



# **Gsis**

A unit of GDA Group

**GURU SIDDHARTH  
INTERNATIONAL SCHOOL**

**SCHOOL RULE BOOK**

BEHIND CENTRAL JAIL BIJAYNAGAR ROAD

BEAWAR DIST- AJMER

These rules are not intended to restrict you. Knowing them will **empower you** to do your best without preventing anyone else from doing the same. Study them.

**Play your role in helping to create an environment where the rights and property of everyone is appreciated and respected.**

# ABOUT US

Established in 2003, “GDA The Group of Schools” has from the very beginning been focused on driven and motivated by the traditional Indian values of honesty, integrity and service.

With over 17 years of experience within the educational space, the GDA group is now a network of 7 educational institutions in Rajasthan, with a combined student strength of more than 7,000 + and the support of dedicated and loyal staff members.

Our constantly growing network of education institutions includes a wide spectrum

## **Primary Secondary & Senior Secondary schools under the brand name of**

- 1. Guru Siddharth International School Beawar (10+2 CBSE),**
- 2. Delhi Public School Gopal Sagar up to Class – X. NH. 8 Kharwa,**
- 3. Gurudeep Academy Sr. Sec. School (10 + 2 RBSE Hindi Medium).**
- 4. Gurudeep Academy Sr. Sec. School (10 + 2 RBSE English Medium).**
- 5. Siddharth International School up to Class X**
- 6. Gurudeep Academy English Medium up to Class X Shivpuraghata Masuda**

The GDA Group of schools offers a wide choice of educational streams such as the Central Board of Secondary Education (CBSE), Board of Secondary Education, Rajasthan, Hindi & English Medium, ISA( International School Award ), British Council. Trinity College London – Music & Communication.

Our scholastic record, innovative learning methods and strong commitment to deliver quality education through integrity has helped us to scale heights that few have managed in the field of education.

As a result, in this education era GDA Group is a trusted name and an acknowledged leader in the collective effort to shape the future of our children and the nation through its wide network of top schools in District Ajmer.

## **Aims and Objectives**

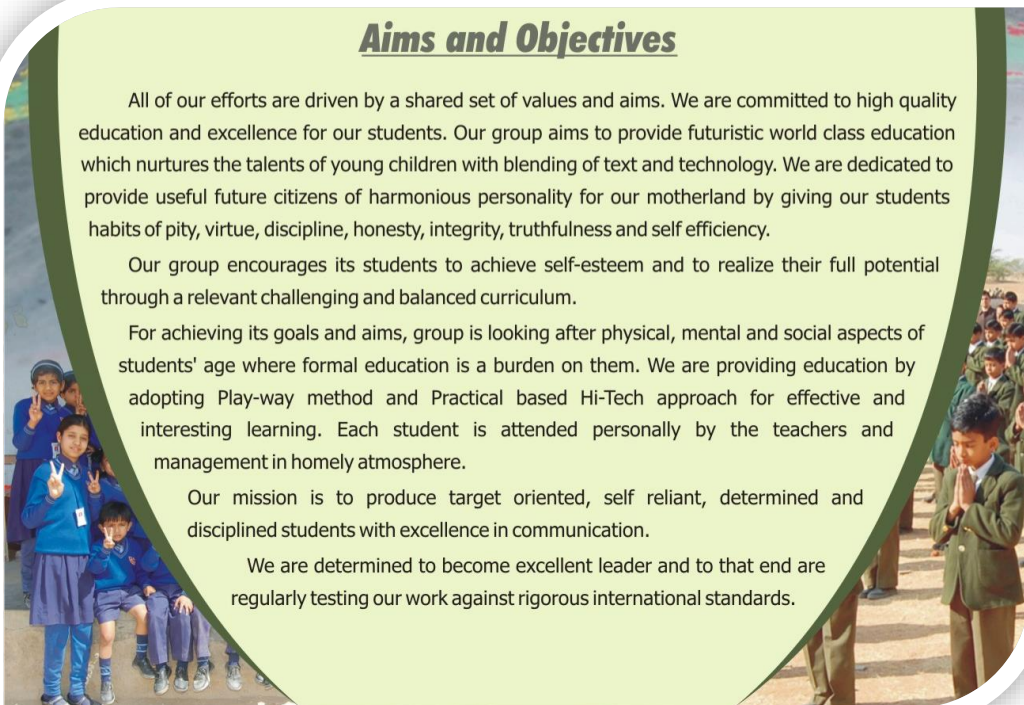
All of our efforts are driven by a shared set of values and aims. We are committed to high quality education and excellence for our students. Our group aims to provide futuristic world class education which nurtures the talents of young children with blending of text and technology. We are dedicated to provide useful future citizens of harmonious personality for our motherland by giving our students habits of pity, virtue, discipline, honesty, integrity, truthfulness and self efficiency.

