



IMPERIAL ACADEMY

(Affiliated to C.B.S.E.)

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STUDENT RULE BOOK

Abiding by School and Class Rules

- Students, teachers and parents should work closely together to insure excellent behavior and educational success. Students are expected to consistently abide by our behavior code. Obey teachers, principals and others in authority.
- The individual rules of each classroom should be followed, *with any questions discussed first with the classroom teacher*. Give full, respectful attention to your teachers, cooperatively following directions.

School Hallways and Restrooms

- When moving on school property, walk calmly and slowly. With the exception of Physical Education or organized Recess Period activities, *there is to be absolutely no running*, helping to prevent needless accidents.
- Hallways, restrooms, and class lines should be reasonably orderly to prevent disturbing classes which are in session. Pencils, pens, crayons and markers should be left in classroom when visiting restrooms. Proper hallway behavior and care, including litter prevention, are expected.
- During morning arrival and afternoon dismissal, orderly student hallway procedures should be consistently followed using bell signals and any assigned monitors' directions. *If designated, a common entrance/exit to the school is to be used*.
- Class "group" lines should generally *walk on the right side of the school hallways* to provide for a uniform traffic flow.

Signature of Student _____

Signature of Parent _____



Classrooms

- *Come to class prepared with all the materials you need and be ready to begin work on time.* When students enter a classroom, it should be done in an orderly manner. Students should take their seats and prepare for their next lesson, and not exit until dismissed by a teacher.
- During class lessons, excellent behavior is always expected. **Raise your hand politely and wait to be called upon if you wish to speak during a class lesson.** If the class is involved in an informal discussion, take turns with others when speaking. Give your full attention to the teacher or student who is speaking, and allow other students to concentrate on their work. **Behave in a manner that does not disrupt classroom learning or the operation of the school.**

Cafeteria/Playground

- Lunch periods at school are to be conducted in an orderly manner with socializing permitted at a normal conversational level. Respect and good manners are expected; the directions of the supervisory teachers and aides should be followed with respect. Students should remain seated in the School Cafeteria unless granted permission to leave their seats. Classes should enter and exit the lunchroom in an orderly manner, and *respect any "quiet time" requested by supervising teachers during Lunch Period.*
- The directions of the adult supervisors on the School Playground should be carefully followed. Energetic play should happen outdoors only, and only with respect for others' well-being. *No rough play will be permitted.* Running on the School Playground is permitted in organized activities with the permission of adult supervisors. Play is limited to designated areas, and students should stay within sight of an adult. Unless otherwise directed, parking lots and public roads are off limits. Students should remain on the School Playground unless given permission to enter the building. Leave sticks and stones, on the ground unless using them in a safe, adult-approved activity.
- No student will be allowed to enter the playground without the sports kit. The kits have to be brought by the student; the school will not provide any sports kit to students.

Signature of Student _____

Signature of Parent _____



Class Assignments

- Homework and class work assignments should be completed neatly, carefully, and *on time*. Students should work to their full potential.
- If a child experiences difficulty in completing an assignment with "good cause", the child's parent should explain the situation to the teacher with a short note or phone call. The teacher may decide to excuse the student, allowing extra time to complete the assignment.

DISCIPLINE:

Basic to all discipline is the principal of respect - respect for one's self, for others and for all children.

In order to form proper habits and attitudes, the following rules for good conduct are expected to be obeyed by every student:

1. Respect for all faculty members, other students and self.
2. Respect for all school property and school uniform.
3. Courtesy and consideration for all members of the school community.
4. Silence places and times designated for silence.
5. No chewing of gum in the building or on school grounds.
6. No student is allowed anywhere in the school building without supervision.

Appropriate disciplinary action will be taken for failure to adhere to the above rules.

Attendance

Regularity of attendance and punctuality are important in the academic progress of the child and in his/her character training.

