

RULES AND REGULATIONS OF LA MARTINIÈRE GIRLS' COLLEGE, LUCKNOW

APPLICATION OF COLLEGE RULES

Parents/Guardians are expected to co-operate with the authorities in enforcing regularity and discipline, to take an active interest and help in the activities of the College.

Every student is urged to contribute to the high tone of the College by her manners and deportment.

Disobedience or objectionable behaviour of any kind may result in the removal of the student from the College. All rules and guidelines given here apply not only during the College hours but at any College function on or off the College grounds, specially when they are representing the College at other schools and colleges.

UNIFORM

Dressing for Success

Dress and appearance should contribute to a positive and non-disruptive atmosphere in classes-an atmosphere that is conducive to learning and achievement for all students in the College. The standards of dress and appearance reflect the idea that College is a place of learning, not recreation. All College rules, including dress guidelines, apply to after-College, field trips and evening activities.

It is compulsory for all students to wear the prescribed uniform.

Every child is expected to bathe daily and wear fresh clothes each morning. Children with dirty heads/clothes will not be allowed to attend class.

Students must keep the following in mind:

- No jewellery is to be worn except a simple wrist watch and **ONLY ONE PAIR** of small earrings/ear studs.
- No makeup of any kind is to be used.
- Nails are to be kept short.
- Henna (mehndi) will be permitted on the palms only on the occasion of the marriage of a member of the student's immediate family.
- Hair should be kept clean. **Long hair should be neatly tied/plaited.** Only black ribbons and black hair bands (if required) are to be used. **Colouring/streaking/highlighting/bleaching/perming of hair is NOT permitted.**
- No student is permitted to leave the College premises in multi-coloured clothes without written permission.

No student should be seen in a public place in the College uniform.

ATTENDANCE

Regular attendance is an essential part of College experience. There is a direct and positive relationship between College attendance and academic achievement. In addition, the habits of responsible and productive behaviour acquired in College by successful students are of great value in adult life. **Students are expected to attend every scheduled class on time each day. In fact, any student with less than 75% attendance in the College year will not be promoted to the next class.** The following sections contain information on the College's policies governing acceptable reasons for a student's absences, tardiness, excused late arrivals and early departures from College.

Absence from College.

La Martiniere Girls' College identifies the following situations, and circumstances as acceptable reasons for student absences:

- Certified illness of the child.
- Death in the immediate family.
- Court summons
- Quarantine (Girls affected by infectious diseases or those who have been exposed to such diseases in their homes **must complete the quarantine period** before rejoining College. This should be indicated on the Medical Certificate)
- Work or activity accepted by College authorities.
- Unforeseen emergency.
- In the event of an absence, the following steps should be taken:
- The student must bring a medical certificate if she was ill for more than three days.
- A written notice, by parents/guardians must be brought on the day the child returns from leave. **The note must be written by the parent/guardian and must include the child's name, class and section, date/s of absence, reason for absence, parent/guardian's phone numbers and the signature of the parent/guardian.**

Any absence for reasons other than those mentioned above must be discussed with the class teacher or the Head of the Department. The request should be made before the absence occurs.

No leave of absence is granted except for serious reasons and on previous written application of parents/guardians.

Tardiness to College and excused late arrivals.

Students arriving after the scheduled time must report in front of the Gandhi Corner where her late arrival will be noted. Three late arrivals will lead to a note to the parents. A student who demonstrates repeated unexcused tardiness will automatically receive administrative intervention.

- Late arrivals will be permitted only when written permission has been granted by the administration.
- To participate in any co- curricular activity, students must be on time and should not absent themselves. In case any activity is held before or after College hours **a written note will be sent to the parents** before the scheduled day. **Parents must sign these notes** so that the administration knows that parent's approval has been given.
- If any student needs to leave the College at any time during the day she must have a pass, signed by the authority excusing the student from class. **No child shall be allowed to leave the College without a pass. Such passes shall be issued only in cases of emergency** by the Principal or the Head of the Department.
- The hours of class attendance are as notified from time to time in the College diary.

