



Asian International School

Affiliated to CBSE Board, New Delhi (Affiliation No. 2430166)

New Korolah, NH-6, Alampur, Howrah - 711 302, West Bengal, India

www.aisedu.org

RULES & REGULATIONS

As ASIAN INTERNATIONAL SCHOOL lays great emphasis on "DISCIPLINE"- slackness, disobedience and disregard of the rules will not be tolerated. Any negligence of good manners, any work or action likely to lower the image of the school is regarded as a breach of school discipline.

"The school reserves the right to expel students whose diligence or progress in studies is considered unsatisfactory or whose conduct is harmful to other students. Immorality, insubordination or contempt of authority and breaking bounds and causing damage to school property are always sufficient reasons for suitable action to be taken immediately."

General Rules & Regulations:

1. Parents and guardians are requested to read and explain the school rules to their wards.
2. Parent's attention is drawn to the fact that criticism of the school or teacher in the presence of a child or even otherwise should be strictly avoided because it causes the students to lose respect for their teachers with the consequent failure to learn from them and this retards their progress.
3. It is compulsory for all students to attend school on the first day at the beginning of a semester or after each vacation and the last day before the end of a semester / beginning of a vacation, otherwise strict action will be taken by the school authority.
4. Parents are requested to personally see off and receive their ward at bus stops along with the Escort Card. Parents not carrying the Escort Card will not be allowed to receive their ward.
5. Parents are requested not to enter classrooms to see their children or teachers during school hours as this hampers with the teaching process and causes disturbance to other students as well.
6. Parents are required to inform the school office, if there is any change in their address, telephone numbers and other relevant information, immediately.
7. Children, when sick, should not be sent to school to attend classes. The parents will hold the institution, indemnified against all claims arising through illness and accident.
8. Leave for half day is not allowed at all, for security reasons. In emergency however, written permission for leave must be taken from the Principal/Headmistress and the Class Teacher and the Bus In-charge should be informed, in case the student is not availing the School transport facility.
9. Parents are required to co-operate with the school in its attempt to help their children progress by paying attention to their attendance, punctuality and discipline and to take interest in their child's work. They should check the almanac every day and note the instructions given. They are advised to check the bags of their wards to see if any circular / notice / invitation etc. has been issued.
10. Any communication made by the parent /guardian should be addressed to the Class Teacher. The Address, Phone No., Roll No., Name of the Student, Class and Section should be clearly mentioned in the application which is to be written in the school notepad provided with the stationery.
11. The parents are required to attend the P.T.M (Parents Teachers Meetings) on a regular basis and the Class Teacher should be informed about any absenteeism, prior to the meeting. A respectable Code of Conduct should be maintained and punctuality observed at such meetings.
12. The ward of those parents, who avoid meeting the authorities, when advised to do so, may not be allowed to attend the classes.
13. Parents should not try to contact the Co-ordinator or teachers over the phone but they can meet the Co-ordinator and teachers during the 'Visiting Hours' with prior appointment.
14. Parents must first consult the school calendar, date sheets and other circulars before making enquiries over the phone.
15. Parents are requested to carry the Escort Card on their person while visiting the school for any function organised by the school. If either of the cards are damaged or lost, an application along with one / two identical photo(s) has to be submitted to the office and the parent will be issued a temporary Identity / Escort Card, as the case may be. Further, parents shall be required to pay 150/- per each Identity Card / Escort Card at the school office. Further loss of the ID card will need to be intimated to the Principal, in case the student is in high school or else to the Head-mistress and 150/- per each Identity Card / Escort Card will be charged for a replacement and strict action will be initiated.
16. Parents can meet the Principal on stipulated days after taking prior appointment.
17. Parents can meet the Teachers on stipulated days after taking prior appointment.
18. The name, class and section of the pupil should be clearly marked on all belongings of the students for e.g. blazers, ties, jerseys, skirts, pants, shirts, socks, scarves, shoes, bags, books, pencil boxes, water bottles, lunch boxes etc.
19. Care must be taken of all school property including books in the library. If any damage is done, a fine will be imposed on him/her/group who so ever is liable.
20. Students are not allowed to wear any form of jewellery. Girls are allowed to wear only small earrings / studs. The school will not be liable for any loss of jewellery worn by the child to the school.
21. Students are not allowed to apply nail polish / mehendi / tattoos under any circumstances.
22. Boys are advised to have haircuts at regular intervals in order to look neat.
23. Girls' with long hair should keep them tied neatly to avoid distraction while studying.
24. Both boys and girls should have trimmed & clean nails.
25. Students are advised neither to carry any money nor to bring valuable articles for e.g. mobile phones, expensive watches, fountain pens, electronic gadgets, cameras, calculators, jewellery, perfumes, non academic CDs/DVDs to school. In case of loss of valuables or other articles, the authorities will try their best to trace out the items but shall not undertake any responsibility for the loss. Also if any of the above articles are found with the students, they shall be taken away by the class teacher and returned only to the parents.
26. Strict action will be taken against students using unfair means in examination.
27. In the event of the student missing his/ her assessment due to his / her absence from the school, there shall be no re - assessment for the student.
28. Parents should sign the progress report card and return it to the school within three days of receiving it. If lost / mutilated, a replacement will be made after the payment of the required fine of 100 at the Administrative Office.
29. Parents / Guardians are requested not to approach the teachers for private tuition for their wards. If any student is found guilty of doing so, then strict action will be taken against both the parties and the student might be asked to leave school without a T. C (Transfer Certificate). If any kind of help is required then the parents / guardians are requested to get in touch with the Principal and assistances may be considered as per the convenience of the school and / administrative office.
30. Collection and distribution of lunch packets and other belongings is not the responsibility of the school and is not allowed. In case of an emergency, school will however provide a small snack to the child.
31. 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 2 toffees (eg. eclairs) per student in his/her section. No gifts, toffees, chocolates, etc. should be sent for Principal/Headmistress/Teacher in-charge/Co-ordinator/Class Teacher/Subject Teachers/Non-teaching Staff.
32. Our School is a polybag /plastic free zone. All parents are requested not to send or bring any articles like lunch box, stationery, craft articles etc. to school in polybags.
33. Students are expected to participate in field trips which are planned as an integral part of certain classes. Parents will be charged for travel and accommodation costs.