- Students should never leave the school property for any reason unless they are accompanied by a parent, guardian or school faculty member, after being properly "signed-out" at the School Office.
- Students are required to attend school faithfully. Tardiness and the early dismissal of students are discouraged. A student is considered tardy after

Signature of Student _____

Signature of Parent _____



attendance is taken in the morning. Students should be removed from school early only when a reasonable situation prevents the child from attending school for the entire day. Early dismissals interrupt both the child's education and other students in class.

- Whenever a student is tardy or absent from school for any reason, a note should be sent to school the day the child returns explaining *the cause*. This regulation is a legal protection for each child and his/her parents.
- Attendance must be 75% or above to be able to sit for Formative and Summative Assessment. Students with short attendance will not be allowed to take any examination.
- Special Permission is granted to students on the following grounds:
 - Sickness of a student
 - Sickness or death in the family
 - Impossible roads or weather which make travel unsafe
 - Required presence in court
 - Religious Observance
- All other absences are classified as unlawful detention on the part of the parent or truancy on part of the child. Removing the child from school for an extra vacation during school time should be given very serious consideration by the parents. Teachers are not able to anticipate neither absence nor can they practically make up work with the student and all students are held accountable for all missed work to pass a grade.
- In all cases, the school office should be notified by the parent before 9:00 AM if a student is to be absent that day. Student absent without notifying will be considered truant and the proper authorities will be notified.
- A written excuse from the parent of an absent student must be presented to the teacher when the student returns to school. These become part of the attendance file.

Signature of Student_____

Signature of Parent_____



- No student may leave school during the school day unless accompanied by a parent or guardian who must report to the school office. In the case of a student's illness while in school, the school will call the telephone number listed on the "Emergency Contact ". If the nature of the emergency requires immediate medical attention, the principal or the teacher will call the Emergency Medical Service. If there are any changes on the "Emergency Contact", the parent or guardian is responsible to notify the school in writing immediately.
- The parent or guardian must sign the student out before the student leaves the building. This record will be kept on file and is considered a legal document.

Respect for School and Personal Property

- Be respectful of others' belongings, using them only with permission. A student who steals or damages any property not belonging to him/her may be required to make appropriate restitution. Though the school manages a "lost-and-found" area (reception desk), students are strongly encouraged to take good care of their personal belongings. Parents should mark a child's special belongings with name and phone number.
- Use equipment and materials in school for their intended purposes only. Students will be held accountable for proper care of school books, educational materials, and their classrooms. Keep your work areas litter-free.
- Any student found guilty of destructive behavior and for damaging any of the school property will be fined as well as a disciplinary action will be taken against him/her. The damages will have to be borne by the student/parent.

Prohibited in School

- Students are not permitted to bring chewing gum into the school building or on school grounds to prevent the litter it causes.
- **Refrain from the possession or use of any illegal drugs, alcohol, or tobacco products.** Failure to respect this regulation may have legal consequences resulting in suspension or expulsion.
- Gambling, immorality, disrespectful or profane language will not be tolerated in the school or on school grounds.
- Use of bicycles and skateboards on school grounds during school hours may be prohibited.

Signature of Student _____

Signature of Parent _____



Honesty and Respect for Others

- Honesty, respect and trust are student virtues highly valued and encouraged by Imperial Academy. Treat others with kindness, respect and courtesy. *Make other students feel welcome with your friends.*
- Settle disagreements with others through discussion, asking for help if you need it.
- **Refrain from aggressive or threatening behavior toward fellow students, teachers or other school staff.** Fighting or rough play are strictly prohibited in school. If a child experiences a problem with another child, s/he should notify the nearest teacher or aide immediately. Children should be instructed in *ways to avoid getting involved in conflicts.*

