

## SCHOOL TIMINGS

Prep.Section (LN to KG)	8.00 a.m. to 10.30 a.m.
PrimarySection(I to V)	7.00 a.m. to 11.00 a.m.
Secondary & Sr. Secondary Section (VI to XII)	11.15 a.m. to 4.30 p.m.

## UNIFORM

### PREP SECTION

Girls	Tunic White Socks with Grey stripes (Ankle Length) (Summer) Grey Stockings (Winter) Black Shoes (Bata)
Boys	Grey Shorts (With Fastener) White Shirt White Socks with Grey Stripes Black School Shoes (Bata)

### PRIMARY SECTION

Girls	Grey Skirt White Shirt White Socks with Grey Stripes (Ankle Length) Grey Stockings (Winter) Black School Shoes (Bata) Grey Tie
Boys	Grey Shorts White Shirt White Socks with Grey Stripes Black School Shoes (Bata) Grey Tie

### SECONDARY & SENIOR SECONDARY SECTION

Girls	Grey Skirt White Shirt White Socks with Grey Stripes (Ankle Length) (Summer) Grey Stockings (Winter) Black School Shoes (Bata) Grey Tie
Boys	Grey Trousers White Shirt White Socks with Grey Stripes Black School Shoes (Bata) Grey Tie

### WINTER WEAR

Class L.N. to VII — Grey Pullover with Blue Stripes

Class VIII to XII – NavyBlueBlazer

**P.T. UNIFORM (To be worn on Friday)**

Girls:	White pleated Skirt House Shirt White Hair Tie
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Boys:

White PT Shoes and Socks  
White Shorts / Trousers  
House Shirt  
White Socks  
White P.T. Shoes

## GENERAL INFORMATION

1. Douglas Memorial Higher Secondary School is an English Medium Co-education School established in the year 1984.
2. The School is affiliated to the Council for the Indian School Certificate Examinations, New Delhi.
3. The Medium of instruction is English with either Bengali or Hindi offered as second languages. Other languages may be offered at the discretion of the school.
4. Working Days — Monday to Friday [5 days per week]
5. Special emphasis is given to ensure a high standard of character and academic excellence. Guardians / Parents are requested to co-operate in this regard with authorities of the school by insisting on the regular attendance and punctuality of their wards.
6. **If the school property is willfully damaged or destroyed fines will be charged as levied by the Principal.**
7. Kindly note that the school maintains a record of pupil in discipline, should there be 3 such entries the parent will receive a warning letter and 2 further repetitions will lead to suspension. If the child is suspended thrice the child could be liable for expulsion from school.
8. Writing on the wall and plucking of flowers is strictly prohibited.
9. Students are not allowed to wear rings, bangles or any other jewellery. A small pair of earrings may be worn by girls. Kindly note that use of makeup, mehendi, nail polish or streaking and colouring of hair is strictly forbidden.
10. Students who suffer from any infectious disease or serious ailment must not come to school until they are completely cured.
11. P.T. Uniform and P.T. Shoes are compulsory for Games and P.T. The students must come to the school in clean and ironed uniform with polished shoes, without which they will not be allowed to enter the class.
12. Name tags should be given to each article that the child brings to school especially for prep. Section and class I students.

13. There are three vacations during the year. The Summer vacation in May, The Puja vacation in Sep./Oct, and the Winter vacation in December.
14. Students must address their teachers and all members of staff, with politeness, and pay due respect to them. The students are expected to conduct themselves with decorum both in and out of school.
15. For all students it is mandatory to submit the AADHAAR CARD.
16. Parents / Guardians are requested not to give any gifts / donations in cash or kind towards social work for Clubs and organizations to any teacher or staff member without authorized letter from the management.

## **SELECTION OF STREAM**

Option Forms will be sent to parents towards the end of class VIII and X for selection of stream for the I.C.S.E. and I.S.C. Selection will be on merit. While every effort will be made to accommodate the choice exercised the same cannot be guaranteed in all cases. The school will not assign any reason for non-Compliance with regard to stream accommodated. Registration for the I.C.S.E. and I.S.C. examination is done in class IX and XI respectively. No change in subjects or stream will be allowed after 30<sup>th</sup> June of the respective academic year.

## **ATTENDANCE**

1. **Attendance of the students is compulsory on the first day of the new academic year. Students who absent themselves from class must state their reason for absence in the Regularity Record. Confidential causes of absence may be intimated through a letter. Birthday, excursion, urgent businesses are not sufficient reasons. Study leave (except X and XII) will not be granted.**
2. Medical Certificates are necessary in cases of sickness for over three days.
3. Students must be punctual to their class. Before entering the room absentees and latecomers must show their teacher the Regularity Record duly counter signed by the Vice Principal.
4. Children who are absent for more than one month are liable to have their names struck off the School Rolls.
5. Children affected with infectious diseases must complete the

quarantine period before rejoining school. This should be indicated on the Medical Certificate.

