



# Thiruthangal Nadar Vidhyalaya

(Belongs To The Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)

Senior Secondary | Co-Education

Affiliated to CBSE, DELHI

An ISO 9001 : 2015 Certified Institution

No.1051, T.H.Road, Thangal, Chennai - 600 019 Phone : 25993131, 25995555

E-mail : thinaarschool@yahoo.com | web : www.thiruthangalnadarvidhyalaya.org

Date: 12.09.2024

Dear parents & students,

Kindly follow the instructions given below for smooth conduct of classes.

## **Behaviour:-**

- 1) Students must respect and obey their teachers and School authorities at all times.
- 2) Running, playing and shouting in the classrooms and corridors during study hours is forbidden. Students must not indulge in fights and physical and verbal abuse in school. Stringent action will be taken against all students instigating and/or participating in such acts.
- 3) Students may not loiter in the classrooms during break or Computer, Games and Activity periods.
- 4) Students may not go to the toilets or to drink water during class time. Such needs must be attended to during the break. However, if any student has a medical problem, the same must be brought to the notice of the class teacher in writing with medical certificate attached.
- 5) Students are not permitted to bring story books (other than school library books), magazines, picture books, video games, audio video cassettes/DVD's/CD's, fancy items, Mobile phones to the school. This rule is applicable for class, practices, Annual Day, Sports Day, Picnic etc. Any such property found in the possession of the student will be confiscated by the school.
- 6) All school leaders must be given due respect.
- 7) Students must record and follow the specific instructions given by their teachers.

## **Discipline:-**

- 1) Discipline is enforced in the school through Remarks and Warning Letters. All remarks must be signed immediately by the parent. After 3 similar remarks by the same teacher the parents are liable to be summoned by the Co-ordinators/Principal. Further action as required shall be taken by the school management.
- 2) Grave Indiscipline, damage to school property, acts of violence against fellow students, using abusive or obscene language, Absenteeism on the last & opening day of the School, important functions like Sports Day, Annual Day, the number of good / bad remarks, loss of calendar, Parents' attendance on Open day.
- 3) The teacher in each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose.
- 4) All the students should be habitually clean and neatly dressed. The school uniform is to be worn on all class days, examination days and for all school functions at or outside the school. Unless otherwise given prior permission by the Principal.
- 5) A note of excuse duly signed by the parent should be brought to school, or a remark to this effect be entered in the page assigned for parent's remarks in the Diary in case the student comes to school without his/her school uniform.
- 6) In the interest of good grooming, a student is to have neat, clean, properly combed hair of moderate length and style. Extremes of any kind will not be allowed.
- 7) Running, playing or shouting inside the School building is not allowed.
- 8) When students move along the corridors or when they go up or down the stairs as when changing classes, they must walk in silence and keep to the right of the corridors or stairs, along the iron grills.
- 9) No student is allowed to remain in the classrooms or in the corridors during recess, or games periods. Once on the ground, nobody may return to the classroom without due permission from the games teacher.

- 10) Students should take an honest pride in keeping the school premises clean by using the dust-bins for lunch scraps, scrap paper, fruit peels, etc.
- 11) A student is not allowed to bring any food item which is packed in plastics. We have a plastic free zone.
- 12) Care must be shown to school property. Therefore, students must not scratch or spoil the desks or chairs or draw anything on the walls, or in any way deface or damage what belongs to others. Damage done or noticed should be reported at once to the appropriate authority.
- 13) Each class teacher will be responsible for looking after all class property.
- 14) No student may enter a classroom other than his or her own class room without prior permission of the Vice-Principal/Class teacher.
- 15) Books (other than text books or library books), magazines, comics, papers or any other objects liable to prove a source of disturbance such as (14) Attitude determines how well you do it. As transistors, cameras, cell phones any other objectionable object should not be brought to school without the Principal/Vice-Principal permission. Mobile phone is strictly forbidden. If confiscated, it will not be returned.
- 16) The school is not responsible for goods lost. Do not bring valuable pens, watches, cell phones, cameras and other articles to school. Money should not be lent or borrowed or articles given or exchanged except with the knowledge of the teacher or the Vice-Principal. Also they are not allowed to bring more than Rs. 30/- as pocket money. If anything is lost, the school will not be responsible.
- 17) No collection for any purpose may be made in the school without the approval of the Principal.
- 18) No student may leave the school premises either alone or with parent or guardian during school hours, without the written permission of the Principal or Vice-Principal.
- 19) All signs, notices or posters must be approved by the Principal or Vice Principal before they are displayed in the school.
- 20) For various reasons, which should be obvious, students who smoke in public or in the school premises will be asked to leave the school. Tobacco is not allowed on campus. Strict disciplinary action will be taken on those who take Pan Parag etc. in the school campus.
- 21) No chewing gum will be allowed in the classrooms or anywhere else in the school campus.
- 22) No student is permitted to come to school driving his/her own motor bikes/scooters and cars. This will be strictly enforced by the school authorities. Cycles must be kept locked in the cycle shed and never left standing about the grounds even on non-class days.
- 23) Students are not allowed to receive visitors or make phone calls. They will not be permitted to leave their class to answer a phone call. Only if the matter is very urgent will the student be called to the phone.
- 24) Any student desiring to be exempted from P.T. or games must produce a doctor's certificate to the effect that he/she is physically unfit to take part.
- 25) No student should be sent to school if suffering from a contagious or infectious disease.
- 26) The date of birth of a student as recorded in the admission register cannot be changed.
- 27) If any accident or mishap occurs within the school campus because of student's own carelessness or deliberate action, the school in this case won't be responsible.
- 28) **Every student should bring his/her school Diary daily.**

### **Maintenance of Study Materials:-**

- 1) All school books must be labelled and neatly maintained throughout the year.
- 2) Books must be brought according to the day's timetable without fail.
- 3) Students are not permitted to paste stickers and colour the pages of school notebooks unless specifically instructed by the subject teachers.

### **School Timings:-**

- 1) Students must be present in the school at 8.40 am. Classes commence at 09.00 am.
- 2) Students will not be permitted to enter class once the assembly has started at 8.45 am.
- 3) Students will disperse as per the schedule mentioned in the student hand book.

- 4) Parents/Drivers coming to pick up their wards will not be permitted into the classrooms. They will have to wait in the designated areas for their wards.
- 5) **Children coming late to school – after 8:40 am will have detention for one period.**

**Celebration of Birthdays:-**

Students are **not permitted** to wear festive dress on birthdays and distribute chocolates/sweets to their classmates and teachers. Distribution of fancy gifts / sweets & celebration of class parties is not permitted.

With Warm Regards,



PRINCIPAL

\*\*\*\*\*