SCHOOL RULES

At VSPK International School, we take great pride in upholding the values of punctuality, proper uniform, and discipline, which are essential to fostering a productive and respectful learning environment. We expect all students to adhere to the following guidelines:

1. Punctuality

- Students must reach school on time. The school timings are:

  Pre-Primary (7:55am – 12:30 pm)

  Classes I-XII (7:55am – 2:10 pm)

- **The school gates will close at (8:05am sharp) and after 8:05 am, late arrivals will not be permitted to enter the premises**. Being punctual, demonstrates responsibility and respect for your time and that of others.
- The late arrivals will be marked in Punctuality Record of the Almanac.
- As regularity is the key for better performance and success in every field of life, so aim at achieving 100% attendance in school.

2. Uniform

- Wearing the correct school uniform is compulsory. Please ensure that your uniform is clean, neat, and worn properly at all times.
- Students must also adhere to the school's dress code for shoes, socks, ties, and any other accessories as per the school guidelines.
- Boys are not allowed to wear baggy trousers and girls must have respectable length of skirts as laid down by the school.
- Students will have to wear school uniform on school excursions and tours.

3. For Nails

- All students must keep their nails trimmed and clean at all times. Nail paint and nail extensions are not allowed for girls.

4. For Hair

- **For boys: Hair must be neatly trimmed and maintained at a moderate length. Funky hairstyles, extreme haircuts, or coloring are not allowed.**
- **For girls: Girls with long hair should tie them neatly in one/two plaits (braided). No puffs/bangs etc. are permitted. Girls with infected hair, especially with lice would not be allowed to attend school till their hair is completely free of lice/nits. Colouring/streaking of hair is strictly prohibited. Corrective measures to ensure the same would be taken up by the school authorities too.**

5. Mobiles and Gadgets

- Parents are requested not to give personal mobile phones or gadgets to your children. Giving them free access to mobile phones or gadgets would not only hinder their academic performance but also can be a threat to their safety and security.

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6. Discipline

- All students are expected to maintain discipline, both inside and outside the classroom. This includes respecting your teachers, peers, and the school environment.
- Disciplinary actions will be taken for any behavior that disrupts the learning process or affects the school's code of conduct.
- Students are not permitted to buy eatables from vendors outside the school premises.
- No students is allowed to come to school in a self driven vehicle, other than a bicycle. The bicycles must be parked at the proper place and should be locked.
- Students should refrain from bursting crackers. Any violation of this rule will entail strict disciplinary action.
- All students must wear the school I-Card as it is mandatory at all times. Whenever a student has to leave the school, for any emergency reasons, during the school hours, **"Out pass"** system will be strictly followed.
- Students must move in orderly manner while going from one place to another in the school premises.
- Students are not allowed to bring any sharp **instrument, expensive watch, CD, smart watch, pen-drive, airpod, earpod, smartphone, magazine, comic or mobile phone** to school. If a student is found carrying any of the above objects, the same will be confiscated and the necessary action will be taken against him/her as per school rules.
- Special care must be taken for the school property. Do not litter. Use the garbage bins. Do not scratch the desks and chairs or break school furniture. Do not write or draw anything on the walls or damage things belonging to others.
- Damage or breakage done even accidently should be reported to the class teacher.
- The students will be required to pay for any damage to school property. The school reserves the right to suspend/expel students whose conduct is harmful to other students or to the school.
- The School is not responsible for articles/personal belongings lost by the students.
- Students are not allowed to wear or bring valuable articles **(Gold and other precious ornaments etc.)** to the school.
- Lending and borrowing of money or any article amongst the students is strictly forbidden.
- If any student is found using unfair means during tests, he/she will be given zero in the subject with a warning letter. Repetition of same will result in a strict action.
- Students who do not appear in first term or second term examination due to illness or some unforeseen mishap, will not be eligible for the scholar badges or any proficiency award.

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- **VSPK International School** students should observe polite standards wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers and elders when they meet them. Bullying and use of foul language is prohibited and a punishable offence as per school rules. Ours being a co-educational institution, the boys should have a respectful attitude towards the girls and vice versa.
- The School Managing Committee/Principal reserves the right to expel any student on the basis of misconduct/grave indiscipline. Such decision will be final and binding.
- In all matters not covered under the rules given in the almanac, the decision of the Managing Committee/Principal will be final and binding.
- Please do not send your ward to school, if he/she is suffering from symptoms of any communicable infectious disease or COVID-19.
- During the period of Sports/Library/Lab etc all the students must go to the respective departments and not loiter around in corridors. Disciplinary action will be taken for violating school norms.
- Use of tobacco products, drugs, intoxicants or practice of gambling are serious offences and call for severe measures.