34. It is mandatory to subscribe to a periodical or to take part in inter school talent examinations if the school so authorises.

35. FEES RULES

- Fees once paid at the time of Admission is not refundable at any circumstances exception being the security deposit only.
- Fees can be deposited in advance.
- Session, education and transport fees may increase as determined by the school's management.
- Security deposit will only be refunded once parent / guardian intimate the school in writing and apply for the transfer certificate / cancellation of admission for his / her ward and all dues till the current quarter are paid. The school is not liable to return the amount paid at the time of admission in any circumstances, whether the student has attended the classes or not from the beginning of the session.
- Once the new session commences, security deposit will only be refunded if tuition fees (and transport fee if applied for transport) up to the relevant quarter is paid, otherwise, it will be considered as forfeited.
- Annual fees should be paid in advance for the relevant academic session in the month of April..
- Please ensure the full payment of the relevant quarter. All quarterly fees must be paid on or before 11th of the 1st month of the relevant quarter.
- Payments are to be made in either of the following methods:
 - ♦ Bank Draft/Managers Cheque in Favour of Asian International School, Payable at Kolkata or Cash (To be submitted in person to the city office / school office / selected branches of Axis Bank).
 - ♦ A fee slip is issued at the beginning of every quarter, which should be duly filled in and submitted to the listed collecting centres only. Banks copy will be retained by the bank. The school copy and parent copy shall be retained by parents and school respectively.
- No student will be allowed to join / remain in school unless all outstanding dues of the previous term and the current year's annual fees is paid in full.
- The tuition fees will have to be deposited on a quarterly basis in advance within the eleventh day of the first month of the quarter. In case of late submission of the tuition fees, a fine will be charged as follows:-

Delay (in number of days) in depositing Tuition Fees	Fine Amount ₹
Deposit of Tuition Fees within the first 11 (eleven) days after the last date of payment of tuition fees	₹ 200
Deposit of Tuition Fees within the next 21 (twenty one) days thereafter	₹ 500
Deposit of Tuition Fees within the next 20(twenty) days thereafter	₹ 1,000
Deposit of Tuition Fees thereafter (Re-admission Fees)	₹ 5,000

38. ATTENDANCE:

75% attendance is compulsory for all students failing which he/she may not be eligible for promotion, if applicable. The percentage may be relaxed on medical grounds or any other unavoidable circumstances. Repeated absence without leave or unexplained absence for more than 5 consecutive days may render the student liable to have his/her name struck off the rolls. Re-admission may be granted only on the payment of fresh re-admission fee, at the discretion of the Principal/Headmistress. No leave of absence is granted except on an application from parents or guardians for plausible reasons only. A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate, permitting him/her to attend the school.

39. WITHDRAWAL / SUSPENSION:

A student may be asked to leave the school at the discretion of the Principal/ Headmistress on any one of the following grounds:

- Disciplinary issues
- Unsatisfactory progress in work
- Detention or repeated detention in a class.
- Any other ground that the Principal/Headmistress deems necessary/ appropriate in the interest of the school and its students.

40. In case of absence after acceptance of admission, no refund will be made as on the first day of school. Parents are expected to inform the Principal in writing by 1st December, 1st April or 1st July if they intend to withdraw their child from the next Quarter.

41. Any parent who fails to inform the Principal in writing by the above mentioned dates will not be able to get the refundable fees.

42. No fees, partial or full, will be refunded if a student is withdrawn or required to leave the school during a quarter for any reason.

43. The School requires 3 months written notice when a student is leaving school. Such communications must be made in writing. Casual verbal communications will not be accepted. If no such notice is received, billing will take place as usual.

44. The school will not be held responsible for any lapses in the bus services. In case of any discrepancy, parents may meet the School Transport Authority.

45. To claim "Security Deposit" please submit original fees receipt provided at the time of admission.

46. Parents shall not be a part of any Conglomeration for whatsoever reasons against the school. Such conglomerations are not recognised by school.

47. School shall not be held accountable for any untoward incident taking place in school while the students is still present on school premises.

VISITING HOURS

Visiting Hours for the Principal / Administration should be followed strictly. There may be cases where an emergency demands a matter to be looked into without a prior appointment, but the time mentioned below shall be followed on a regular basis six days a week.

Visiting Hours to meet the PRINCIPAL / VICE PRINCIPAL / HEADMISTRESS		
Class	Days	Timings
LKG - XII	Monday & Friday (with prior appointment)	10:30 A.M. - 2:00 P.M.

Visiting Hours to meet the Teachers		
Class Days	Days	Timings
LKG - I	Monday & Friday (with prior appointment)	02:00 P.M. - 3:30 P.M.
II - XII	Monday & Friday (with prior appointment)	02:30 P.M. - 3:30 P.M.

Visiting Hours to meet the Accounts / Administrative Office		
Class Days	Days	Timings
LKG - XII	Monday & Saturday	10:00 A.M. - 3:30 P.M.

In emergency cases an appointment may be made by phone. Parent teacher meetings will take place at regular intervals. Parents will be notified through school notices of these.

Visitors inside the school premises shall be restricted during long break, short break and dispersal.