Making Up Work after an Absence

It is the student's responsibility to contact her teacher regarding class assignments and home work missed during an absence. It is important that children complete up missed work as quickly as possible.

Irregular attendance, unjustified or unexplained absence, habitual late coming or tardy arrivals after vacations may result in students having their names struck off the rolls.

ASSEMBLY PROCEDURES

Students have the opportunity to attend and conduct several assemblies during the academic year. These assemblies are an important part of the learning process. It is essential that students conduct themselves in a proper manner while at assembly and when moving to and from the assembly area.

Attendance at Assembly is compulsory for all students.

While attending assembly students are required to

- Leave all books in the classroom except the College Hymn Book which is compulsory for Assembly.
- Enter and leave the assembly in a quiet and orderly manner.
- Remain with their class while at assembly and while walking to and from assembly.
- Not leave the assembly to use the rest room or get a drink.
- Listen quietly so as not to disturb either those conducting the assembly or other members of the audience.
- Refrain from clapping or booing at an assembly.
- Recognize that disruptive behaviour at assembly will result in a referral to the office.

DISCIPLINE POLICY AND PROCEDURES.

The College discipline policy has been developed to create and maintain an environment in which optimum learning can take place. An effective College discipline policy encourages a positive learning environment and minimizes the potential for disruptive behaviour. Discipline does not imply punishment; it does imply the development of attitudes in a person which leads her to respect the necessity for regulations and the desire to conform to them. **College discipline requires the partnership of parents, students and staff to work together.** Students, staff and the community need to be aware of the College's expectations for student behaviour and the consequences if these expectations are not met. This policy clearly defines the student's rights and responsibilities.

Every student at La Martiniere Girls' College has three basic rights:

- The right to be safe
- The right to feel safe
- The right to learn in an environment that is free of disrespectful and disruptive behaviour.

To ensure that all students enjoy these rights, each student must expect the best of oneself, challenge her mind, accept responsibility for her actions and respect staff, peers and the environment.

GENERAL DISCIPLINARY INFRACTIONS

General disciplinary infractions are divided into four categories of behaviour:

1. Behaviour which will physically hurt anyone, including self. Examples of this type of behaviour are fighting, play fighting, pushing, shoving, running in the College halls, throwing objects, carrying or using inappropriate materials or equipment.
2. Behaviour which hurts people's feelings (psychological hurt). Name calling, bullying, humiliating, intimidating, group isolation, and other behaviour which is designed to devalue or hurt another person falls into this category. Parents and students should be aware that if a student is caught bullying; she will receive a College consequence.
3. Behaviour which will damage, destroy or cause the loss of personal or College property. Irresponsible use of materials, theft, and malicious destruction of property are examples of this behaviour.
4. Behaviour which is an interruption of the on-going programme. Failure to bring the necessary or required materials for class such as books, papers, pens/pencils and the required sports uniform disrupt the educational program.

Other examples of inappropriate behaviour are: clowning, excessive attention getting, profanity, obscenity, play fighting or inciting a fight. Cooperative and appropriate behaviour is expected in both classroom and non-classroom activities such as assemblies, athletic events and other activities.

CORRIDOR BEHAVIOUR

Students are not permitted to loiter in the corridors during class. They are expected to walk down the right side of the passage and behave appropriately while passing in the halls or the stairways. Running, pushing, talking or tripping another student in either a playful or deliberately harmful way is unacceptable.

HOMEWORK POLICY

Home work is an important aspect of the total learning process and serves as an extension of the classroom. It is generally assigned to strengthen skills through practice, to deepen and enrich understanding of concepts, to improve study habits and to achieve instructional objectives. Well planned assignments will provide students with the opportunity to :

- Practice and apply newly learned skills, techniques and operational features.
- Read additional and supplemental material related to the topic being studied in the class.
- Review previously learned skills and knowledge through application to new problems and situations.

When homework is assigned, students will:

- Record their assignment in the diary.
- Complete homework on the same day it is assigned.
- Solicit the help of parents/guardians, in monitoring homework, checking assignment books and providing a quiet time and place for home work to be completed.
- Complete homework by due dates and deadlines: A due date is a date a teacher has assigned for an assignment to be completed and turned in. A deadline is a date, after which, an assignment will no longer be accepted and marked.

