

SCHOOL DISCIPLINE

1. The school follows a three bell system for morning assembly:

(i) **1st Bell** : A long bell for the students to line up for the morning assembly.

(ii) **2nd Bell** : A short bell which is the freeze bell, when the whole school silently prays and gets ready for the Morning Assembly. By all means the students must reach the assembly ground before the first bell.

(iii) **3rd Bell** : Assembly begins.

2. Students must report on or before the reporting time prescribed by school management. Students entering in the school premises after reporting time, will be treated as late comers and will be fined as follows:

Class I to VIII 5/- per day for first three days

10/- per day from fourth day onwards.

Class IX to XII 10/- per day for first three days

20/- per day from fourth day onwards.

If the student comes late to the school more than ten times in a year, disciplinary action would be taken as per rules and regulations

3. In case of breach of discipline or for other reasons, the management shall have the right to remove the student from the school. The following are some of the reasons on which a student can be removed:

(i) Indiscipline.

(ii) Persistent unsatisfactory performance in academics.

(iii) Failure on the part of the student in getting promotion to the next class for two consecutive terms.

(iv) Absence from the school for more than 15 days, without any prior notice to the school.

The above reasons for removal from the school are only illustrative and not exhaustive.

4. (a) Irregular attendance, habitual idleness, neglect of home work, disrespect towards members of the staff or bad moral influence justify dismissal.
(b) No student shall be permitted to be physically or orally aggressive or abusive towards other students or staff of the school. In such an event the student shall be removed from the school forthwith.
5. Misconduct in and outside the school are severely punishable offences. In such matters, the Manager's/Principal's decision is final.
6. Students must not damage the school property. In case of damage, it should be reported to the class teacher or the Manager / Principal.
7. Surprise checking of the bags may be done.
8. All major permissions should be directly obtained from the Manager/Principal.
9. Students should meet the Manager/Principal for any work during the zero period / first period of the day after which they are not supposed to leave the class.
10. Students are required to communicate only in English language within the school premises. All efforts would be made by the school to encourage the use of English, including taking of corrective measures.
11. Pupils are responsible for their own things. The school is not responsible for any loss incurred. Articles that are found in the school premises should be deposited in the office. No expensive items should be brought.
12. **Parents are requested to check the diaries everyday and ensure that the instructions are being followed by their wards properly.**
13. Parents have to see and countersign the remarks in the school diary regularly.
14. Under no circumstances mobile phones should be brought to the school. Mobiles brought to the school will be confiscated. Parents will be called, and a pink card will be

issued. A fine of ₹ 500/- will also be charged.

15. Parents should ensure that their ward is escorted safely to school and back home.
16. **All the Projects and Magazine work should be hand written.**
17. Scooters, motorcyces and mopeds are strictly prohibited as mode of conveyance for students.
18. Students should not ride cycles inside the school campus.
19. **Children coming to school during the school hours for any purpose, must come in School Uniform only.**
20. The Manager/Principal will attest the photograph of a student only if it is in the School Uniform.
21. For Canteen & Miscellaneous expenses, primary students are allowed to carry not more than ₹ 30/- and Middle & High School students not more than ₹ 50/-
22. Students shall not be permitted to bring or burn firecrackers in the school. If any student is found guilty of doing so, he/she will be dealt with disciplinary actions. Similarly, playing with colours (such as in festival of Holi) within the school premises is strictly prohibited.
23. Students are also not be permitted to bring to the school any offensive material in the form of text/pictures/audio/audio-visual etc.
24. Students shall not post any material on social media which is offensive or abusive towards the school or its staff or other students of the school.
25. No Student is allowed to move out of the Class without getting the permission and outpass from the teacher.

DISCIPLINARY ACTION

The school has absolute right to take disciplinary action against students who are found to have committed breach of discipline of the school.

Pink Card: In the event of breach of discipline, which in the opinion of the school does not warrant immediate removal from the school, a "Pink Card" would be issued to the student. The Pink Card would contain the description of the indiscipline committed by the student.

Once a Pink Card is issued to the student, the parents of the student are required to come to the school within the next three working days and attend the office of the Manager. The parents would be required to explain as to why their child should not be immediately removed from the school. If the reply received from the parent is not found to be satisfactory, the student shall be removed from the school.

SILENCE AND ORDER

1. There should be silence during change of periods.
2. When moving along the corridors or stairways, the rule is to always keep to the left, walk in a single file and in silence.
3. No child is permitted to go either to the water tap, canteen, library or to any other place, except for an urgent reason, without the out pass.
4. No student is permitted to enter the Staff Room.
5. No collection for any purpose whatsoever can be made in the school without the permission of the Manager/Principal.

LIBRARY RULES

The School Library and Reading Room are well equipped with books and periodicals dealing with the diverse topics of interest specially suited to students. They should try to draw the maximum benefit from them.