Our group encourages its students to achieve self-esteem and to realize their full potential through a relevant challenging and balanced curriculum.

For achieving its goals and aims, group is looking after physical, mental and social aspects of students' age where formal education is a burden on them. We are providing education by adopting Play-way method and Practical based Hi-Tech approach for effective and interesting learning. Each student is attended personally by the teachers and management in homely atmosphere.

Our mission is to produce target oriented, self reliant, determined and disciplined students with excellence in communication.

We are determined to become excellent leader and to that end are regularly testing our work against rigorous international standards.





## Special Features

### **About Education:**

Our teaching process is intensive and reinforces individual learning along with class and ground. We also perform group activities using participative and interactive methods. The teaching environment is based on love, harmony and trust. Independent thinking and creativity is encouraged through projects and assignments. Ample stress is given to spoken English and activities like debates, recitations, quizzes and yoga. We use Hi-Tech teaching aids in a comfortable environment. Our staff members are dedicated, trained, experienced and highly qualified. We believe that personal attention should be given to each child therefore we follow 20:1 student-teacher ratio in each class.

## WELCOME IN GDA GROUP



### **About Labs and Library:**

We have well equipped computer, physics, chemistry, Bio. and Maths labs for giving practical knowledge to the students in easy way. Our library amasses variety of books on different subjects. Journals, periodicals and CD's on a wide variety of subjects are kept systematically for ready reference.

### **About Transport:**

Our group provides door to door transport facility to every part of the city though bus. Van facility is provided on the routes where bus cannot reach. Route of buses and vans have been designed in such a way that they are available and accessible to all students. Mobile facility is provided to each driver for locating him easily.

### **About Campus:**

Each and every branch of our group has a lush green, large & pollution free campus. It consists of spacious class rooms, labs and library, canteen, parking site, swimming pool, basket ball court and very big play ground. The campus is aesthetically appealing and ideal for stimulating the young minds to explore their potentials while being in perfect harmony with nature.



## **Rules and Regulations of the school**

### **General Rules:-**

1. Every student should bring the dairy to school daily.
2. Students who come to school on their own should arrive at the school 10 an orderly manner.
3. Changing classrooms between periods should be done in silence and in an orderly manner.
4. Students should be habitually clean and always neatly dressed. The complete proper school uniform should be worn on all working days.
5. All kinds of damage done to the school premises will have to be made good by the one who does it, Writing and drawing on the walls or furniture will be severely penalized.
6. It is not advisable to bring valuable articles in the school.
7. The name, class and section of the pupil should be clearly marked on all woollens/ belongings of the students/
8. Student are not allowed to use the school telephone without the permission of the Principal. They will not be called to answer phone calls during class hours.
9. Student are not permitted to buy eatables from vendors outside the school gate.
10. Girls should not apply nail polish or Mehandi during the session.
11. A notice of two days must be given for any certificate or document required from the office.
12. If any lost property is found, it will be kept in the lost and found box from where the student can pick up his/ her lost article.

### EXPECTATIONS OF STUDENTS:

- Work hard to attain and maintain high academic standards.
- Show maximum respect for authority.
- Attend school daily and go to every class.
- Respect the rights, person and property of everyone on the compound.
- Use sound judgement before reacting to situations.
- Keep your classroom and the schoolyard clean.

### THE DRESS CODE

Each student is expected to present himself or herself daily in the prescribed uniform, with his or her hair groomed appropriately and with only the approved accessories in the hair and on his or her person.

Should you choose to present yourself otherwise, you can be denied entry onto the compound. If this happens, the security will ask you to remain at the gate until someone from administration comes or they will ask you to go home and change. It is in a student's best interest, to not complicate a simple matter by refusing to comply with the instructions of the Security Officer or exhibiting other forms of disrespect, as they can result in you being suspended.