There may be deduction of marks if an assignment is turned in after the due date.

TUITIONS

As a rule, tuitions are not encouraged. Staff of the College are not to be approached to give tuitions as they are not permitted to do the same

EXAMINATIONS

Students must appear for all College examinations/ tests.

Promotion Criteria

75% attendance is required to be promoted to the next class.

Classes Lower Preparatory to VIII

- A student who fails in any two of the following subjects may not be promoted-English, Mathematics, Hindi or Sanskrit/Urdu/French.
- A student must secure a minimum of 40% in each subject and an aggregate of 50% to be promoted.
- No student is permitted to repeat the same class twice. In such cases she will have to be withdrawn from the College.

Classes IX to XII

- The promotion criteria are as laid down by the Council for the Indian School Certificate Examination board. These may be found in the booklet entitled regulations and syllabuses of the CISCE.
- Promotion will be granted only to those students of Class IX who pass (i.e. secure a minimum of 33%) in at least FIVE subjects including English.
- Promotion will be granted only to those students of Class XI who pass (i.e. secure a minimum of 35%) in at least FOUR subjects including English.

CHEATING AND PLAGIARISM-KNOW YOUR FACTS!

Cheating and/or plagiarism are serious offences. Over the last few years, there has been an increase in the number of students indulging in cheating and/or plagiarism. Therefore, students of La Martiniere Girls' College need to understand what constitutes cheating and /or plagiarism. The following behaviour is inappropriate and will result in disciplinary action ranging from deduction of marks to expulsion from College.

- Copying another student's work whether the work is a small homework assignment, an essay, a computer document or programme, a laboratory report, a map, a test etc.
- Giving one's work to other students and allowing them to copy.
- Telling other students what was on the test just taken in order to assist them in taking the test at a later time.
- Using cheat materials or writing on the table is not permitted.
- Using the words and/or interpretations of another person from a book, an article, a website, etc.-without properly citing the source and giving credit to the original author.
- If the teacher identifies a strong similarity in the work of the students, they will have to do the work again, in its entirety.
- Completing another student's work
- Turning in any work that is not one's own.
- The use of unfair means in an examination/test will entail the annulment of the entire result. If it occurs during a final examination, promotion may be denied. If the offence is repeated in a subsequent examination the student will have to be withdrawn from the College.

DETENTION

Occasionally, teachers will assign a student an after-College detention of one hour to complete class-work, receive additional help, or discuss inappropriate classroom behaviour. Students will be given forty-eight-hour notice of the after-College detention in the College diary which must be signed by the parent/guardian. Students are expected to report to detention on the day and time assigned by the teacher. Students must bring homework, reading material, or assignments set by the teacher to work during the detention. Requests to reschedule must be made in advance of the detention date; and a new date and time will be set by the teacher concerned. **Detention will be double for those who do not serve their detention.**

CARE OF COLLEGE PROPERTY

The College came into existence in 1969. Despite its age, La Martiniere Girls' College is in remarkable shape, and the staff take great pride in providing the students with an attractive learning environment. Students are responsible for the appropriate use and care of the College and its property. Items covered under this guidance include books, supplies and equipment, musical instruments etc. owned by the College. If College property assigned to a student is lost, damaged or stolen, the student will be required to pay for replacement or repair of that item or a heavy fine may also be imposed.

Every pupil should keep the College tidy, neat and clean. Bins are provided for any litter.

CELL PHONES/PORTABLE COMMUNICATION DEVICES (PCDS)

BRINGING/CARRYING/USING MOBILE PHONES BY THE STUDENTS, IS STRICTLY PROHIBITED ON THE CAMPUS.

According to La Martiniere Girls' College regulations students are not permitted to possess cell phones on the College campus or at any College activity. Cell phones are not to be brought by students to College during the day or during an activity that continues beyond the College day. Consequences for violation of this regulation may range from parent or student conference, confiscation of the device, and suspension. Students who need make a call while in College may

use the college phone. Students must have a pass to use the College phone during the day and use the phone for emergencies only.