1. **Books from the school library will be issued / returned during the library period as assigned in the class time table.**

2. Only one book will be issued at a time.
3. Reference books will not be issued.
4. Book will be issued against the Reader's Ticket/School App.
5. Book must be examined by the borrower before leaving the library. Any damage must be brought to the notice of the librarian. The borrower will be held responsible for any damage to the book while in his/her charge.
6. Every student should return the books issued during the session.
7. If the student is absent on the due date of returning the library book then the book can be returned on the next working day with fine of ₹ 5/- per day.
8. Book lost / defaced or damaged in any way should be replaced by a new copy of the same title and latest edition.
9. Damage or Loss of Reader's ticket should be brought to the notice of the librarian. New Reader's ticket will be issued at the cost of ₹ 30/-.
10. All library books must be returned one month before the final examination (including the Reader's Ticket.)
11. Habitual carelessness in handling books of the library and misconduct towards the librarian will render a student liable to suspension from further use of the library.
12. Personal books, books of other libraries or other personal belongings such as bag etc. are not allowed in the library.

EXAMINATION

Pupils who have not cleared their dues before the commencement of the examinations will not be permitted to appear for the examinations.

Pupils absent from an examination without a genuine reason and without explicit permission from the Manager/Principal will be considered as having failed. Pupils absent from an examination for any reason whatsoever will not be re-examined.

Absence in one or more subjects involves loss of marks and

excludes the pupils from being placed in the order of merit.

Application to the Manager/Principal for rechecking /retotalling or of marks in special cases must be made by the parent within three days of receiving the report, together with a fee of ₹ 100/- per subject.

Students having less than 75% attendance will not be permitted to sit for the examinations conducted.

[CBSE Bye-Laws 13.2(1)]

Admit Cards are compulsory for all the examinations. If a student loses/forgets admit card on a particular day, temporary admit card will be issued from the office on payment of ₹30/- (Rupees Thirty Only) as fine.

RULES WITH REGARD TO COPYING

A student caught for copying or using any sort of unfair means will be awarded Zero along with a pink card in that particular examination and the matter will be forwarded to the Manager for further action.

If the student persists in such malpractice, he/she will be debarred from the subsequent examinations of that period.

In case of such malpractice, the student will be dismissed from the school after the final examination.

RULES REGARDING LEAVE

1. An account of the leave taken by the pupil along with the reason must be maintained in the calendar, together with the parent's and teacher's signatures. Please refer the Attendance Record Page.
2. If the pupil falls ill or goes out of town, an application (and copies of the prescription and medical bills in the case of illness) must be sent to the Manager/Principal.
3. Parents are requested to monitor their child's attendance. No child is to stay at home unnecessarily. Repeated absence should be discouraged.

4. No student will leave the school campus during school hours without a written permission from the Manager/Principal.
5. It is mandatory on the part of the student to obtain permission from the Manager/Principal before going out of town. After returning, the students must complete their remaining work at the earliest.
6. In case a student misses any examination, no re-test shall be conducted.
7. Attendance at National Days such as Independence Day and Republic Day etc. is compulsory. Absentees will be fined @ ₹ 100/- per day.
8. No student must take leave just before or after the summer or winter vacations, Deepawali and Dussehra holidays.
9. Student will not be sent home during school hours in response to a telephone call.
10. In emergency, a student will be allowed to leave the school before time, only if parents, come to pick him/her up . Parents should bring a written application from home.
11. Parents are requested not to send their children to school when they are suffering from infectious diseases.
12. Half day leave will not be given. In case of an emergency or any religious function, the student can take leave and stay at home.

FEE RULES

1. School fees are fixed by the Governing Body.
2. Fee for every installment is payable without fine upto 20th of due month.
3. Due date for 5th Installment will be 15th Feb. 2026.
4. In case fee is not paid for one installment an added fine of ₹100/- per installment will be charged (e.g. if the 1st installment is paid after the due date but before next installment due date ₹100 will be charged)
5. Fee slip should be properly filled in before submitting it to the counter along with the fee amount.
6. Fine should be filled in 'Misc Fee' column.

7. Fee can be paid in advance for two or several installments or for the whole year.
8. Fee defaulters will not be allowed to sit for Examinations.
9. Fees book must be taken back from the bank counter and should be kept safe till the end of the year.
10. All students have to pay SDF of 1000/- yearly.
11. One calendar month's notice in writing must be given by the parent / guardian for the withdrawal of a student from school failing which one month fee in addition will be charged.
12. Fees will be deposited in the Axis Bank.
13. Please pay in cash only not by cheque in the bank.
14. Last Installment should be paid before the commencement of Final Examination.
15. Fees can be paid online via mobile app or web portal.

School Mobile App Link in play store:

nascorp.sapp (St. Aloysius School, Polipathar)

Web Portal for KINDERGARTEN SCHOOL:

<https://sapp.nascorptechnologies.com/Index>

Web Portal for SR. SEC. SCHOOL(1-12):

<https://sajp.nascorptechnologies.com/Index>



1. Axis Bank Jabalpur
Wright Town Jabalpur
2. Axis Bank Katanga
Beside Handa Petrol Pump
Jabalpur.

Allotted Days: Monday to Saturday
Allotted Days: On all bank working days
Timing: Mon-Sat: 9:30 a.m. to 03:30 p.m.