The Truancy Officer will assist the Security Officers with the task of ensuring that a student comes onto the compound appropriately addressed. As such the same punishment that applies with respect to being disrespectful to the Security Officer applies to the Truancy Officer.

#### 1. THE UNIFORM

Your uniform identifies you as a student of this institution and should be worn correctly and with pride from you leave home in the morning until you return home in the afternoon.

#### 2. ACCESSORIES

Each student is expected to bring to school a school bag to carry his or her books. **String Bags are not acceptable** as a daily book bag and standard sized backpacks should be either navy blue or black. Bags in shades of both colours will be accepted but the decision rests with administration. No red or other brightly coloured bags will be allowed.

It is also recommended that students wear a watch to keep track of time.

## *The Special Rules*

The expectations propose to create an environment that is safe and in which, each student can maximize his or her potential. The school's rules is the vehicle through which we hope to help you to meet our expectations. It is therefore your responsibility to familiarize yourself with them, to follow them and to play a role in helping us to enforce them and to keep you safe.

1. ALL Teachers and Security Officers are to be shown respect at all times. You should comply with their instructions, never direct profanity towards them or use it in their presence and you never attempt to get physical with any of them.
2. Each student should attend school daily wearing the uniform correctly and equipped with all of the materials needed for the day.
3. All students are expected to attend devotions (general, form, batch and house) and clubs and societies on the assigned days.
4. Registration takes place twice a day, each student should be present.
5. Students should not leave the compound during the day without getting permission from the Principal, Vice Principal or a Guidance Counsellor.  
**N.B.** The permission slip is to be shown to a Security Officer and taken off the compound with you. When you return it is to be given to the Officer.
6. Prompt attention is to be paid to the bells ending break and lunch. A bell will be rang five minutes before the end of the lunch period. It tells you to start heading to class. When the second bell rings you should either be in class or at the class.
7. Furniture and walls should not be defaced with graffiti or intentionally destroyed.

8. Using or bringing the following onto the compound is **expressly forbidden**, whether or not the intention is to distribute and or sell them to students.

a. Drugs.

Any drug, legal (alcohol, cigarettes etc.) or illegal (marijuana, cocaine, etc.) that is not prescribed by a doctor. **In the case of prescription drugs parents should notify the school of a child's need for them during school hours.**

b. Knives, daggers or similar weapons that can be used to harm or threaten others.

c. Matches, firecrackers or other explosive devices.

d. Obscene literature or pictures regardless of the form: magazines, cd, dvd or memory device.

**N.B.** The Police will be called in to deal with criminal acts. You are old enough to be taken to court and charged with an offence. **If you are charged in relation to certain offences not only can you be prevented from participating in graduation activities but you can also be recommended for expulsion. Additionally, if you are charged, you can be suspended from school until the case is finished.**

9. Students must learn and abide by the guidelines and rules for conduct and behaviour in classes and especially in workshops and laboratories where ignoring them could result in serious injury.

10. Students are not to hand things to others through the fence or take things from others through the fence. This should be done at the main gate.

11. Classrooms and the compound are to be kept clean at all times:

a. Rubbish should be placed in bins in the classroom or outside and not just thrown on the floor or the ground.

b. If students eat in classrooms during break or lunch the room should be cleaned before the next class begins.

12. Learn the School Song, the National Song and the National Anthem as you will be called upon to sing them from time to time.

13. Students are expected to attend functions and ceremonies (Ecumenical Services, National Heroes Day Service, Queen's Birthday Parade ) when required to do so.

**N.B.** Unless told otherwise, for such occasions the uniform is to be worn.

14. The Physical Education Uniform or other appropriate attire should be worn to P.E. class.



## PENALTIES FOR BREAKING SCHOOL RULES

When school rules are broken and a student is reported, the matter is investigated by the Principal, Vice Principal or designate. The Principal, Vice Principal or a Guidance Counsellor (individually, or in tandem) will speak to you about your behaviour. Your parents may be called in at the start or later on. If nothing changes, more serious actions can be taken.

The actions include administering corporal punishment, counselling, detention, cleaning, painting and other work related activities, and eventually, suspending a student. Suspension can take the form of working suspensions or you can be sent home for a period. Administration can suspend you for a maximum of three days but can request that your suspension be increased to a period commensurate with your action.

A logbook containing all your infringements is maintained and copies of letters will also be placed on your file. Therefore tracing your actions and determining actions designed to curb them will be readily available.