INAPPROPRIATE ITEMS

Electronic devices, with the exception of calculators, are not allowed in College. These items include cell phones, iPods, handheld games, video games, cameras, smart watches etc. Electronic devices will be confiscated and returned to a student's parent/guardian. Rules governing electronic devices apply to after College, field trips and evening College activities as well as the regular College day unless a teacher has given prior permission for a specific item.

THEFT

Students are responsible for their personal property on College grounds and during College related activities. If students have property stolen from them, the theft should be reported to a teacher immediately.

To discourage theft, each student will:

- Leave extra money at home; only bring to College enough money for the break.
- Label all items and clothing with her name and class.
- Never leave valuables unattended.
- Money brought for miscellaneous activities must be handed over to a teacher **BEFORE** assembly.

LOST AND FOUND

All lost and found items should be handed over to the Head of the Department from whom they may be claimed. Clothing should be clearly labelled with the student's name and class; Unclaimed articles will be handed over to the social service department of the College.

CO CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Students are encouraged to get involved in College activities through the various co-curricular, extra-curricular and social work programmes. A variety of these activities are held both during and after College hours. Students participating in these activities may be required to pay an activity fee. All extra-curricular activities will be supervised by College staff.

Socials are held with La Martiniere College approximately once each term. **Every student who wishes to attend the social must have a signed parent permission slip to do so.**

LEAVING COLLEGE GROUNDS

Students must remain on the College grounds at all times during the day. Students will be under adult supervision when outside the building during the day.

Staff Rooms, Staff Quarters, the gardens and the main drive are out of bounds for all students.

BUYING AND SELLING

Day Scholars are strictly forbidden to undertake any sort of commission for the boarders e.g. to carry letters or messages, bring food, lend books, make purchases.

Students are discouraged from buying eatables from vendors outside the College premises.

OFFICE VISITING HOURS

The College office is open for parents/visitors from Tuesday to Friday between 11.00a.m. & 12.00 noon only. The Principal may be met only with prior appointment.

FEES AND OTHER FINANCIAL OBLIGATIONS

The amount of fees to be deposited for pupils, newly admitted to the College, will be communicated at the time of Admission. The fee structure may be accessed through the College Website www.lamartinieregirlscollegelko.com.

For every pupil, newly admitted to the College, fees will be deposited in accordance with “The Uttar Pradesh Self-Financed Independent Schools (Fee Regulation) Act 2018 dated 12 September 2018”. At the time of Admission all applicable One-Time Fees shall be collected. This includes Admission fee (Non-Refundable), Examination fee (Non-Refundable) and Caution Money (Refundable) as per rules.

All Fees are to be paid online. To pay online parents can visit the college website which is www.lamartinieregirlscollegelko.com. No cash transaction is permitted at the college office.

The annual recurring composite fee shall be charged on a Half yearly basis OR Quarterly basis, which ever mode is convenient for the parents. **FEE once paid shall not be refunded in any case. All Fees are to be paid BEFORE the 20th of April/July/October/January.**

An automatically generated fine of Rs 500/- per month shall be imposed on all late payments which are in default. The fine will be imposed automatically by the e-payment system on the 21st of April/July/October and January

FEES once paid shall not be refunded.

No fee is to be paid through NEFT/ RTGS / or CASH transaction.

IF FEES ARE IN DEFAULT, FOR MORE THAN 15 DAYS, THE STUDENT’S NAME SHALL BE STRUCK FROM THE COLLEGE ROLL.

Some of the activities planned for the College year, include outdoor education, field trips, social work activities and extra-curricular activities, which may require students to pay a participation fee to cover the cost of the activity. Teachers and sponsors of the activities requiring a participation fee will advise students of the expense.

No fine of any kind or collection for any purpose whatsoever may be made by any student without the Principal’s sanction. **Gifts to members of Staff** or other demonstrations in their honour also require sanction.

