

R.K SENIOR SECONDARY SCHOOL

A F F I L I A T E D T O C . B . S . E B O A R D

Established: 1991



Excellence in Education

RULE BOOK FOR PARENTS AND STUDENTS

OUR AIMS AND OBJECTIVES

a) Promoting Academic Excellence

Aim:

- Ensure that students achieve high academic standards and develop a love for learning.

Objectives:

- Deliver a comprehensive and challenging curriculum across all subjects.
- Encourage critical thinking, problem-solving, and creativity.
- Offer personalized learning support to address diverse student needs.
- Foster a culture of inquiry and lifelong learning.

b) SUPPORTING PERSONAL DEVELOPMENT AND WELL BEING

Aim:

- Support students' emotional, social, and psychological growth.

Objectives:

- Promote self-esteem, resilience, and emotional intelligence.
- Provide programs to enhance mental health and well-being.
- Foster an inclusive environment where every student feels valued and respected.
- Encourage students to set and achieve personal goals.

c) FOSTERING ETHICAL VALUES AND CHARACTER BUILDING

Aim:

- Develop responsible, ethical, and compassionate individuals.

Objectives:

- Teach values such as integrity, respect, responsibility, and fairness.
- Cultivate empathy, kindness, and a sense of social responsibility.
- Provide opportunities for students to engage in leadership and service activities.
- Encourage responsible decision-making and accountability.

d) PREPARING STUDENTS FOR FUTURE SUCCESS

Aim:

- Equip students with skills necessary for higher education, careers, and life.

Objectives:

- Develop communication, collaboration, and problem-solving skills.
- Provide career guidance and exposure to various professional fields.
- Encourage a growth mindset and adaptability to navigate future challenges.
- Support students in setting academic and career goals and pursuing their aspirations.

e) PROMOTING INCLUSIVITY AND EQUAL OPPORTUNITIES

Aim:

- Ensure all students, regardless of background or ability, have equal access to quality education.

Objectives:

- Provide tailored support for students with different learning needs.
- Celebrate diversity and promote cultural understanding and inclusion.
- Create a safe and supportive environment for all students.
- Encourage equitable participation and achievement across all groups.

f) ENHANCING PHYSICAL AND CREATIVE DEVELOPMENT

Aim:

- Foster physical health, creativity, and artistic expression.

Objectives:

- Promote physical fitness through sports, games, and other physical activities.
- Encourage creative expression through art, music, drama, and other forms of creativity.
- Develop students' ability to think creatively and solve problems in innovative ways.
- Provide opportunities for students to participate in extracurricular activities that enhance their physical and artistic skills.

g) ENGAGING WITH THE COMMUNITY AND DEVELOPING SOCIAL RESPONSIBILITY

Aim:

- Develop students who are responsible citizens and active contributors to their community.

Objectives:

- Encourage students to participate in community service, volunteerism, and social activism.
- Foster a sense of global citizenship and responsibility for the environment and society.
- Build partnerships with local organizations, businesses, and families to enrich the learning experience.
- Engage students in discussions about global issues, ethics, and sustainability.

h) UTILIZING TECHNOLOGY FOR ENHANCED LEARNING

Aim:

- Integrate technology into the educational process to support learning and development.

Objectives:

- Equip students with digital literacy skills for the modern world.
- Use technology to create engaging, interactive, and personalized learning experiences.
- Foster responsible and ethical use of technology in the classroom and beyond.
- Encourage students to innovate and explore new technologies in learning.

i) CREATING A SAFE AND SUPPORTIVE ENVIRONMENT

Aim:

- Ensure that the school environment is conducive to learning and personal growth.

Objectives:

- Maintain a safe, welcoming, and respectful atmosphere for all students.
- Promote positive behavior through clear policies and practices.
- Encourage open communication between students, teachers, and parents.
- Address issues of bullying, discrimination, and harassment proactively.

j) ENCOURAGING COLLABORATION AND TEAMWORK

Aim:

- Foster a spirit of collaboration and teamwork among students and staff.

