

## **Rules :**

### **1. Admission Rules :**

The school opens admission for boys and girls irrespective of their caste. Information about the admission is given through advertisement in local newspapers. Interested candidates, if eligible may get them registered after filling up prescribed form, available at school counter on payments.

### **2. Registration :**

Registration forms are to be filled in and submitted to school office before the end of the registration period.

Incomplete or illegible registration forms without photographs will not be processed / accepted.

Dates for admission test interviews / interaction will be given at the time of registration. The school authorities reserve the right to change the date and time of interview.

Mere issue of form or registration does not imply admission which is subject to Admission Test / Interview / Interaction and also to the availability of seats.

Photocopy of Birth Certificate issued by Municipal Corporation or competent authority must accompany the Registration Form for classes LKG, UKG. The date of birth entered at the time of admission will not be altered. So parents must ensure that the details are correctly entered in all forms/records at the time of interview admission.

Age of admission to class LKG is 3+ as on 1 April of the academic session in which admission is sought. Age should be properly specified on the forms. No request with regard to relaxation in age criterion will be entertained.

### **3. Admission Formalities :**

#### **a. Fee :**

Successful candidates whose names are included in the list must pay the fees by the dates indicated on the list displayed on the School Notice Board, otherwise admission will automatically stand cancelled and seat will be offered to the next candidate in the panel list.

#### **b. Forms :**

Parents are requested to carefully fill and submit the Admission Form, Transport Form and Medical Form at the time of payment of fees.

#### **c. Birth Certificate / Transfer Certificate :**

Admission Form of the child is required to be supported by birth certificate in original, issued by the Municipal Corporation / Local Bodies as applicable, along with a Photostat copy thereof. An affidavit or any other evidence is not acceptable in support of birth certificate. It is to be attached with the Admission form for Class LKG & UKG. For Class I onwards, school leaving certificate / Transfer Certificate from the school last attended, duly countersigned by competent authority along with valid Progress Report must be deposited within one month from the date of submission of admission form.

#### **d. Progress Report :**

In case of admission in class I onwards attested Photocopy of progress report indicating pass status is to be submitted as a proof that the candidate has clearly passed the previous class.

#### **e. Migration :**

If an applicant has passed his / her previous class from the school, affiliated to other than CBSE Board, he / she has to submit Migration Certificate from the board to which the school was affiliated and Transfer Certificate from there duly countersigned.

#### **f. Admission Slip :**

Deposition of fee should not be treated as contribution of admission inspite of deposition of requisite fee, the admission will be provisional if the candidate does not fulfill eligibility criteria or produce all required documents as mentioned in the Admission Form within stipulated time failing which the provisional admission will stand cancelled.

If a parent / guardian decides not to send his / her ward to the school after depositing the fee, the amount deposited will not be refunded or adjusted in any case.

### **4. Other terms and conditions :**

Admission fee and Security (Refundable) are payable once at the time of admission only.

Development, Activity, Lab charges etc. (as applicable) are payable once every year and should be paid in April / at the time of admission by both old students / seeking new admission.

Fee once paid will neither be refunded nor be adjusted for any reason whatsoever.

## **DISCIPLINE RULES AND REGULATIONS**

Behavior reflects the academic and social progress of a student as well as his upbringing at home and school. We expect our students to behave at all times in a manner that reflects the culture, traditions our society and is conducive to a positive working environment. The administration and staff of Campus School believe that it is important to encourage and reinforce positive behavioral patterns and to discourage negative behavioral patterns, and rely upon parental support and Cooperation to accomplish this objective.

Students should behave according to the following guidelines at all times.

1. Students must be punctual for school.

2. They must bring school diary to the school on all working days and get it signed by their parents/guardians regularly.
  3. Students must come to school in proper neat and clean school uniform. They must have simple hairstyle. Awkward or fashionable hair styles are not permitted in the school.
  4. They must not wear any kind of jewellery in the school and must not have long and polished nails. They should not use perfumes.
  5. They must not damage the school property.
  6. Students must not run or shout in the corridors or school premises.
  7. Students up to class X are not permitted to come to school driving a Car or a scooter, motorcycle etc. Parents of students of class XI and XII, who wish their wards to drive a scooter or a motorcycle to come to school, must apply in writing and take prior permission from the Principal for the same.
  8. No student will ride a two wheeler (including pillion rider) without wearing a Helmet, properly secured to the head.
  9. They must not bring mobile phones, tablets, laptops or any other electronic gadget to the school. If any student is found possessing such gadget, it will be confiscated and strict disciplinary action will be taken against the student.
  10. The following disciplinary action will be taken against the students who violate the rules. The school will keep records of all disciplinary actions taken and the parents will be informed at all stages.
    - Step 1. Warning letter will be issued to the student.
    - Step 2. Repeated violation of the rules will result in the issue of the red cards.
    - Step 3. The student getting two red cards will be subject to the suspension from the school for a week or more.
    - Step 4. Further violation will lead to the expulsion of the student from the school.
- > School Bus Transport Facility Guidelines
1. Parents are requested to personally see off and receive their wards at the bus stop. Parents are solely responsible for picking up their child from the allotted bus stop. School is not responsible for anything if the parent is not present at the bus pick up stop.
  2. Please ensure that your ward reaches the pickup point 5 minutes before the scheduled time. The school transport will not wait for more than 30Seconds-1 minute beyond the given time.
  3. The school transportation will drop the child at the designated spot. Please ensure that the authorized person is present at the pick up point 5 minutes before the scheduled time.
  4. Crossing the street is always dangerous that is why, the school administration is regularly requesting the parents to pick up their child and not let them travel alone to their homes.