

## General Rules and Regulations

1. Students must come to school in complete school uniforms
2. Students must reach 10 min before school.
3. Parents are requested to send their child before 8 'o'clock.
4. It is mandatory for students to participate in morning prayer.
5. Parents & outsiders are not allowed in the classroom.
6. Parents and students are strictly prohibited to vilipend or vilify the school either before or after school hours regardless of the circumstances.
7. All the tuition and fees and agreements between parents and school shall be kept under confidentiality by both parties.
8. Parents are required to wary from discussing their personal fees and policy arrangement made with school. Anyone found violating the agreement will be held accountable due to the discredment agreement they sign at the time of admission.
9. Books must be neatly covered and the name of owner properly and clearly written.
10. Class time table should be strictly followed & all the students should take care of their text books and note books. Books should be properly labelled and covered before the school starts. The school is not responsible for any loss of stationers, book etc, diary should be regularly brought to school & all the details should be filled in properly.
11. **Courtesy and Respect** are very important factors of student behaviour. Disrespect and Disobedience may result in serious disciplinary action involving suspension or even expulsion.
12. A student suffering from contagious diseases like Chicken Pox, Measles, Mumps, etc. must not be sent to school till the quarantine period is over.
13. Application for leave of absence must be submitted in advance to the Principal. Work missed by absent student must be made up on their own.
14. Late Comers will not be allowed to enter the school, so parents must take arrangements for their ward.
15. Students will not be allowed to home during school hours.
16. Any kind of damage done within the school premises must be repaired/replaced by the one whom it pays for it.
17. Every child ought to devote sufficient time for self-analysis and study daily.
18. On all the national festivals all the students are supposed to be present in the school.

19. All should be particularly careful not to throw paper, plastic bags etc anywhere in the school premises. They should use bins especial provided for the purpose. They should send napkins & spoons with the pupils.
20. During the school hours all the students are expected to speak in English strictly, otherwise there will be debarred from the exam.
21. Children who are ill should not be sent to school to attended class or take the tests ill health affects pupils score & may spread contagion.
22. Tuition fees, Transport Fees should be submitted 2nd week of every month.
  - 1st to 14th of the month-No fine.
  - 14th to 21th of the month- Rs 50/fine per day will be applicable.
  - Payment after 21st of the month - Rs 70/- Fine per day will be applicable.
  - Non-payment for 1 consecutive month name to be struck of & readmission are made by payment of Rs 1500/- including all Credit Dues.
23. Transport charges will have to be aid along with the availability and consensus drawn by the transportation firm.
24. Play group to 4th admission is always open.
25. Form any complain/suggestion query directly consult the director/principal during the school hour.

## On Campus Policy

# Basic Classroom Rules

1. Students should be in their assigned seat/location, ready to work when the school bell rings.
2. Bring paper, pencils, books and all necessary supplies everyday.
3. Keep hands, feet, body, objects to yourself (HFBO).
4. Follow Directions
5. Respect others. Swearing, rude gestures, cruel teasing or put-downs are prohibited.

# Student Code of Conduct

## Board of Education's Student Code of Conduct

### **REGULAR ATTENDANCE**

Students are expected to attend school regularly and to attend all classes.

### **PUNCTUALITY**

Students are expected to be on time for school and classes.

### **WORK HABITS**

Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete classwork and homework accurately and on time, and to prepare for quizzes, tests and examinations.

### **RESPECT FOR SELF AND OTHERS**

Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

### **RESPECT FOR AUTHORITY**

Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.

### **RESPECT FOR PROPERTY**

Students are expected to treat all property belonging to the school and to others with care.

### **FREEDOM FROM FEAR**

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

# Parent Involvement

## Written Policy for Parent Involvement

The partnership between home and school can have many facets and many benefits. Parental engagement can further the educational opportunities and achievement of children. This is possible because parents have an in-depth and long-term knowledge of their children – their strengths and weaknesses, their needs and their problems.

Parent involvement at Royal School has proven to be a variable with a strong positive effect on the academic achievement of our students.

### SPECIFIC POLICIES

The Maple Tree shall do the following for parents of all children:

1. By August of each school year, we will conduct an Open House to explain the programs and activities our school provides to enable our students to meet the Common Core montessori Standards.
2. By August of each school year, we will plan regularly scheduled meetings/activities. Meeting topics for the school year will include but not be limited to:
  - *Orientation to The Maple Tree program and the campus*
  - *Informational sessions based on parents' requests and interests (e.g. homework help, reading aloud, math literacy)*
  - *How parents can support their children in their progress towards meeting the Common Core State Standards*
  - *Activities that help parents build a sense of community among each other*
3. We will maintain an open communication system that encourages parents to confer with faculty.