

PARAGON 69

COMPREHENSIVE RULES & REGULATIONS GUIDELINES FOR PARENTS & STUDENTS

1. SCHOOL DIARY RULES & FRAMEWORK

- **Daily Requirement:** Every student must bring their official school diary to school every single day without exception. It must feature a current photograph of the student alongside comprehensive, authentic information duly signed by a parent or legal guardian.
- **Parental Responsibility:** Parents are strictly expected to check and sign their ward's school diary daily. This includes acknowledging leave records, absence notes, PTA notices, and remarks penned down by teachers or school management.
- **Loss of Diary:** In the event of damage or loss of the school diary, the matter must immediately be reported to the respective class teacher. A duplicate diary will only be issued upon proper verification and specified replacement payment.
- **Mandatory Presence:** It is absolutely mandatory for parents or guardians to bring the student's school diary along with them whenever they accompany their ward to any Parent-Teacher Association (PTA) meeting.

2. OFFICIAL VISITING & COMMUNICATION PROTOCOL

- **Principal Meetings:** Parents and visitors who wish to meet the School Principal can do so strictly between the designated hours of **2:00 PM to 4:00 PM**. Strict adherence to this time frame is requested.
- **Class Room Access:** Under no circumstances are parents permitted to call, contact, or visit class teachers during **active teaching hours**, as teachers will not be allowed to leave their respective classrooms.
- **Meeting Approvals:** To discuss academic progress, parents are required to intimate the school co-ordinator in advance so a formal meeting with teachers can be organized systematically.
- **Urgent Communications:** For urgent matters, parents may discuss via the designated official school telephone numbers or directly coordinate with the school co-ordinator. The administrative and management contacts are:

- **Amrajeet kaur (Principal): +91 96463 31478**
- **Preeti Chahal: +91 76966 16096**
- **Aarti katyal: +91 98720 19055**
- **Baljinder kaur: +91 99158 01229**

3. COMPREHENSIVE ATTENDANCE & LEAVE POLICIES

- **Marking Protocol:** Attendance is strictly marked twice every school day: once before the morning assembly session and a second time immediately after the recess break. In addition, subject teachers take roll calls during individual periods.

- **75% Mandate:** A student must maintain a minimum of **75% overall attendance** to be deemed eligible to appear in the final house and board examinations. No relaxation will be provided for falling short.
- **Leave Authenticity:** Leave will only be granted on genuine grounds. Only handwritten leave applications, clearly signed by the parents/guardians, will be formally accepted by school authorities. Leaves are strongly discouraged during exam blocks.
- **Medical Certifications:** Students who remain sick for more than 3 consecutive days must submit a legitimate medical certificate from a registered medical practitioner before resuming classes. If returning from an infectious/contagious disease, a clearance certificate from a competent Medical Authority is compulsory.
- **Admission Cancellation:** Repeated unexplained absence or continuous absence without an official leave application for **more than six consecutive days** will result in immediate cancellation of the student's admission.
- **No Half-Day Leave:** Once a child reaches school, requests for half-day leave or short leave intervals will not be entertained. In emergencies, parents/guardians must personally come down to the school office to collect their child.

STRICT PROHIBITION OF MASS BUNKS

Students are strictly forbidden from participating in collective or group absenteeism (mass bunks) without prior management permission. Such actions are viewed as a serious breach of organizational discipline. Parents must ensure their child refrains from group absenteeism. Participating students will face severe disciplinary action, and repeat offenses may lead to strict penalty or expulsion as per school rules.

4. STRICT PUNCTUALITY & LATE ARRIVAL NORMS

- **Arrival Target:** All students must reach the school premises at least ten minutes before the scheduled morning school timings to ensure a smooth transition to classes.
- **Gate Closure:** The main school gate will be firmly locked immediately after the first bell rings. For all habitual late arrivals, strict corrective action will be implemented instantly.
- **Three-Strike Rule:** Accumulating **three consecutive late arrivals** will result in the student being turned away at the gate and sent back home. The parents will bear full legal and safety responsibility for the child in such instances.

5. SCHOOL TRANSPORT CODE OF CONDUCT & VEHICLE PARKING

- **Discipline Standard:** Students travelling via school transport must maintain absolute discipline and orderliness. Any misbehaviour will result in the immediate withdrawal of the transport facility.
- **Schedule & Routing:** Conveyance during board examinations will run strictly according to standard school transport timings and predefined fixed routes.

- **Staff Co-operation:** Parents and students must fully cooperate with the Bus Driver, Conductor, and the specialized Lady Attendant deployed as per the Hon'ble Supreme Court guidelines.
- **Alternative Pickups:** If a student is to be picked up by anyone other than the registered parent or designated nominee, a prior formal written permission letter must be submitted to school authorities.
- **Boarding & Safety:** Students must board or de-board only when the vehicle has completely stopped. Chewing gum, eating, or drinking beverages is strictly prohibited inside school vehicles.
- **Vandalism Penalties:** Any act of property damage, such as breaking windows, tearing or cutting seat covers, or related offenses will invite strict disciplinary action, and responsible students/parents will fully make good the financial loss.
- **Change of Route or Pickup Position:** **No parent will communicate directly with drivers on the day to pick up their child from a different spot.** Any such request must be made strictly to the school office in writing. The school office and transport manager will evaluate and take the decision if such a request can be accepted. Any change made to the pick-up spot or location without formally notifying the school office will result in the **immediate cessation of the school bus service.**
- **Senior Driving & Fee:** Senior students commuting on two/four wheelers must possess a valid government driving license; the school bears zero responsibility for mishaps. A parking fee of **Rs. 600 annually** must be deposited in a single installment for using school parking spaces. Valid documentation is mandatory.

