

SCHOOL NORMS

The Management and Staff at Shemrock School strive to bring out the best in your child, to prepare him or her to be a positively contributing global citizen. We need the parents and guardians to help us in this noble endeavour so as to make it collaborative and synergized.

Discipline is defined as the "willing obedience to an external order which brings harmony in place of chaos" a disciplined person never fails in life or in living. Given this basic understanding both students and parents are requested to read the School Norms and comply with them with zeal and commitment. Please read the guidelines and instructions given in the succeeding paragraphs carefully.

1. No student can leave the school premises during school hours except with the written permission of the Principal.
2. Students coming on their own transport should arrive 5 minutes (7:55 am) before the bell is rung. Frequent late comers are likely to be sent back home.
3. It is compulsory for all students to converse in standard English. Red cards will be issued in case of non-compliance to the rule. Written and spoken English as on display in social media is strongly discouraged.
4. Lending or borrowing of money and other articles is not permitted.
5. No student is permitted to drive any motor vehicle whether two wheeled or four wheeled motor vehicle to and from school.
6. Celebration of birthdays is not permitted. No gifts/eatables /sweets are to be sent along with the child for distribution in class.
7. Students are not permitted to bring crackers or Holi colours to school.
8. No student should scratch or spoil the desks, chairs or in any manner damage school property. Damage done even by accident must be reported to the class teacher. Any wilful damage done, will be compensated for by the person who has done it.
9. Mobile Phones, Pen Drives, Cameras, iPods, MP3 players, smart watches, play stations or any other electronic devices are prohibited in school premises. Violations will be viewed as infringements of school discipline.
10. In the case of bullying, the students are to be referred to the Anti-Bullying Committee and appropriate action taken.
11. The school reserves the right to strike off students from the school roster whose diligence or progress in studies is consistently unsatisfactory or whose conduct is harmful to others.
12. Parents are requested to ensure that no valuables are brought to school. The school does not take responsibility for loss or damage to the same.
13. Once a child comes to school, he/ she may be collected only when the school gets over even during Unit tests. Only under rare circumstances will a child be allowed to leave school before the end of the day.
14. It is obligatory that changes in residence/office address and telephone number be communicated in writing to the school office.
15. Students with 100% attendance, are awarded at the end of the session. However in order to be

marked present, it is mandatory to stay in school till recess at least.

16. Irregular attendance, insubordination to teachers, habitual inattention to school work, obstinacy in word and deed, wilful and repeated breach of school regulations, are sufficient reasons for the dismissal of the student.
17. Students must wear their Id Cards daily.
18. For loss of any school property like diary, Id card, report card etc, parents will have to pay charges which will be paid in cash to the coordinator.
19. School will not allow late coming students to enter the school.
20. We do not promote early departure of students. Early departure is allowed only in case of an extreme emergency. The information must be sent to the coordinators at least 3 hours in advance.

THE SCHOOL DIARY

1. The School Diary should be carried by the student to school every day.
2. The School Diary must be signed by parents daily. This will ensure better coordination between home and the school.
3. Please complete all the proformas in the School Diary and hand them over to your ward's class teacher as soon as the new session commences.
4. Parents must go through the diary of their ward and sign it daily. It is necessary to look at the communication pages, record of late arrivals, uniform defaults, Teacher's Page and Record of Attendance.
5. Application for leave or request for a meeting with school authority could be written on formal stationery, addressed to the Principal, using the format provided in the diary and through school Pad.

The School Diary is a useful tool to enable communication between teacher and parents. Please help in the process.

SCHOOL UNIFORM

1. Please follow the uniform code strictly.
2. Students must be habitually clean and always neatly dressed as per School regulations.
3. Name, class and section of the pupil should be clearly marked on all his/her belongings, blazers, tracksuits (uppers) and jerseys.
4. The school uniform has to be worn on all school days, school functions and parent teacher meetings.
5. Sikh boys (Class 8th onwards) must wear turbans.
6. Non-sikh boys must get their hair trimmed regularly. Fancy hair cuts will not be permitted.
7. Girls with long hair must make plaits:
 - (a) Classes 1-5: 2 plaits
 - (b) Classes 6-12: 1 plait
 - (c) Only black hair accessories are allowed for girls.
 - (d) Fringes on forehead and other fancy hairstyles are not allowed.
8. Non Sikh boys must shave every day. 'Afternoon shadow' on a student's chin is not permitted.
9. Tattoos, mehndi, nail polish, kajal, bangles, large earrings, heavy karas, chains are not to be worn.
10. Students of class 1 to 5 are not allowed to wear a watch.
11. Repeat uniform defaulters will be sent home.
12. Details about the school uniform are available in school diary.

