

Mount Litera Zee School

Great School . Great Future

SCHOOL GOVERNANCE POLICY

Objectives

- To nurture lifelong learners.
- To create a Joyful and stimulating environment.
- To provide every child a fair and equal opportunity to develop his/her ability & potential for successful completion of education.
- To enable students to become responsible for the new world order.



Learn
IMPROVING HUMAN CAPITAL

Mount Litera Zee School
Delanpur, Sailana Road
Ratlam, MP

Mount Litera Zee School, Delanpur-Ratlam
Rules and Regulations

School Hours for Students.

1. The school will operate as per CBSE guidelines for minimum working hours per week and in a complete session.
The school timings will be fixed by the school management keeping in view the sunrise /sunset timings during summer/winter season.
2. Students who come by their own transport should arrive to school before the bell rings. No students is allowed to come by self-driven vehicles even bicycles (keeping in view the safety of the student)

Uniform for Students.

1. Students are issued ID Cards at the beginning of the session. These cards are the official form of identification at school and must be in your possession at all times. You will not be able to use the school library or go on school trips without them. They must be presented when you enter the building/bus and to staff members upon request. Lost or misplaced ID cards must be replaced immediately. There is a fee for duplicate cards. ID is a part of a uniform.
2. All students are to be groomed and dressed appropriately for school and school activities. Students should come in neat and ironed uniform, smartly dressed.
3. The students must strictly follow the code of the school uniform on all regular school days.
4. Boy's trousers should not be worn below the waist; shirt should be properly tucked in. Narrow bottom trouser not allowed.
5. Shoes should be clean and polished every day.
6. Boys should have a neat haircut, Hair must be of natural colour and not dyed. Fashion in relation to style, colour and length are not acceptable. The length of the hair is to be above the collar, above the eyebrows and off the face.
7. Make-up must not be worn.
8. Girls with very short hair must neatly comb and pinup their hair, those with shoulder length hair should make a neat ponytail, those with hair beyond shoulder length should make their hair in plaits.

Attendance – Absences – Tardiness (late coming)

Regular attendance is important for students to be successful learners. When a student is absent, they miss out on the sequence of instruction and must spend extra time catching up with their classmates upon returning to school.

Students are required to attend school and classes on time each day. Punctuality is a measure of responsibility and MLZS-Ratlam deems it important that all students learn the value of being punctual. Justification for tardiness is very limited. Tardiness will be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted. Students tardy to school must obtain a Tardy Admission Slip at the school office before going to their class.

There is nothing-called half day or early leave. Once the student has come to school, Parents are discouraged to a take the student during school hours. Only in case of medical basis the child will be permitted to leave early.

Excused Absences: Justification for absence is very limited. Absences will be excused only for health reasons. Attendance and tardiness are monitored closely throughout the school year. Parents are informed about student's attendance regularly and warning/notices are issued if the attendance falls below the required percentage so that students make up with attendance before the session gets over.

- Attendance on our National Festivals (15 Aug. & 26 Jan.) is mandatory.
- The students must attend the school functions, celebrations, classes for co-curricular activities and other important classes and activities that are compulsory.
- **A minimum attendance of 85% for students of Classes VI-XII and for Grade I to V 80% is a must. Students may not be permitted to appear for the term end examinations and will not be promoted if their attendance is below the required percentage. The students of Classes IX to XII will be governed by the Board Rules in all such cases. The discretionary power lies with the School Authority and the Board and that will be final and binding for all the students.**
- Students suffering from any one of the following diseases must observe the prescribed period of quarantine by the doctor before returning to class.
 - Chickenpox
 - Cholera.
 - Measles.
 - Mumps.
 - Whooping cough
 - Jaundice.
- A proper leave application written and signed by the parent asking for / informing about leave is a must.
- Students absent for more than a week without prior leave sanction are liable to get their names struck off from the school. Readmission would be considered as a fresh admission after completing all the formalities and payment of fees.

Bus -Rules and Regulations.

- Students must be at bus point before time and board on time. Buses will not stop in between once the bus departs from the bus point. Parents should not try to overtake and stop the School bus to facilitate the boarding of their wards as this endangers the safety of the bus and its occupants. This act will lead to strict disciplinary action.
- Parents /Guardian must be at bus point to pick and drop their ward. Parents have to ensure that their wards do not go to and fro from bus stops unescorted.
- Students must be seated and no student should travel standing on the footboard.
- Students will not litter in Bus and keep Bus clean.
- Any request for change in bus point must be made in writing and may be permitted subject to the availability of seats.
- Bus services will be discontinued without further notice for children who do not follow bus rules, damage accessories in the bus, offend passers – by with their actions or words.
- If any student is reported to be throwing objects outside from the school bus, strict disciplinary action will be taken against him/her.
- Students indulging in aggressive or very violent behaviour will be dropped to and picked up from the school by their parents. They will not be permitted to travel by school bus.