The actions listed above, will generally come after a process of trying to get the individual or individuals to alter their undesirable behaviour.

Behavioural Contracts will be drawn up when other measures do not lead to the required improvement in behaviour. This is generally the last attempt by the school to curb the behaviour of individuals or groups. When a behavioural contract is used it represents a binding contract, one that if the student still refuses to conform, could lead to him or her being recommended for expulsion.

**Other consequences of repeatedly breaking the school's rules include**

- a. Not being allowed to participate in exam/academic activities.**
- b. Not being allowed to represent in compition.**
- c. Not being allowed certificate or of statement of attendance**

The Principal and Vice Principal are aided in ensuring that rules are adhered to, by teachers, security officers and prefects. Therefore, they are to be respected and instructions given by them (for example, go to class, go to the office, move away from the scene of a fight etc.) are to be followed.

The assistance of parents is also expected, in order to ensure that the right kind of environment exists here. Students need to know that their parents support the fair and appropriate actions taken by the school in the name of enforcing discipline.

Students also have an immense responsibility to play in helping us to ensure that such an environment exists and is maintained. It starts with you reporting incidents. Know though that you should not go straight to the Office to make a report. Your Form Teacher should be where you start the process. He or she will advise either attempt to address the matter or instruct you, what you are to do next. Additionally, if something happens in a teachers class, report it first to the teacher, he or she can deal with certain issues without it going to the principal or vice principal.

In the name of helping us enforce the rules, it is also expected that :

1. If a teacher asks you to leave a class and go to the office, you do so without resistance or other forms of disrespect.
2. If something is stolen from you, that you report it to your form teacher, form teacher, or a security guard, as early as possible.
3. You do not go and try to break up a fight, if you can not ignore being hit while trying to do so.
4. If you are being bullied in any way, that you immediately report the matter to a Guidance Counsellor, the Vice Principal or the Principal.
5. Provide information on fights and instances where others have been taken advantage of, instead of adhering to the no snitching policy of some students.
6. If a Security Officer comes to you to escort you to the Office, you should comply with his or her instruction and follow him or her.
7. Proudly wear your schools uniform and use opportunities to encourage others to do more to help maintain the standards of the institution.
8. Not give problem students the attention they want, in class when that attention will stop you and others from maximizing your learning

Examples of Bullying include:

- Demanding money or food from other students.
- Searching students person and property and taking things from them.
- Sending threatening and or derogatory messages in class or via the internet.
- Fighting or sending others to fight students who do not give in to your demands.

16. Electronics such as cellular phones, cds, dvds and mp3 players are **NOT** to be brought to school as they will be confiscated. The school accepts no responsibility for lost or stolen devices, especially when they should not be on the compound in the first place.

If you are bringing your device to use in class, ask the teacher to hold it until school is over. Alternately, you can ask the Vice Principal or Principal to secure it for you.

Laptops, tablets and digital cameras can be brought to school, as directed, but it is your responsibility to ensure its safe keeping. Do not leave your devices unattended even if they are in your school bag. If you are using your computer and need to go to the bathroom, ask the teacher to leave it on his or her desk until you return.

N.B. Should the same or a like item previously returned to a parent or student be confiscated for a second time in the same school year, that item can be held until the end of the school year or some other determined period.

17. Do not deface or attempt to remove or destroy any of the signs that will be put up at different points on the compound. The signage is intended to advise you of how we expect you to behave and to help you to be safe.
18. During Sports Day students should spend most of their time in the area close to the parade.
19. Never use the schools computers for anything other than the use intended by your teacher.
20. Never visit any websites with explicit information and refrain from downloading and installing software.

### Class Rules

It is very important that an environment conducive to learning be maintained in all classes. You have a role to play in ensuring that such an environment, one of cooperation, responsibility and respect for everyone is evident.

These rules are general, there are others that will be specific to the various departments, practical areas and individual subject rooms.