Dress Code

- Students should respect and abide *by the dress policies adopted by Imperial Academy.* Student grooming or dress which presents a health or safety hazard, interferes with the educational program, causes excessive wear or damage to school property, blocks vision or restricts movement is prohibited. Neatness and cleanliness are encouraged. Any student who does not wear to school proper uniform will be sent home. Respect for the uniform is mandatory by all students.
- The uniform also helps to reduce competition in dress as a result of contemporary styles. Student should arrive at school and leave school in full uniform.
- Boys are expected to have hair neat and tidy and not long. Fad or engraved hairstyles are not permitted.
- Jewelry is not permitted, except that girls may wear one pair of post earrings, no hoops or dangles.
- Positively NO Make-Up or Nail-Polish is permitted during school hours.
- School Shoes (Bata) white sports or black non-skid are required. No sandals, clogs or loafers. Heels on shoes are not to be more than one inch in height.
- Low waist trousers or Low waist skirts are strictly prohibited in the school campus.
- Any student found in improper uniform/ wrong uniform/shabby/untidy uniform will be sent back home.
- No excuses will be entertained for uniform.
- During winters, the blazers/ sweaters have to be cleaned and must be of appropriate fit for the student. Any blazer/sweater/ trouser/ shorts/skirt/ shirt/girls' shirt which is too long or improper fit or too big with respect to the students body structure will not be allowed in the school under no

Signature of Student_____

Signature of Parent_____



condition. The parent will be responsible to replace the uniform immediately.

Transportation

- School regulations concerning bus conduct and school bus safety should be consistently followed. It is recommended that these policies be periodically discussed at home and in the classroom.
- School will take no responsibility of those students using their own private conveyance or city transport.

Role of the Parent:

The primary right and duty to educate rest with the parents. In the home, more than any other place, parents teach by their example, reverence for God and respect for the dignity of others.

They are also tremendously influential in cultivating among their children the virtues of love of neighbor, justice, generosity, loyalty, industry and honesty which are essential to their living the right life.

School Schedule:

Student should be in school by 7.35 AM. All children go directly to their classroom. Regular dismissal time is 2:50 PM.

LATENESS:

Children arriving after the normal time will not be allowed to attend any class.

ADMISSIONS:

Imperial Academy admits student of any race, color, national or ethnic origin in the administration of educational policies, admission policies, loan programs and athletic or other school administered programs.

The office of the Schools will process any complaints or violations of the after mentioned admissions policy. Grievances procedures are on file in the school _____ office.

TRANSFERS:

If a student is to be transferred to another school, the school must be notified at least three months prior to the transfer. A parent or legal guardian must give an official withdrawal application in the school office and take an inward copy duly signed by the Principal/Coordinator. In case the Parent does not

Signature of Student _____

Signature of Parent _____



get a copy inward from the authorized official , the withdrawal will not be considered by the school. The withdrawal application must be given to school on or before December 15; failing to do so the parent will be charged fee as per the rules of the Academy.

The transfer certificate will be given to the parent only after all financial obligations are completed in the school and a No Dues form has been signed from all departments.

RE-REGISTRATION:

Re-registration occurs on a yearly basis. All families are expected to re-register their children for the following school year no later than February 15. Advance fee (I Installment) must be paid on or before February 15 to block seats for the ensuing session.

No students will be permitted to begin the new school year unless all financial obligations of the pervious school year have been satisfied.

SPECIAL-SCHEDULES:

It is the duty and the responsibility of the parent or guardian to check and note on the monthly school calendar provided by the school on its website for any days of early dismissal or days off.

Any situation which is not covered in these general rules and regulations will be considered a matter of professional discretion by the School Principal and faculty, considering current school regulations and policies. Each school regulation is designed to encourage safety, respect, cooperation, order and a positive learning climate. Make everyone proud of Imperial Academy’s children.

By signing this rule book, you acknowledge to have understood the rules & regulations of the school and you will also abide by the same with complete sincerity.

Name of the Student_____

Name of the Father/Mother/Guardian (tick)_____

Mobile No. (Father)_____ Mobile No.(Mother)_____

Address _____

Date_____

Signature of Student_____

Signature of Parent_____