Objectives:

- Promote group activities and projects that encourage teamwork and cooperation.
- Develop communication and interpersonal skills through collaborative work.
- Provide opportunities for leadership development in various school activities.

- Encourage peer mentoring and support systems among students.
- By focusing on these aims and objectives, a good school will nurture well-rounded individuals who are academically competent, socially responsible, emotionally intelligent, and prepared for the challenges of the future.

OUR CURRICULUM

Our curriculum is a blend of academic rigor with opportunities for personal and social development. It offers a mix of core subjects, electives, and extracurricular activities that allow students to explore various fields of interest while fostering the essential skills needed for success in both school and life. We are dedicated to providing a comprehensive English education that helps students build strong reading, writing, listening, and speaking skills. Through engaging lessons, diverse literature, and interactive activities, we aim to foster a love for language and communication, preparing students for success both inside and outside the classroom.

Our English curriculum is designed to challenge students at every level, encouraging critical thinking, creativity, and a deeper understanding of the world through language. We also emphasize the importance of grammar, vocabulary, and writing techniques, ensuring that students develop the foundational skills needed for academic and personal growth.

From the basics of physical and life sciences to more advanced topics in physics, chemistry, and biology, our curriculum is designed to promote curiosity and scientific inquiry. We use hands-on experiments, interactive lessons, and modern teaching tools to ensure that students develop both theoretical knowledge and practical skills. We also emphasize the importance of scientific method, analysis, and reasoning.

Mathematics is the backbone of logical thinking and problem-solving. Our curriculum covers topics from algebra and geometry to calculus and statistics, ensuring students are well-equipped for academic challenges and practical applications. We focus on fostering a deep understanding of mathematical concepts and developing analytical skills to serve them well in future studies and careers. As your child progresses through these subjects, we encourage you to support their learning by fostering an environment of curiosity, practice, and problem-solving at home. Additionally, we recommend that students stay engaged in regular reviews and seek help whenever necessary, as both subjects require consistent effort and practice.

(I) GUIDELINES FOR PARENTS

a) Parents are kindly reminded that the school places great emphasis on fostering strong character development in students. We ask for your cooperation in helping your children understand the importance of maintaining a well-ordered and disciplined lifestyle, both at home and in school. It is essential that parents actively supervise their children's studies and show a keen interest in the various activities taking place at school. Your support plays a crucial role in reinforcing these values.

b) Parents are informed that occasional reports from teachers are made in the school diary and are requested to sign them.

c) Any absence from school, even for a single day, must be accompanied by a leave application addressed to the Principal. If the absence extends beyond three days, the leave application should be supported by the appropriate medical or official certificate. If a child has an infectious disease, parents should keep the child at home. Till he/she recovers, a Medical Certificate and Fitness Certificate must be submitted on return.

d) Students who are absent from school for 10 consecutive days without prior permission or notice may have their names removed from the register. Re-admission will be allowed only if there is a vacancy and upon payment of the admission fee. For any leave of absence, prior permission must be obtained from the Principal, except in cases of unforeseen circumstances, where a valid reason must be provided by the parent or guardian. However, the granting of leave is at the sole discretion of the Principal.

e) If a student from the senior section (IX-XII) is absent for more than three days, he/she must meet the Principal/vice-principal/Coordinator along with his/her parents on the day of his/her return.

f) Long leave for occasions such as marriages, vacations, or family functions is strongly discouraged. Such leave will only be granted with the approval of the Principal. Leave should not be scheduled to coincide with school holidays or be used to extend them.

g) Parents are kindly requested not to seek permission for their children to leave school during school hours for trivial reasons. If a child is feeling unwell or unusually tired, they should be allowed to rest at home.

h) Change in address or telephone number of parents or guardians must be intimated to the school in writing and without delay.

i) Communicating with the Principal/Vice-Principal/Coordinator, parents are requested to mention in their letter the Class, Section, and SR Number of their child/children.