21. There should only be one identifying mark or label on your desk or desk chair combination. Anything else should be removed.
22. Get to class on time, once inside, sit down and prepare for the start of the class.
23. Always request permission from a teacher to leave a class that is in session or to enter a class that you are late for.
24. Treat your classmates views and opinions with the same respect that you would want yours to be treated.
25. Remain in your seat unless given permission by your teacher to move about or to go out of the class.
26. Do not ask permission of teachers to go to the bathroom immediately after break or lunchtime.
27. Comply with all reasonable requests and or instructions given by teachers promptly and without disturbing the class or being disrespectful.
28. Always use appropriate and respectful language during interactions and exchanges during class time.
29. Walls should not be tagged or marked up with obscene language, aliases, obscene pictures, gang symbols etc.
30. A subject teacher or invigilator has the authority to move you to a different location in your classroom should it become necessary.
31. Always put your hand up prior to answering a question and wait to be recognised before answering.
32. If you bring food or drink into the classroom, it is your responsibility to dispose of it or clean up any mess made.
33. Do not attempt to remove any charts from the walls in the classrooms.

Sitting examinations is a serious undertaking, your actions and inaction, when you don't study properly, can have serious implications. Don't make matters worse by doing things that could cause you to lose marks or be given a zero.

Understand from the beginning, that you must comply with the instruction of the invigilator.

34. Do Not turn over your paper or begin working until the invigilator says so.
35. Once an examination starts there should be no talking to other students, any subsequent communication must go through the invigilator.
36. You should not have a cell phone in the examination room. If, you do make sure that it is turned off and not on your person.
  
37. Only things needed for the exam should be on your desk, once the exam starts.
38. Information relating to the exam found on your desk or person during the exam will constitute your intention to cheat and you will be removed from the room and given a zero.
39. Involvement in cheating or an attempt to cheat can result in punishments that range from reduced marks to being given a zero.
40. You should remain in the room for at least three quarters of the allotted time has expired.  
  
If you are finished, ensure that you go over your paper thoroughly. Too many marks are lost to students because they don't read over or check their work properly.
41. Ensure that you sign the register and hand up your exam paper after the exam is finished.
42. You must remain in the examination room for at least 3/4 of the allotted-time for the examination. While there you must not attempt to disturb persons that are still working.
43. Devices on which a student can record, send or receive information, or playback various forms of media content cannot be used during an exam.

### **Leave and Absence:-**

Whenever a student is absent in the he or she should write a leave application and should get it signed by the parents and students of all classes should get the leave and Absence Record in the student's diary signed by the parents and the Principal on the day of their return or school.

No student can take leave for more than 6 days continuously without prior permission of the principal. In case of leave due to sickness, medical certificate should be attached with the leave application.

Students are not allowed to take more than 10 days leave in a year. If the leaves exceed 10 days. The parents should personally take prior Permission from the principal for any further leave.

Student will not be allowed to be taken home during the school hours in case of emergency. Only the parents can take their children home with the permission of the principal. Students will not be sent home with anybody other than parents or guardians.

### **Maintenance of School Diary:**

The School diary should be brought to school daily. Most of the information is communicated to the parents through the student's diary. Therefore parents must check their son's/ daughter's diary daily and the Teacher's or Principal's remarks must be noted and signed. If a parent is called for by the teacher or the principal the parent should comply with the teacher or the principal the parent should comply with the request as soon as possible.

### **Open Day:-**

Every last day on the month will be an open day, unless otherwise notified. On this day, parents can meet the teachers to enquire about their children's progress please do make use of this open Day. On other days parents will not be allowed to meet the teachers.

**Fees:**

The school fees must be paid for 12 months (April to March) the fess structure changes from time to time. The school fees must be paid before the 10<sup>th</sup> of every month, after which a late fee or Rs. 50/- will be charged as fine. Habitual defaulter’s names will be struck off the rolls.

**Removal of Students:-**

1. Inability to follow class in English
2. Continuous lack of progress in class. (Detained twice in the same class)
3. Acts of indiscipline and insubordination.
4. Absence for more than ten days without information and application for leave.
5. Immoral acts of stealing damaging. Misbehaviour etc.
6. Non-payment of fees.
7. Non-compliance with the rules and regulations of the school.
8. Repeated acts of carelessness. Laziness and negligence arid disrespect to teachers and elders.
9. Conduct, which is harmful to others and which brings a bad name to the school.
10. Parent’s misbehaviour with teachers and school authorities.

(5)

\*\*\*\*\*  
\*\_\*\_\*\_\*\_\*

**Examination:-**

1. There will be three examinations in the course of the year at regular intervals- Quarterly, Half Yearly and Find
2. Pupils absent from any examination for any reason are not re-examined in any case.