Bullying

Any form, verbal or physical, or any means of bullying or victimisation is strictly forbidden. Bullying may lead directly to rustication from school.

Prohibitions.

The school is not responsible for the lost or theft of expensive items. School does not allow children to bring expensive items or wear gold jewellery.

Birthday Celebrations.

No student is allowed to **bring gifts, presents or return gifts etc.** to school to mark his/her/other's **birthday** or for any other occasion. At the most, a student will be allowed to distribute **only biscuits** in his/her section. No gifts, toffees, chocolates, etc. should be sent for Principal/Head-Mistress/Co-ordinator/Class Teacher/Subject Teachers/Non-teaching Staff.

Respect for School Property.

Students must be responsible for the cleanliness of the school.

Particular attention, starting at the youngest age, must be given to respect school furniture, property and supplies left at the disposal of students. Damage done intentionally to the grounds/furniture or due to the improper use of equipment will warrant disciplinary action, and parents will be held financially responsible for repairs. Students must keep track of their belongings (books, clothes, lunch boxes, etc., and not let them lie around in the hallways.

It is the responsibility of every student in the school to ensure that the school is free from litter. Students are also encouraged to take the responsibility for litter in their immediate vicinity and place any litter in the bins placed around the school.

Library Rules.

1. The library is a "Silence Zone". Students have to strictly maintain silence in the library.
2. Students have to pay a fine for delay from the due date of return.
3. Students are not allowed to enter the library with food, water and personal items. They must keep their bags outside the library before entering.
4. Each student has to show his/her book at the exit during dispersal.
5. For loss or damage of the library book, the student has to replace the same within a week or make the payment.
6. Each student has to check his or her library book during issue, and report impairment or any damage to the librarian. If any scribbling or damage to the book is found at the time of return then he /she will have to replace the book or make equivalent payment.

Fee Payment Instructions

1) The Fee can be deposited at city office –Crystal Hall ,Rambag ,Ratlam between 1st to 10th of each quarter (August, November and February): The annual fees and one term fee has to be deposited at the starting of new session. Annual fee is non-refundable. Term fees are refundable in case the student is issued T.C at the beginning of that particular term only.

2) Cash/ Local Cheque/Pay Order (Payable to Mount Litera Zee School, Ratlam,) at the collection counter on working day from 9.00 am to 1.00 pm only will be accepted.

3) Please pay the exact fees and dues if any term wise and collect the receipt of the same.

4) If fee is not paid by the due date, late fee of Rs.100/- will be charged for the first 7 days after the due date. Thereafter, late fee @ Rs. 20/- per day will be charged. If fee is not paid for over 1 month from the due date, name of the student will be struck off the school rolls.

Disciplinary Measures

The following disciplinary measures may be adopted by the school in dealing with students behaving in an unruly manner or not following any of the above rules and regulations.

1. **Oral warning to students and informing parents.**
2. **Written warning given to parents**
3. **Counselling along with parents**
4. **Detention at schools, informing parents.**
5. **Suspension (ranging from 3 days to 30 days).**
6. **Rustication and transfer Certificate from the school.**

Guide Lines for Parents.

1. Wards come to school regularly and with proper school uniform.
2. It is the responsibility of the parent to set a specific time and place for doing homework and to monitor the student's homework. If at any time a parent has a concern about the school's homework policy, they are to contact their child's teacher with prior appointment.
3. Parents are advised to send only healthy and nutritious food in the tiffin, strictly vegetarian. Avoid sending junk foods.
4. Parents must ensure that their wards are escorted both at time of drop and pickup from bus points.
5. Parents Teachers meeting are scheduled time to time and this gives parents to interact with teachers and to know their ward's progress. Parents must attend all the PTM's.
6. Parents should maintain dignity of the school and they should approach teacher or other staff members in as respectful and compose manner.
7. We are always there to help for the development of the child, so you may meet the school head/in-charge/co-ordinator with prior appointment.
8. Parents must deposit the fees on time to avoid late fee charges/penalty.
9. Circulars are given to parents time to time. Parents must read and follow it accordingly.
10. The school organises workshops/special meetings. We request the parents to take the benefit by attending on mandatory basis.

I have read and understood the above school rules and regulations. I will abide to the above rules and regulations.

Parents Signature. _____.

Date: _____

Name of the parent. _____.

Name of the student _____