j) Parents are welcome to visit the school and meet with teachers during school hours, but only after securing a prior appointment through the school diary and with the permission of the Principal, Vice-Principal, or Coordinators. Any academic-related inquiries can be directed to the Coordinators or Teachers.

k) The school reserves the right to suspend or take strict disciplinary action against any student whose academic performance or conduct is consistently unsatisfactory or detrimental to others. Adherence to the school's rules of discipline and maintaining good behavior are essential for a student's continued enrollment. If a student violates school rules or engages in any form of misconduct, severe actions such as expulsion, suspension, or other restrictions may be imposed.

l) Students are strictly prohibited from bringing or bursting firecrackers at school, as well as from introducing inappropriate literature or any such materials. Disciplinary action will be taken against any student found violating this rule.

m) Teachers and school staff dedicate considerable time and effort to organizing annual functions, sports events, and other activities. Therefore, participation from both parents and students is mandatory. A fine of Rs. 200 will be imposed if anyone is found absent during these events.

n) Parents are required to contribute to the annual function fund as directed by the Principal.

o) The school is not responsible for any lost items, so it is advisable not to bring expensive items such as watches, fountain pens, gold or silver jewelry, friendship bands, or large amounts of money. Students are also advised not to leave these items in the classroom. Jewelry, such as chains, rings, bangles, or bracelets, is not permitted during school hours. Girls may wear a small pair of earrings or studs, and any religious symbols worn should be discreet.

p) Mobile phones, iPods, MP3 players, pen drives, and similar electronic devices are strictly prohibited on the school campus. Parents must ensure that their children do not bring mobile phones to school. If a student is found with such a device, it will be confiscated and not returned. In an emergency, a student may request permission from the coordinator to use the school office to contact their parents. Any electronic communication, photography, or recording device is strictly banned. The school does not encourage students to use social media platforms. Strict action will be taken if a student is found engaging in misconduct through these platforms.

q) Students arriving on motorcycles, scooters, etc., must submit an undertaking from their parents or guardians. The school is not responsible for theft or any other loss of vehicles parked outside the campus. "Parents/guardians are also requested to notify the school if there are any changes in address or contact details."

r) It is mandatory for students to attend and pass all examinations, including PTs, Unit Tests, Half-Yearly, and Annual Examinations, as well as surprise and class revision tests. Failure to do so will result in strict action being taken against the student.

s) As per CBSE rules, it is mandatory for students in classes 10 and 12 to pass all pre-board exams. Failure to do so will result in them being ineligible to appear for the board exams.

t) Parents are required to attend the PTM (Parent-Teacher Meeting). Failure to do so will result in a deduction of 5 marks from the student's next exam score.

u) Parents should answer calls from the school or the contact number provided by them. If there is any change in the contact number, they must update the office in writing. The school will not be responsible for any information not received if the contact details are not updated.

v) It is compulsory for every parent to purchase two sets of school uniforms. No alterations to the school uniform, such as narrowing the fit or changing the waist size, are allowed. If done, the uniform will need to be repurchased.

w) It is mandatory for students to choose one sports activity from badminton, cricket, fencing, or taekwondo.

(II) ADMISSIONS

a) The Management reserves the right to grant or deny admission to students applying to the school. Likewise, the Management has the authority to determine whether a student should be retained in their current class.

b) No child less than 3 years old, on the 31st March will be admitted to Pre-K.G.

c) At admission time, the following certificates/documents should be attached to the application form.

1) Birth Certificate. (Once admitted NO CHANGE OF DATE OF BIRTH WILL BE ENTERTAINED).

2) Health/Immunization Certificate.

3) Original Transfer Certificate from the school last attended.

4) Pass result of previous class

5) Permanent Education Number.