STUDY NORMS

The most important requirement to succeed in life is to develop a serious attitude towards studies.

1. Students must study every day, half an hour for Nursery; 1-2 hours for Primary Section and for higher classes 2 to 3 hours. This will ensure that they finish assigned home work in time and also get time for self study and extra-curricular activities.
2. It is compulsory for the students of classes I-X to complete 90% of their attendance and students of class XI & XII to complete 75% of their attendance in a year to make them eligible for promotion to the next class.
3. Children must not leave classrooms or miss any class without permission.
4. It is compulsory for students to take all tests/ exams during the session.
5. Only text books or library books should be brought to school.
6. Class assignments and homework must be submitted on the due date. Late submission is not acceptable.
7. For poor performance in a test, an academic red card will be issued to the student.
8. Meritorious badges will be conferred on students with excellent academic records.
9. In case of any unscheduled holiday during the exams, the test for that day will be postponed to the end of the exams.
10. A student caught using unfair means will be given 'Zero' in the respective subject. Repetition of such conduct will result in dismissal of the student from school.
11. The school strongly discourages private tuitions. These take away valuable time that students require to put in personal study time at home.
12. Remedial classes/Extra classes are held for students as per requirement. Parents are requested to cooperate in this regard.

WELLNESS AND SAFETY

1. Parents must carry ID cards to school in case they want to pick up their ward(s) during school hours.
2. Students are not permitted to invite any outsiders near/ inside the school at departure time or during recess.
3. For the safety of your wards, no tiffin boxes, water bottles etc. will be accepted at the reception, in case parents or guardians bring them later in the day.
4. Chewing of gum, bringing chips/wafers, junk food, non veg food and cold drinks are strictly prohibited. All students are advised to carry healthy and nutritious food for tiffin time.
5. If a student suffers any contagious disease, the period of healing must be strictly observed before returning to school.

6. The school has a full time counsellor to attend to the students' emotional and psychological needs. The Counsellor interacts with all and not just troubled children and does so with a smile and with competence.
7. Every child has a medical card. Medical check up is done annually.
8. A leading integrated healthcare service by Fortis has been set in school. In case of minor injuries/ health issues, the student will be referred to Fortis medical room in school. In case of serious injuries, parents will be immediately informed. If there is delay in the parents coming to school, the child will be taken to Grecian hospital, Sector 69, Mohali.
9. While good care is taken of every child in school, the school does not hold itself responsible for any injury or harm that a student may sustain inadvertently during school hours or in pursuit of any co-curricular activities.

SPORTS NORMS

1. At games time, all students are required to participate enthusiastically. No excuse is acceptable in this context. Exemption would only be given on medical grounds.
2. Students must be in school sports dress while on the playgrounds. Those students not properly dressed will not be permitted to play.
3. To be a member of the school team in any discipline, a student must score 40% in every subject and 60% in aggregate.
4. Class 10 and 12 students will not be fielded for any sports competitions.

SCHOOL TRANSPORT

1. At the time of departure, students should wait patiently and board their buses in an orderly manner.
2. Students must occupy seats allotted to them.
3. They must refrain from damaging the seats in the bus or creating any other nuisance in school.
4. No money is to be brought by students for buying eatables on the way.
5. On the day of an exam, in case there is a breakdown of bus, parents are to drop the child to school.
6. Parents must not request for a change in bus route/bus stop on a particular day.
7. Parents must download the Smart Parents App for tracking bus for their convenience. However, it is necessary for parents to be at the bus stop well in time to drop / receive their child. The bus should not be made to wait.

8. Students have to implicitly obey the bus driver and lady attendant. Any staff misdemeanour should however be reported on school pad or a call made to the school authorities.
9. There should be no bullying, fighting or abusing in the bus. The senior students should take care of the younger children.
10. Transport proforma must be filled for leaving or availing the bus facility.
11. If the rules of transport are not followed, the facility may be withdrawn from erring students.
12. No non bus student can avail the bus facility.

PARENT-TEACHER MEETING NORMS

1. Parents are not allowed to visit their wards or teachers in the classrooms on regular days. However, important messages can be given to the front desk.
2. Parents may visit school between 1100 and 1200 hrs for office work. They can meet teachers between 1420 and 1500 hrs (Senior Wing) with prior permission.
3. Requests to meet Principal/teachers/counsellor/coordinator should be submitted in writing in the format provided in the School Diary or a request could be made on the 'School Mobile App'.
4. To keep monitoring progress of their wards, parents must attend all parent teacher and orientation meetings throughout the session.
5. Students in school uniform must accompany the parents on PTM.
6. The PTM timings are from 9 am to 12 noon. Parents are requested to adhere to the timings and follow the schedule of slots. Slots will be sent.
7. Do be brief in your interaction with the teachers as other parents may be waiting.
8. In case you wish to discuss any matter confidentially, please seek prior appointment. We value your concern and address it promptly.