6. Students who are on leave during the school day will not be allowed to visit teachers or hand in files or participate in games on that date.

7. Students on study leave needing to meet teachers or attend tutorial, etc., during school working days are expected to attend in school uniform.

8. Leave of absence for birthdays, marriage feasts, and similar reasons is discouraged. However, leave must be applied for in advance which may be disallowed at the sole discretion of the Principal without assigning any reason thereof.

9. Appointment with Doctors during school hours is not encouraged. Genuine cases will require supporting evidence. No gate pass will be issued during school hours.

## **SCHOOL LIBRARY**

The stock of school library includes text books, reference books and general books.

### **Rules and Regulations of School Library**

1. Reading is an important means of gaining knowledge, building language skills and of enjoyment. Students must inculcate in themselves the habit and love for reading.
2. Strict silence and order is observed by all in the library.
3. Boxes, bags, water bottles, pens, pencils and other articles are not allowed inside the library room.
4. No person shall write upon, cut, damage or make any mark upon any book or periodical belongings to the library.
5. Readers shall be responsible to make good the loss, the damage or injury done of the books or other property belonging to the library either by replacing such books or other property damaged or injured, or by paying the value thereof.
6. Each pupil is entitled to take out on loan one book at a time and keep it for fifteen days. Periodical publications, dictionaries, and other costly reference books shall not be lent out.

7. In case the book is not returned before due date, a fine of rupee one per book per overdue day shall be charged, and no new books shall be issued unless the member returns the overdue books and pays the overdue charges.
8. The library card is not transferable. The readers will take books with their own library card.
9. A duplicate card will be issued to the member on payment of a fine often rupees.
10. Issue of books will be suspended fifteen days before any vacation and before annual examination.
11. School leaving or Transfer Certificate will not be issued until and unless the books are returned to the library and clearance certificate obtained.
12. The Principal at any time may amend the rules and regulations for betterment. In any library matter his decision will be final.
13. The students may avail the facility of E-library from classes I–XIII.

## RULES FOR THE COMPUTER LABORATORY

1. The Computer Laboratory is a place of learning and serious work. For this 'Silence' is very necessary. Therefore OBSERVE STRICT SILENCE in the computer laboratory.
2. The computer is an electronic instrument which is mastered through instruction and operation. Follow the instructions of the teacher carefully.
3. The Computer is a very delicate and expensive machine. Damages must be paid for by the student. Report immediately any kind of defect or damage, so that prompt remedial action can be taken.
4. Students are not permitted to surf the internet.
5. Computer time is precious, DO NOT waste it.

## ADMISSION AND WITHDRAWAL

1. Admission to the Lower Nursery is granted to children who have completed the age of two and a half years. An application form for admission and the prospectus can be obtained from the school office

during working hours.

2. Admission to classes I to VIII may be taken against vacancies at the beginning of the school year, in the month of April. Admission tests will be held periodically between September and November.
3. A candidate will not be admitted without a Transfer Certificate from the school last attended.
4. For issue of Transfer Certificate a T.C. Fee equivalent to one month's tuition fee should be deposited.
5. It is the Principal's absolute discretion, not with standing the existing rules given in the prospectus, to cancel the enrolment of any student in the school.
6. If a student is admitted in to the school and leaves during the first year (i.e. the year of admission) child will be required to pay one year's fees (academic year April 2018–March 2019).

## FEES

1. All the school fees covering 12 calendar months must be paid online (through MyLy App./website) by the 15<sup>th</sup> of every month.
2. Last date of payment of fees is 15<sup>th</sup> of each calendar month failure to which a late fine of Rs.100/- will be charged per month.
3. The names of the students, who fail to pay the tuition fees for three consecutive months, will be struck off the rolls without any prior notice. A Re-admission fee will be charged to re-enroll the students in the school.
4. All school dues must be cleared before the commencement of each examination.
5. School fees for the months of January, February and March must be deposited by 15<sup>th</sup> of January.

## RULES AND REGULATIONS TO BE FOLLOWED BY STUDENTS DURING EXAMINATION

1. Any attempt to use unfair means during examinations is strictly prohibited.
2. No study / digital material like books / paper / mobile phone / digital watch etc. may be carried inside the examination hall.
3. Each child must carry his or her own stationery. No

borrowing or lending of stationery will be permitted.