6) Six latest passport-size photographs of the candidate in school uniform and two latest passport-size photographs of the parents/guardian.

d) Students applying for admission to higher classes will be tested on the syllabus of the class immediately below the one they wish to enter.

e) Admission is considered complete only when the form is filled out and submitted to the office, the fees are paid, and the form is signed by the principal. Payment of fees, taking the entrance test, or attending an interview does not necessarily mean that admission is granted.

f) Admission will strictly be on the merit of the candidates.

g) Admission is not a matter of "Right". Any efforts to exert influence, use unfair practices, or provide recommendations to secure admission will lead to automatic disqualification. The school does not engage any agents for the admission process.

h) Direct admission in classes 10th and 12th will be subject to CBSE permission.

i) Admission to the Commerce stream for class 11th will only be granted to students securing at least 75% marks in the previous class.

j) Admission to the Science stream for class 11th will only be granted to students securing at least 80% marks in Science and Math in the previous class.

k) Every child must appear for an entrance test for admission to any class. Admission will be granted based on the performance in the entrance test.

l) As per the new education policy, it is mandatory for students in class 1st to be at least 6+ years old and to have completed 3 years of schooling before class 1st.

m) For classes 1st to 10th, the topics covered in the Half-Yearly Examination will not be included in the Final Examination. For classes 11th and 12th, the complete syllabus will be included in the promotion examination.

(III) PROMOTIONS

a) Promotion to the next grade is based on the student's overall performance throughout the year, including regular attendance, personal development, and their ability to handle the challenges of the next stage in their education.

b) The evaluation of academic performance will be based on the tests and exams conducted, as well as the assignments given periodically.

c) A student must achieve at least 50% in all subjects to be eligible for promotion to the next grade.

d) Students with sports or extra-curricular achievements will be considered starting from 50% marks and may receive an attendance waiver only when they are absent due to sports practices, tournaments, concerts, or similar events.

e) Only students with a minimum of 75% attendance of the working days during each academic year will be considered for promotion. Exceptions may be granted to students with sports or extracurricular achievements, at the sole discretion of the principal.

- f) Absence from an examination will be considered as a failure unless it is proven that the absence was due to illness.
- g) No special arrangements will be made for students who are absent from the examination for any reason, and there is no provision for retests.
- h) The decision of the school and the authorities will be final concerning promotions.
- i) The school will not retain students' answer sheets beyond thirty days from the date of the examination.
- j) The school will not be held responsible for parents' failure to review their child's progress report. Report cards must be collected in person by parents or guardians on the designated report card day.

(IV) WITHDRAWALS

- a) A written application for a Transfer Certificate must be submitted by the parents using the prescribed form. A notice of withdrawal must be given at least one month in advance.
- b) If a student is not continuing at the school for the following academic year, the school office must be notified in writing before the 20th of February. Otherwise, transfer certificates will be issued only upon payment of the first-term fees.
- c) In the event of a student's withdrawal from the school, all outstanding dues must be settled before the Transfer Certificate is issued.
- d) The Transfer Certificate will be issued to parents in person only. A processing fee of 500 rupees will be charged for the issuance of the certificate.
- e) The TC application must be signed by the person who signed the admission form.
- f) No Transfer Certificate will be issued until all outstanding dues to the school are cleared.
- g) A full year's fee will be charged in case of withdrawal in the middle of the term.

(V) DISMISSALS

- a) The school management reserves the right to dismiss students who consistently fail to make satisfactory progress in their studies or whose behavior disrupts the orderly functioning of the school.
- b) Use or attempt to use unfair means in exams tests and assignments are efficient causes for dismissal.
- c) Students who engage in political propaganda, organize political factions among fellow students on school premises, or involve themselves in party politics are subject to expulsion from the school.

d) Parents or guardians whose actions, whether by omission or commission, disrupt the smooth functioning and academic atmosphere of the school may be liable for dismissal from the school.

e) Smoking, consuming alcohol or narcotic drugs, showing disrespect towards staff, having a bad moral influence, defying authority, or deliberately damaging school property will result in the student's dismissal from the school.

f) A student who repeats a class for two consecutive years will be required to withdraw from the school.

(VI) FEE RULES

a) School fees must be paid on time, by the 8th of every month. Otherwise, a fine of 100 rupees per day will be imposed. If the fee is not paid by the 28th of the month, the student's name will be struck off the register and will only be reinstated upon payment of the fees, along with a 1000 rupee re-admission fee and the accumulated late fees.