MOBILE APP - Shemrock School Mohali

1. Schoolpad is an effective ERP system, which enables us to automate and simplify all regular and important activities of the school. For connecting with schoolpad:
Download the application **Shemrock School, Mohali**. OR
Visit our website www.shemrockschool.com and find login on the top.
Please consult the Class Teacher for instructions for finding the user id and password.
2. It is compulsory for every parent to use the School Mobile App for sending and receiving messages related to the school/wards/linked issues.
3. Please note that information from school can be conveyed through a text message (SMS) or through the School Mobile App. Please ensure that any change in the mobile number is communicated to the school.
4. The School Mobile App is an effective way to follow the students' progress in school. It is used for homework, syllabi, assessments, leave, lesson plans, image gallery of school events, circulars, messages, and online assignments.
5. Shemrock does not promote whatsapp messages, please refer to schoolpad as the only medium of communication with school.

LIBRARY NORMS

The library is open on all working days. Students must use their assigned library periods for reading books and magazines.

1. Students are expected to behave in a responsible manner within the library premises and in its vicinity.
2. A student may borrow one book at a time and is solely and entirely responsible for the care and condition of the book.
3. The book must be returned after a week.
4. If a student fails to return the book at the end of the week, a fine of ₹ 10/- per day is imposed, so the book must be returned on the next day.
5. A student who loses or damages a book or magazine, will have to replace it or bear the cost of replacement of the book.
6. Suggestions for purchase of topical books/ magazines can be made by students in the register set aside for the purpose.

FEES NORMS

1. Fees are to be paid in advance in the bank by the 10th of every due month to avoid late charges which is ₹ 50/- per day.
2. If fees are not paid within 40 days of the due date, the name of the child will be struck off from the rolls. Re-admission fees of ₹ 5000/- will be charged along with tuition fees and other charges.
3. If a child is to be withdrawn, one month's notice is required. If notice is not given, one month's fee is to be deposited by the parent.
4. ₹ 350/- will be charged extra as bank charges, if the cheque is returned for any reason.
5. Bus charges are subject to revision and the same will be intimated through School Mobile Application when revised.
6. An 'Admit Card' will be issued to students prior to Mid-term and final term examination, subject to clearance of all fee dues (school tuition, library and transport)
7. Monthly Fee option is subject to approval from the management. For this, a separate monthly fee booklet will be provided.

PROMOTION AND ASSESSMENT NORMS

1. Promotion in all the classes will be based upon grades scored over the whole year (for classes 1 to 5) and on marks (Classes 6-11). Hence the importance of regularity in work.
2. Promotion will be decided on the aggregate grades/marks of the year.
3. Prizes will be decided on the aggregate.
4. The students who absent themselves from the term exams or unit tests because of illness will have their calculations based on the average of the number of tests taken. However, permission must be obtained from the Principal to miss any test. A certificate from a recognised medical practitioner is required to be attached with the application for absence from the test due to illness.
5. The students who are absent from either of the term tests and annual examination may not be considered for promotion.
6. For classes 1 to 9 & 11 following system will be followed:
 - a) A student has to pass in the cumulative results. Also, the Final results are taken into consideration.
 - b) If he fails in one subject, he/she should be re-tested in the subject.
 - c) If he fails in more than one subject, he should not be promoted.
 - d) In the re-test (one subject), the student must pass, If he fails in the re-test, he should not be promoted.
 - e) When the first term results are declared, warning letters be issued to students who have not done well and copy sent to parents. The file copies will be maintained in a separate file.
 - f) If a student misses practical, without a valid reason, he is to be treated as "fail".
 - g) For class 10-CBSE rules will be followed. The failures of mid term exams will also be issued warning letters and copy sent to parents.
7. Students found using unfair means, will be awarded ZERO in that paper.
8. The decision of the Principal regarding promotions is final. This is done on the basis of the report and recommendations of the subject teachers and class teacher.
9. In view of the system of periodic tests and the year's average in determining eligibility for promotion, it will not be possible to hold retest.
10. Answer sheets of annual examination will not be returned to students.

I hereby declare that I have read and understood all the norms laid down by the school.

Parent Signature