In the case of students who have been studying in the College for more than one academic year: If a student is withdrawn from the College, before or during the commencement of the Summer Vacation, fees will be chargeable for the first quarter of the financial year, i.e. till the end of June. If a student is withdrawn after the commencement of the Summer Vacation, fees for the entire year shall have to be paid.

INFIRMARY

The College Infirmary is primarily meant for Resident Scholars. However, day scholars who take ill or get injured during College hours may avail of this facility.

The infirmary is staffed with a nurse everyday while classes are in session. Students must have a note signed by a teacher before going to the infirmary except in an extreme emergency. No student shall leave the classroom alone and without permission. If a student is ill, the nurse will contact the parents if necessary.

Students should not be sent to College if they are ill.

USE OF TWO WHEELERS

- Only students with a valid driving license will be permitted to drive to College in their own vehicle.
- The use of helmets for BOTH the driver and the pillion rider is **compulsory**.
- Defaulters will be heavily penalized.
- Vehicles should be properly locked and parked in the allotted place.

REGULATIONS FOR USE OF COMPUTERS BY STUDENTS.

The following rules are meant to ensure that La Martiniere Girls' College's computer network is secure and operational at all times. Failure to follow the guidelines below may result in loss of computer network privileges.

- Chewing gum, food or drink is **NOT** allowed in the laboratory or at the computer workstation.
- Do not enter the laboratories or use the computers if a teacher is not present.
- The internet is for educational use only.
- Do not print without permission.
- Do not remove any hardware, software or accessories from any laboratory of workstation.
- When done, quit all programmes, remove any mounted CD or Pendrive, return the computer to the login screen, straighten up the area, push in the chair and take all personal belongings. Leave the computer monitor on.

MISCELLANEOUS

IMPORTANT: Parents/Guardians are requested to **notify the College of any change in address or telephone number** as it may be required for an emergency concerning their daughter/ward.

Parents/Guardians or other persons are forbidden to see their children or meet their teacher during College hours without the sanction of the Principal, unless called for by the Head of the Department.

Members of Staff may be seen on any working Friday during the Extra Lesson.

Parents should ensure that children are taken home on time. **The College will not be responsible for the children after working hours.** Those who have to wait for sisters in the senior classes will remain with the boarders till the senior classes get over.

Students should bring the following items to College daily.

- The College Diary
- The College Hymn Book
- A water bottle
- A dictionary (Classes III to XII)

- An atlas (Classes III to XII)
- The required stationery items.

RESIDENT SCHOLARS

As a leading school of high repute running a hostel for its students, we wish to reinstate the following points for the (security and) welfare of all our boarders. The following rules shall be binding and all parents must undertake strict adherence to them for the smooth functioning of our (school) boarding. Disregarding these rules may result in expulsion/suspension of the ward from school/boarding, with strict disciplinary action being initiated against the offenders.

Dormitory Rules

- All boarders have been allotted specific beds. No one shall sit/sleep on anyone else's bed, at any time.
- Children will not change the position of beds/other furniture at any point of time.
- There shall be no talking/unnecessary movement after lights are turned off at night.
- All boarders must wear proper night clothes to bed.
- All clothes/personal items must be neatly labelled/marked.
- No one must bring or wear very tight or see through clothes, It will be the discretion of the Matrons/College authorities to confiscate clothes deemed improper, to disallow children from wearing them.
- Students are not allowed to wear make up at all.
- Any extra money for the child's use has to be handed over to their respective Matrons by the parents/guardians personally. A child stands to lose any unaccounted money found on her person. No apologies shall be entertained in this regard.
- No child shall bring cameras, iPods, iPads or mobile phones to the boarding.
- No jewellery apart from student ear tops or small earrings is permitted.
- No food is to be consumed in the dormitory.

GAMES RULES

- No child is exempted from routine games without sufficient reason.
- Children must wear the recommended sports uniform for all evening games.
- A written note from the hospital Matron is mandatory for a child to be excused from games for medical reasons.

