

Circular No. RIS/RKP/2025/3/2

Dated : 08/3/25

Dear Parents

With a vision to help all our students achieve their academic goals and holistic development, a set of guidelines in the form of rules and regulations are framed for students, to be followed in the School. These guidelines shall help them emerge as confident, promising and polished individuals.

CODE OF CONDUCT FOR STUDENTS:-

- All Students must come to school on time before 7:50 AM in a neat attire as per prescribed uniforms. Black shoes as defined in the uniform.
- Reporting late to class and absence without leave note is not acceptable.
- Boys should have short groomed hair. Long hair of girls should be tied. Only black hairclips/hair bands to be worn.
- They should have clipped nails. Wearing nail paints is not permitted.
- They are not allowed to wear any jewellery, coloured mufflers, sun shades etc to school.
- No valuables or large amount of cash should be brought,
- They are not permitted to carry mobile phones and wear smart watches in or any valuable electronic devices. **"In case of emergency, to be handed over to the teacher on arrival"**
- Possession and circulation of inappropriate digital content calls for strict measures
- Other than text books or library books, no books, magazines or papers to be brought to school.
- Bringing fireworks/bursting crackers, splashing water or color in the school premises is strictly prohibited.
- No weapon or any sharp articles are allowed in the school.
- Running, shouting, use of foul/offensive language in the school premises is not allowed.
- Bunking classes, bullying, aggression or violence in any form is gross misconduct for which the school will invite strict disciplinary action.
- No short leave is permitted. In case of dire emergency, student is permitted to leave school during school hours with a valid permission slip.

RULES CONCERNING ABSENCE

1. a) Leave of absence is not granted except on prior written application from parent/guardian except in cases of unforeseen circumstances.
- b) For leave of absence for 1-2 days, it is sufficient to apply through pages of the school diary.
- c) For leave of absence for more than 2 days, a letter must be sent and also a note made by the parents/guardians for the information of teachers in the School Diary. A medical certificate is also required for absence due to illness for more than three days.
- d) Every absence must be entered in the Non-Attendance record pages in the Diary and signed by the parents.

EXAMINATION SCHEDULE

TERM 1- PERIODIC TEST 1 + HALF YEARLY (Pen and Paper 1) Paper 2)

TERM 2- PERIODIC TEST 2 + ANNUAL (Pen and

Sr no	Exam	Marks	Month	TERM	Duration
1	PRE-UT1	20	May	Term 1	1 Hour
2	UT1	20	July	Term 1	1 Hour
3	Half Yearly Examination	70/80 (for Theory) 30/20 (for Practical)	September	Term 1	3 Hours
4	PB1	80	November	Term 2	3 Hours
5	PB2	70/80 (for Theory) 30/20 (for Practical)	February	Term 2	3 Hours

Passing Criteria (Senior School Certificate Examination)

1. A candidate will be eligible to get the Pass Certificate of the Board, if he/she scores atleast 33% in all subjects of internal assessment unless he/she is exempted. Failing this, result of the external examination will be withheld but not for a period of more than one year.
2. In order to be declared as having passed the examination, a candidate shall obtain atleast 33% marks in all the five subjects of external examination in the main or at the compartmental examinations. The pass marks in each subject of external examination shall be 33%. In case of a subject involving practical work a candidate must obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.
3. An elective subject offered as an additional subject may replace one of the elective subjects offered by the candidate in case a student fails in any of the main elective subjects.

UNFAIR MEANS RULES:-

In accordance with the guidelines and regulations set by the Central Board of Secondary Education (CBSE), the following rules regarding unfair means during examinations are established to maintain the integrity and fairness of the assessment process. These rules are applicable to all students appearing for internal and external examinations conducted by the school.

Definition of Unfair Means:- Unfair means refer to any activity or behaviour by a student that provides them or others with an undue advantage during an examination. This includes, but is not limited to:

- 1) Possession of unauthorized materials: Carrying notes, chits, electronic devices, or any other material not permitted in the examination hall.
- 2) Copying or attempting to copy: From another student's answer sheet, notes, or any other source.
- 3) Assisting others: Helping or allowing another student to copy from one's answer sheet.
- 4) Impersonation: Appearing for an examination on behalf of another student or allowing someone else to appear on one's behalf.
- 5) Disruptive behaviour: Creating disturbances in the examination hall or refusing to follow the instructions of the invigilator.

- 6) Tampering with answer sheets: Altering or destroying answer sheets or any. examination-related documents.
- 7) Using electronic devices: Possessing or using mobile phones, smartwatches, Bluetooth devices, or any other electronic gadgets during the examination.
- 8) Leaking question papers: Sharing or obtaining question papers before the examination without authorization.

Penalties for Using Unfair Means:-

The school follows a strict zero-tolerance policy towards the use of unfair means. Depending on the severity of the offense, the following penalties may be imposed:

- 1) Cancellation of the examination: The student's answer sheet for the particular subject will be cancelled, and they will be awarded zero marks.
- 2) Debarment from future examinations: The student may be barred from appearing in the remaining examinations of the current session or future. sessions.
- 3) Suspension or expulsion: In cases of serious misconduct, the student may face suspension or expulsion from the school.
- 4) Disqualification from examinations: The student may be disqualified from appearing in the current or future examinations.
- 5) Record of misconduct: A note regarding the use of unfair means will be recorded in the student's academic record, which may affect their future academic and professional opportunities.

The CBSE has also issued a circular dated 20/1/25 on the detailed stringent rules pertaining to the use of Unfair means by students in the board examinations. The parents are advised to go through the circular in detail (available on the CBSE Website)

Parental Involvement:-Parents/guardians will be informed immediately if their child is found using unfair means. They are expected to cooperate with the school in addressing the issue and ensuring that such behaviour is not repeated.

Note: These rules are subject to updates as per the latest CBSE circulars and notifications. Students and parents are advised to stay informed about any changes.

Acknowledgement

I,.....Parent of of Class.....

acknowledge that I have read and understood the contents of this Circular No. **RIS/RKP/2025/3/2 Dated : 8/3/25** covering the school policy as per the CBSE and DOE Guidelines on the following: Discipline, Mandatory Minimum Attendance requirement, Examination policy and Promotion Rules, Cases of Unfair means in examination.

I undertake that I shall counsel my ward on the above regularly and refer to the almanac from time to time for ready reference on these matters.

I also confirm that I have checked, verified and signed the Dossier Forms and filled the Medical forms carefully and submitted the same to the class teacher. All the information submitted is correct as on date.

Name of the Parent :

Ph No. :

Name of the Student :

Class and Section.

Signature with Date :