6. MANDATORY SCHOOL UNIFORM & APPEARANCE CODE

- **Daily Compliance:** Students are required to wear clean, tidy, correctly sized, and impeccably ironed uniforms on all school days and educational tours. Ill-fitting or untidy uniforms will bar students from attending.
- **Boys Uniform:** Shirts must be completely buttoned up and neatly tucked into trousers. Wearing baggy, slim-fit, or low-waist trousers is completely prohibited.
- **Girls Uniform:** Skirts must strictly be maintained at **knee-length**. Hair must be styled decently using school-approved ribbons; a maximum of two plain hair clips are permitted.
- **Sikh Students:** Wearing a Patka is applicable up to Class 7, while wearing a proper Turban is absolutely mandatory for Sikh boys from **Class 8 onwards**.
- **Personal Hygiene:** Hair must be clean and combed neatly. Nails must be regularly trimmed. Wearing watches, expensive jewellery, or any fashion accessories is strictly forbidden.
- **Weapons Prohibitions:** Students (both boys and girls) are strictly prohibited from bringing weapons of any sort, including toy weapons, replica items, or any sharp instruments that present danger.

7. SCHOOL FEE RULES & LATE FEE STRUCTURES

- **Monthly Time Frame:** The monthly school fee must be cleared by the 7th of every consecutive month, regardless of ongoing school vacations or holidays. If the 7th falls on a public holiday, fees must be deposited on the next immediate working day.

- **Mandatory Fees:** Payment of the June fee and March fee is completely mandatory. No excuses for non-payment or delays during these months will be entertained under any circumstances.
- **Payment Method:** All cheque payments must be strictly drawn in favour of 'PARAGON ACADEMIC & CULTURAL SOCIETY'.

PAYMENT DATE / WINDOW	LATE FEE FINE-PRINT & PENALTY CHARGES
Payments made between the 8th to 10th of the month	A fixed late fee charge of Rs. 100/- will be applied.
Payments made on the 11th or thereafter	A daily late fee of Rs. 50/- per day will be levied (over and above the base Rs. 100/- penalty).

- **Dishonoured Cheques & Striking Off:** If a cheque gets dishonoured for any reason, a penalty fee of Rs. 200/- alongside standard accumulated late fees will be instantly charged. Continuous non-clearance before the last working day of the month will cause the student's name to be struck off the school rolls. Re-admission requires a fresh admission fee and clearing all arrears.

8. ADMISSION WITHDRAWAL & TRANSFER CERTIFICATES

- **Notice Period:** Parents/guardians must provide at least one calendar month's written notice prior to initiating the withdrawal of a student. Failing this, full school fees for the entire period will be charged.
- **Full Fee Clearance:** Full applicable fees, including auxiliary charges like bus fare or lab fees, must be fully settled for the entire month in which the Transfer Certificate (TC) is requested.
- **Outgoing Students (10th and 12th):** Outgoing students of Class 10 and Class 12 must clear all outstanding school dues before completion. Failure to clear balances will result in the exact pending amount being clearly stated on the Transfer Certificate (TC), or the school management reserves the absolute right to refuse the issuance of the TC.
- **TC Issuance:** A Transfer Certificate is issued exclusively upon formal written request from parents, and only after ensuring all school dues have been cleared along with the required TC fees. No TC will be provided if outstanding balances remain.
- **Unannounced Leaves:** A student leaving without pre-intimation who later requests a TC will be liable to clear retrospective tuition fees for the entire duration since they discontinued.

9. DISCIPLINARY RIGHTS OF SCHOOL MANAGEMENT

- **Right to Suspend or Expel:** The School Management and Principal strictly reserve the right to suspend, fine, or completely expel/terminate any student from the school rolls at any time if they are found guilty of serious misconduct, continuous indiscipline, or breach of regulations.

- **Grounds for Immediate Expulsion:** Engaging in antisocial activities, destruction of institute infrastructure, verbal or physical assault, immoral behavior, or repeated neglect of instructions will serve as valid grounds for definitive academic termination.
- **Three Formal Warnings:** For ongoing minor behavioral issues, a child may be formally terminated after three formal warnings issued to the parents regarding the violation of management guidelines. The absolute decision of the management in all such matters remains binding.
- **Parental Conduct:** Unreasonable or aggressive behavior from parents/guardians toward school teachers, non-teaching staff, or administration can also serve as grounds for the management to request the withdrawal of their ward.

ABSOLUTE PREROGATIVE NOTICE

The school administration retains complete institutional sovereignty to ensure a safe learning space. Disciplinary actions like structural suspension or absolute removal from school registries are implemented to safeguard campus decorum. The management's final mandate over disciplinary issues stands absolute and non-negotiable.

10. GENERAL CONDUCT, PROPERTY & MORNING ASSEMBLY

- **Property Damage:** Any kind of damage done to school property inside the campus must be instantly reported to the Principal. Damage will be met with a fine or mandatory financial payment for full replacement/repairs.
- **Language & Decorum:** Use of unparliamentary language, coarse text, or discussing inappropriate topics within the school campus is strictly prohibited. Students must greet seniors and teachers respectfully at all times. Bullying is fully banned.
- **Labelling Belongings:** Parents must properly label every single item belonging to the student (bags, bottles, coats) with their full name and class to avoid loss. The school bears no liability for lost belongings.
- **Circulars & Notices:** Notices carrying school programmes, schedules, updates, and circulars are frequently sent to parents through their wards. It is imperative that these are read and thoroughly understood.
- **Morning Assembly Mandate:** Presence in the morning assembly is fully mandatory for all students. The assembly routine comprises the school prayer, National Song, National Anthem, poem recitations, elocution exercises, and general knowledge questions. Physical Training (PT) exercises are held on Wednesdays & Saturdays accompanied by the school band.