STUDY HALL RULES

- Children must not read story books during the designated study time in the study hall.
- All holiday homework (including projects, art work and S.U.P.W.) must be completed AT HOME during holidays/ vacations. No Teacher on Duty shall permit the boarders to complete these during study hours at the last moment for submission in class.
- No eatables are to be kept in the desks in the study hall.
- All children must sit in their designated places in the study hall and refrain from talking during study hours.
- Children are not allowed to come into the study hall during school hours under any pretext. They must carry all requisite things to school every morning.

- All boarders will have one-hour access to the computer lab on all working days, which they can avail of with written permission from a teacher. No day scholar is permitted to bring printouts etc. for the boarders.

VISITING RULES.

- Parents/Guardians are requested to visit their daughters/wards only on days **which will be notified.**
- Parents/Guardians must not enter the Classrooms, Dormitories, Dressing Rooms or the Dining Hall.
- Unprecedented holidays do not mean that boarders will be allowed to have visitors.
- Leave will be given to boarders only on the days permitted, and only to visit parents or authorized guardians.
- If leave is required on any other occasion, an application in writing must be made to the Principal by the parent or guardian, at least one day in advance.
- If a student returns late after the vacation or from leave she will be fined Rs. 200/- per day and in addition will forfeit all exits for that term.
- Only specified visitors are allowed to come in to meet the boarders during visiting time.
- No child is permitted to use the mobile phones of visitors of other children to make personal calls. All boarders can avail the PCO facilities (under supervision).
- Visitors must park their vehicles in an orderly manner in the specified parking lot.
- No child is permitted to go up to the cars in the parking area under any circumstances. They are NOT permitted to sit in the cars during visiting time at all.
- Visitors must sign in the visitor's register and request the Teacher on Duty to call their ward(s) out.
- It is mandatory that every resident scholar has a local guardian who can be contacted easily.
- Insolence/disobedience/breaking of rules may result in the child being asked to withdraw. Parents must also be polite when speaking to staff.

DINING ROOM RULES

- All foods/fruits must be eaten in the dining room.
- All food items/jars/bottles must be labelled and kept in the dining room almira's to be consumed by the children.
- A decorum must be maintained in the dining room during all meal times.

MISCELLANEOUS

- Students **MUST** wear the prescribed uniform and be equipped with the kit as prescribed in the College Prospectus. Students not provided with the correct/complete items will be sent home.
- Birthdays may be celebrated by parents with prior permission. An application with details of all 'invitees' should be received at least two days earlier.
- Any resident scholar found smoking or consuming alcohol will be asked to withdraw **IMMEDIATELY.**

- The school authorities will deem it fit to buy any article and charge the parents for the same.
- Any resident who does not return in time will be gated from the next holiday.
- All students are to bring in the stated SUPW item for the term. They are not permitted to ask day scholars for these.

The parents/ guardians of a student seeking admission as a resident scholar will not ask for a change of status (border to day scholar) for a year. Should a change of status be required, only under special consideration, the candidate must still pay hostel fees for the said year.

For resident scholars who have completed more than one year in boarding, any request for change of status from boarder to day scholar during the academic year may be considered only under special circumstances. However, if such a request is approved, the student shall be required to pay the full hostel fees for the entire academic year. Accordingly, no request for waiver, reduction, or adjustment of hostel fees on this ground will be entertained.

Any request for change of status must be informed prior to the start of the Academic year.

INTERACTION WITH DAY SCHOLARS: No boarder is allowed to ask any day scholar/classmate to bring in any item (including food) for them at any time.

CONCLUSION

Enrolment in La Martiniere Girls' College implies on the part of pupil and parents, willingness to comply with all the requirements and regulations of the College. The Principal has the right to suspend the attendance or require the withdrawal of any pupil without having to assign any reason; provided that she is satisfied that such a step is necessary in the interest of the College.

Use of social media for demeaning, defaming or bringing disrepute to the College or any member of staff or student will not be accepted and the offender may be suspended or expelled.

The Principal reserves the right to waive any of the rules contained herein without assigning any reason for her action.

I have read the rules and regulations of the school and I promise to abide by them and see that my child also conforms to the standard required of her in conduct and studies.