4. Writing on the question paper shall not be permitted.
5. All bags must be kept outside the examination hall.
6. All students must come to school in proper school uniform on all days of examination.
7. All instructions given prior to examination must be strictly adhered to.

## EXAMINATION AND PROMOTION CRITERIA

1. The School conducts two main examinations, i.e. the two Terminal Examinations. Two Assessment Tests will be conducted for each term.
2. The students repeating the same class twice will not be allowed to continue in the school.
3. Half day leave will be granted to a student only under emergency situations.
4. 75% attendance is mandatory for every student to appear in the Annual Examination.

## CO-CURRICULAR ACTIVITIES

1. For over all development of the students the school conducts various activities viz – Educational tours, Excursions, Annual Sports and Concert etc.
2. All students are expected and encouraged to participate in these Co-curricular activities of the school to develop their self confidence.

## PRIVATE TUITION

1. Private Tuitions will not be allowed at any cost. If any child is found taking tuitions from our school teacher, the child will be issued a T.C. immediately without further notice.
2. School can arrange for remedial classes on special request.

## IMPORTANT NOTE TO GUARDIANS

Parents / Guardians are here by requested to accompany their children upto the gate and then kindly vacate the place at once.

1. Parents and Guardians are requested to Co-operate with the school authorities :
  - i) By ensuring that their wards are regular and punctual.
  - ii) By insisting on neatness and cleanliness in their text-books, exercise books and personal appearance.
  - iii) By meeting the Principal / Administrator (with prior permission) discussion the progress of their wards.
  - iv) School diary is the medium of communication. Therefore parents / guardians are requested to go through the school diary and sign there marks / comments made by Principal / Administrator / Vice Principal / Co – ordinator / Teacher.
  - v) School diary should be regularly signed by parents / Guardians.
  - vi) Parents / Guardians must respond immediately to any notification sent by the school Authorities.
  - vii) Parents / Guardians can meet the class teacher or subject teachers only on Fridays after school.
  - viii) **Mobile phones are not allowed in the school premises. Parents must ensure that their ward(s) do not carry mobile phone to the school.**
  - ix) The school uses bulk SMS to inform Parents and Guardians about sudden school closure and other similar information. Kindly ensure that accurate telephones details are given in all documents.

## **CHANGE OF ADDRESS**

ANY CHANGE OF ADDRESS AND PHONE NO. SHOULD BE NOTIFIED PROMPTLY TO THE SCHOOL OFFICE.

## **SCHOOL VISITING HOURS**

The School is open to feedback from the parents. In case of any inquiries or complaints please feel free to contact the Principal, Administrator, Vice Principal and coordinator as required.

1. Parents / Guardians may meet the Principal of the school on Monday and Friday between 11.30 a.m. and 12.30 p.m.
2. Parents may meet the Administrator, Vice Principal and Co-ordinator between 10.30 a.m. and 12.30 p.m. on prior appointment.



3. Meeting with the teachers are not allowed during working hours. However parents may meet a teacher between 10.30 a.m. and 11.00 a.m. (Secondary and Senior Secondary Section) and 11.00 a.m. and 11.30 a.m. (Prep and Primary Section) on Mondays and Fridays only.
4. Parents may discuss the progress of their children during the PTM.
5. Kindly use the school diary / App / Website for communicating with the School Authority.
6. Please refrain from calling the teachers on the school telephone or personal mobile.

## **BOARDERS**

1. Parents / Guardians are permitted to visit their wards between 4.00 p.m. and 6.00 p.m. on Saturdays and Sundays. Boarders may leave the school premises with the parents or warden / metron.
2. Those going out for the weekend may be picked up from school between 4.00 p.m. and 6.00 p.m. Only on Friday or on Saturday when the same is a working day, Boys and Girls are expected to be back in School on Sunday evening by 5.30 p.m.
3. All boarders must be back in the Hostel a day before school re-opens as mentioned in the School Calendar by 5.30 p.m.
4. Visitors are not permitted inside the dormitories.
5. In case of illness, every possible care is taken in the school infirmary. As soon as the student is admitted into the School infirmary, parents are informed at once. However, should the School doctor feel that a child be taken to hospital, the School will do so even before parents can be informed.
6. Boarders are permitted to go home only on specified weekends of every working month.
7. Boarders will leave for Term Break after the Final Exam Reports have been issued.
8. The hostel will remain closed during Easter, Summer, Term Break and Winter holidays.
9. Any three reported misdemeanors will result in the student being sent home for a week.