



**(NAVI MUMBAI MERCHANTS' EDUCATIONAL FOUNDATION'S)  
ANCHORWALA EDUCATION ACADEMY**

***Rules Of Discipline:-***

***Dress and Appearance:-***

- 1) Students must come to school wearing the correct school uniform. Uniform must be neatly cleaned and ironed.
- 2) Personal cleanliness, hygiene and neatness is expected at all times. Hair must be neatly cut/pinned/plaited and combed. Nails must be kept clean and short. Boys must maintain their hair trim and neat. Fancy hairstyles and coloured hair is not allowed.
- 3) Failure to comply may result in the student being sent home after two warnings recorded in the handbook.
- 4) Students are not permitted to wear costly or fancy watches, chains, earrings, belts etc. Grades 1 to 8 students are not allowed to wear watches.
- 5) Students are not allowed to colour / spike / gel their hair, wear nail polish, tattoo or any henna design.
- 6) The Shirt must be fully buttoned always.

***School Property:-***

- 1) Care must be taken to keep the school clean at all times. Litter must be disposed off in the dustbins provided.
- 2) Students must take care of the school property. No scratches, writings or drawings may be made on the school furniture or walls.
- 3) Damage done by accident must be reported to the class teacher. Students who willfully damage school property must make good the damage done.

## **Behaviour:-**

- 1) Students must respect and obey their teaching, Non-teaching 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 / nurse 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, Walkman's or 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 through LMS portal and Warning Letters in case of breach of discipline. All remarks must be acknowledged through mail immediately by the parent. After 3 similar remarks by the same teacher the parents are liable to be summoned by the Coordinators. Further action as required may be taken by Principal according to the graveness of the mistake.
- 2) Action taken by Principal on the following grounds: Grave Indiscipline, damage to school property, acts of violence against fellow students, using abusive or obscene language, Absenteeism on the first & last day of the Semester, on the last & opening day of the Summer / Winter break, important functions like Sports Day, Annual Day, the number of good/bad remarks and Parents' attendance on Open House days.

### **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 teachers.

### **School Timings:-**

- 1) Students must be present in the school at 7:30 a.m. Classes commence at 8:00 a.m.
- 2) Students will not be permitted to enter class once the assembly has started at 7:40 a.m.
- 3) Students will disperse at 2:00 p.m.. Parents/Drivers coming to pick up their wards will not be permitted into the corridors/classrooms. They will have to wait in the designated areas for their wards.
- 5) Children coming late to school – after 7:40 a.m. will have detention for one period.

### **Celebration of Birthdays:-**

In order to maintain equality, Students are not permitted to wear festive dress on birthdays. They can distribute common chocolates/sweets to their classmates and teachers which should not exceed rupees 10/- piece. However students may not enter or disturb other classes for this purpose. In this context distribution of fancy gifts / celebration of class parties are not permitted.

### **Staff Tuition Policy:-**

School teachers are not permitted to take tuitions for any student who is directly taught in class by him / her.

### **Staff Gift Policy:-**

Parents are requested not to give gifts to individual teachers/ or non-teaching staff for any occasion.