headmaster/ Headmistress or the Principal or in hand with the escort appointed by the parent. This is to be followed strictly in case parents want/ authorize their ward(s) to travel alone.

**Guardianship :** The school recognises only father/mother or legally appointed guardian for all matters regarding the school.

**Correspondence :** Correspondence addressed to the students or to the school authorities should include the name of the student in full, his/her wing of the school, House and Class. Separate communication should be sent for matters pertaining to each child and also for matters concerning various departments like medical, school and office. These may, however, be kept in one envelope.

The school has to exercise a mild censorship over the letters of the students and we feel parents will not object, when they realise that it is entirely for the protection of the children themselves. Parents are advised to address letters to staff members by designation and not by name when writing on school matters. Parents should intimate change of self-address immediately.

**School Office :** Parents are welcome to see the Principal, but to avoid disappointment they are requested to make a prior appointment.

**Verbal assurance :** No verbal assurance, alleged to have been given by any member of staff, will be accepted as binding on the school. Parents must always write to the school for any point they wish to raise or make.

**Discipline :** Any student whose character/work/conduct falls below the expected standard can be expelled without notice. The school reserves the right to temporarily stop pocket money as a punishment for bad work/conduct. Smoking/drinking/taking drugs/ breaking bounds/ absconding from the school, showing disrespect to staff, disobedience of orders etc. are serious acts of misconduct, which will amount to immediate expulsion from the school. The students should not leave the school premises without due permission. Breaking bounds constitutes misconduct. In case of misconduct on part of any student, the following steps will be taken:-

- (a) For the various acts of misconduct/indiscipline a recorded warning will be given to the student and parent.
- (b) If in spite of the first warning the student's behavior does not

improve and he/she again indulges in a wrong act, a second and final warning will be sent to the parents so that they can counsel their ward(s) for bringing about a change in his/her conduct. At this stage the Pocket Money is liable to be stopped temporarily.

- (c) No further excuse will be granted for misconduct and the student will be expelled forthwith without any notice if he/she continues to act irresponsibly.
- (d) Monetary fines may also be imposed for acts of indiscipline.
- (e) **Use of mobile phones by the students is strictly prohibited and a serious view will be taken if there is any breach, intentionally or otherwise, of this rule. Heavy Financial Penalty will also be imposed in case any student is found in possession of mobile phones.**
- (f) In case of damage to school property the students will be asked to reimburse the cost of repair/replacement in full.

Further, in certain exceptional cases of violation of school discipline, the school reserves the right to impose the punishment of expulsion, stopping of the Pocket Money etc. without following the above process of warnings.

**Accidental Injuries & Illness:** The School will not be liable for any damage/charges on account of illness/illness fatal or otherwise, from which a student may suffer at any time during his/her stay in the school or while taking part in sports, extra curricular activities or any other form of activity within or outside the school premises. All expenses that may be incurred in the treatment of such injuries/illness shall be borne by the

parent/guardian. In case of medical emergencies the school shall take the best possible course in consultation with the best doctors.

**Record of students :** Information about the children and parents like postal address, telephone numbers and any other relevant information, if any, must be handed over in the school office every year at the beginning of the new school session.

**School Pass Form (for Railway employees only) :** School Pass Forms as per Genl 6 (G-6), which is available with all units and offices of Railways, should be duly filled in by the parents and then sent for signature of the Headmaster/ Headmistress of the concerned wing of the school.

**School Uniform Kit :** In order to bring about uniformity in the dress of the students the Oak Grove School Kit List is divided in two groups. Parents are required to strictly abide by the instructions for procuring the kit items from the prescribed source only.

On reporting after the winter and summer vacations a certificate should be handed over to the Housemaster/Housemistress/Dormitory Supervisor/Matron regarding complete submission of kit. The prescribed proforma for this will be supplied by the school.

Children reporting with incomplete/non-prescribed kit will not be accepted in the school. Children should not be allowed to bring any non uniform clothes and items like Gold/Diamond Jewellery, Cameras, costly calculators/ watches, music systems etc. If these are found with the children, the items will be confiscated.