(VII) HEALTH

a) The medical forms included in the admission form must be completed by a registered MBBS doctor within a week of receiving the diary and submitted to the office.

b) In the event of an accident or emergency during school hours, the affected student will be taken to the nearest hospital, and the parents will be notified as soon as possible.

c) If a student is unwell, they should stay at home, as the school does not allow half-day attendance, even if an examination is scheduled for that day.

d) If a child is on long-term medication, the school should be informed, and a set of prescribed medicines may be kept in the medical room.

(VIII) CODE OF CONDUCT FOR STUDENTS

a) Students are expected to maintain punctuality, and regular attendance, wear the proper school uniform, and display gentlemanly or ladylike behavior both inside and outside the school. The cooperation of parents in these matters is expected at all times.

b) The Management reserves the right to dismiss students who consistently fail to make satisfactory progress in their studies or whose conduct disrupts the orderly functioning of the school.

c) Pupils must stand up smartly and greet teachers who enter the classroom, they must also stand when the teacher leaves the classroom.

d) Honesty is expected from everyone. If a person finds an item that does not belong to them, they

should inform the Principal, Vice Principal, or Coordinator and leave the item in the office. Those who have lost an item can inquire about it at the school office.

e) Students are not permitted to leave the school premises without obtaining a gate pass, which must be signed by the Vice Principal, Principal, or the Coordinator of the respective section.

f) Damage to school property, regardless of the extent, will not be tolerated. Strict disciplinary action will be taken against those responsible, and the parents will be held accountable for the cost of the damaged property.

g) Students are accountable to the school authorities for their conduct both inside and outside the school. Misbehavior in public places, improper attendance, disobedience, objectionable moral conduct, and, most importantly, disrespect towards teachers, are all considered valid grounds for dismissal from the school.

h) Students must remember that their conduct to and from school reflects on the school itself. They should greet visitors and teachers respectfully whenever they encounter them.

i) In the absence of a teacher, students must follow the prefect or monitor appointed to maintain order in the class.

j) Every student must participate in physical training and games unless deemed unfit on medical grounds or exempted by the principal.

k) Students are strictly prohibited from creating what's app groups or engaging in similar activities, as these often lead to undesirable behaviors.

l) Strict action will be taken against student's social media activities that disrupt the smooth functioning of the school or harm the sentiments of any teacher, student, or staff member.

m) The school gate will close 10 minutes after the set school time.

n) Students who arrive late should contact the respective teachers/coordinators. No entry will be permitted after the gate closes.

o) Three late arrivals would lead to the student being sent back home.

(IX) LIBRARY RULES

a) Strict silence should be observed by all in and outside the Library.

b) All articles not about the library should be kept outside.

c) Nobody should enter the Library without his/her Library card.

d) Only one book will be issued per card and no student can take a book on another's card.

e) Books can be returned only on the respective library days.

f) Books overdue may be returned on any library day, with a fine of Rs. 5 per day.

g) No fine will be charged for books overdue if a letter can be produced showing the borrower has been absent for a valid reason.

h) If any defect is noticed when taking a book, it should be brought to the attention of the librarian.

i) Books lost must be replaced by the latest edition by the borrower. In case the book is not available, the cost of the book will have to be deposited at the Account's Office.

(X) SCHOOL HOUSES

i) Takshashila House: "To Spread Harmony".

ii) Vallabhi House: "To Live In Peace".

iii) Vikramshila House: "To Promote Unity".

iv) Nalanda House: "Let's Hope".

DECLARATION

I hereby declare that I have read and understood all the school's rules and regulations. I agree to abide by them and will ensure that my conduct follows the guidelines set by the school.

Parent's Name: _____

Student's Name: _____

Class: _____

Signature: _____

Date: _____



ADDRESS: SECTOR-D,ALIGANJ, BEHIND UPSC BUILDING, ALIGANJ,LUCKNOW,UTTAR PRADESH-226024

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