7. Cleanliness

- A clean school environment leads to better concentration and learning.
- Clean classrooms and corridors reflect the discipline and responsibility of every student. Keeping your desks and benches clean shows respect for your learning space.
- Always throw waste in dustbins to keep the school, classroom neat and hygienic.
- Cleanliness in school isn't just about appearance—it's about creating a safe, healthy, and productive environment for everyone.

Always be

Punctual	**Honest and Truthful**
Regular	**Aware of Surroundings**
Hygienic	**Competent and Efficient**
Disciplined	**Approachable and God Fearing**
Clear Headed	**Work and Deed**
Empathetic	**Respectful to Elders**

"Arise! Awake!
and stop not until the goal is reached."
Swami Vivekananda

PARENTING TIPS

As parents, we owe, to give quality time to our children and build their self esteem:

- Spend quality time with your children, by talking, eating, laughing and playing games together. This may not only be beneficial for young children but also for parents of young adolescents to develop a comfortable relationship through talking and sharing with them.
- Praise your children for the little things they do. This appreciation goes a long way in building their self-worth, confidence and raising their self-esteem.
- Give your children the opportunity to participate in decision making. Provide them with choices that stimulate them to think and respond appropriately. Setting extreme limits on your children will only make them throw tantrums or be aggressive in their attitude. Trusting their decisions would encourage them to be more responsible in their actions.
- Do not give in to all the demands of children. However, when saying no, keep in mind that an explanation is always necessary to enable them to understand the importance of reasons/ consequences of actions with time. This process of initiating healthy conversations may help in eliminating any scope of mistrust or communication gap.
- Don't frown or lose temper if /when your children falter or make mistakes. Your corrective action will add a bit of encouragement for them to do better the next time, Negative reinforcement tears down self-esteem which may prevent children from taking up challenges while striving for higher standards in life.
- During nap-time, read a book together. This will not only strengthen the bond of togetherness but also make children relish their childhood and the parents their parenthood. This will also go a long way in instilling a good habit for life.
- Stories are a wonderful way of bridging the communication gap, reaching from one heart to another. Children love to hear about their parents, elders etc. Try telling them stories about your childhood, subtly instilling family values in your children. After all each family has rich treasure of history and values which it would not want to be washed away with time.
- Encourage your children to shoulder responsibilities, without expecting them to get things right in the first few attempts. Taking care of things themselves instills a sense of pride and a positive attitude about themselves.
- Encourage children to pack their bags, according to the time table, themselves. Being responsible for their daily chores would bring about discipline in their lives.
- Don't stereotype chores as **'Male' or 'Female'** chores. Instead, encourage them to do things together, emphasizing on the importance of team work.

PARENTING TIPS

- It is always advisable to write to the school about the problems of your ward or to seek guidance. Your letters will be replied to after discussion with the concerned teachers. In case the parents want to discuss any problem with the class teacher, a meeting can be arranged.
- Check your ward's dairy **(The School Almanac)** daily. Do sign the remarks if any and take the necessary action.
- See that your ward carries books/exercise books according to the timetable for that day. No extra books should be sent.
- Encourage your ward to take interest in co-curricular activities and sports.
- Advice your ward to be careful about his/her belongings. There should be a name tag on the uniform and articles which are likely to get mixed up with others.
- Check the uniform and punctuality of your ward in the morning and also ensure that they should always wear their school ID-Card.
- Ensure that your wards do not bring **crackers, holi colours, electronic items, mobile and wrist watches** to the school. Burning of crackers and playing with colours in the school premises is liable to expulsion of students from the school.
- Parents are requested to impart health education to their children so that they:
  - **Maintain personal hygiene like trimming of nails, hair-cut (for non-Sikhs boys only) on regular basis.**
  - **Exercise regularly.**
  - **Have a balanced diet, nutritionally rich in proteins and milk.**
  - **Bring their own water bottles from home.**
  - **Avoid Excessive consumption of ice-cream, chocolates and other milk products and eatables from road side vendors.**
- Parents should carry out their responsibilities as a joint educators in instilling in their children respect and obedience for school rules and regulations.
- Parents are requested to ensure that they attend the PTMs, workshops, orientations, or special meetings regarding DOE guidelines for private van users as these are mandatory for keeping you updated regarding your ward's progress and the school policy and programmes.
- Parents/Guardians are not allowed to meet their wards or the teachers in the classrooms during regular school days. If any parent wants (for whatever reason) to meet the ward during school hours, he/she should contact the school reception and seek permission to meet the Principal.
- It is not always feasible to arrange for an immediate meeting with the Principal/Incharges (due to their prior engagements). Seeking prior appointments will be preferable for meetings. Drop an e-mail or send a written note with your ward.