3. The results of the examination are final and cannot be reconsidered.
4. The Examination copies of Quarterly and Half-Yearly exams would be shown to the parents on open Days.
5. Copies of the final exam will not be shown in any case.
6. Supplementary will be granted in maximum two subjects only A fee of Rs. 100/- per paper has to be deposited for the supplementary exam at the office before the prescribed date.
7. School results cannot be challenged.

#### Promotions-

1. Promotions are granted on the basis of the whole year's work of the pupil.
2. Failure in important subjects like English, Hindi, Maths or any of the optionals, renders a pupil liable to repeat the class. Besides, failure in any 3 subjects in sufficient reason for not granting promotion.
3. To determine eligibility for promotion, the average of all the three examinations will be considered. There will be no re-exams.

#### **Annual School Awards**

1. Best Disciplined Boy/Girl.
2. Best Monitor Best Class
3. For General Proficiency
4. For 100 per cent Attendance
5. For Sports Activities
6. For Co-curricular Activities
7. Best all Rounder
8. Best Athlete

#### **Monthly Prizes**

- |                  |                 |
|------------------|-----------------|
| 1. Noble Class   | 2. Noble Writer |
| 3. Noble Student | 4. Noble Orator |



### **The Ten Commandments of Success**

1. Concentrate on your studies.
2. Be Good and Do Good
3. Never put off till tomorrow
4. Be healthy because a sound mind in a sound body is above wealth.
5. Don't waste your time because lost time never comes back.
6. Work hard because hard working is the best investment and key to success.
7. Be friendly and helpful.
8. Be honest and frank anyway.
9. Respect the national flag and Anthem.
10. Respect all religions equally.

### **The Pledge**

India is my country

All Indians are my brothers and sisters

I love my country

And I am Proud of its rich and varied heritage,

I shall always strive to be worthy of it

I shall give my parents teachers and all elders respect,

And treat every one with courtesy

To my country and my people, I pledge my devotion

In their well being and prosperity alone, lies my happiness

Jai Hind-Jai Bharat

We Shall Overcome

We Shall overcome

We shall overcome

We shall overcome someday

Oh' deep in my heart

I do believe;

That we shall overcome someday.

We'll walk hand in hand

We'll walk hand in hand

We'll walk hand in hand someday

Oh` deep in my heart

I do believe

That we shall overcome someday

We shall live in peace

We shall live in peace

We shall live in peace someday;

Oh' deep in my heart

I do believe

That We shall overcome someday.

**Prayer Before Meals**

Thank you for the world so sweets,

Thank you for the food we eat

Thank you for the everything

Thank you God.

**Assembly Prayer**

**हमको मन की शक्ति देना**

हमको मन की शक्ति दे माँ, मन विजय करे।

दूसरों की जय से पहले खुद की जय करे।।

हमको मन की शक्ति दे माँ।

भेद भाव अपने दिल से साफ कर सकें।

दोस्तों से भूल हो तो माफ कर सकें।

झूठ से बचे रहे, सच का दम भरे।  
दूसरों की जय से पहले खुद की जय करें।  
हमको मन की शक्ति दे माँ।  
मुश्किलें पड़ें तो हम पर, इतना कर्म कर।  
साथ दे तो धर्म, का चलें तो धर्म पर।।  
खुद पे हौंसला रहे, बदी से ना डरें।  
दूसरों की जय से पहले, खुद की जय करें।।  
हमको मन की शक्ति दे माँ।

### गायत्री मन्त्र

ॐ भूर्भुव स्वः तत्सवितुर्वरेण्यं भर्गो देवस्यः  
धीमहि धियो यो नः प्रचोदयात्।।  
ॐ शान्ति, शान्ति शान्ति।

### राष्ट्रगान

जन-गण-मन अधिनायक, जय हे,  
भारत भग्य विधाता।  
पंजाब, सिन्धु, गुजरात, मराठा  
द्राविड़, उत्कल बंग।  
विन्ध्य, हिमाचल, यमुना गंगा,  
उच्छल-जलधि तरंग।  
तव शुभ नामे जागे, तव शुभ आशिष मांगे,  
गाए तब जय गाथा।  
जन-गण-मंगल दायक, जय हे,  
भारत-भाग्य-विधाता।  
जय हे, जय हे, जय हे,  
जय, जय, जय, जय हे।

### राष्ट्रगीत

वन्दे मातरम्, वन्दे मातरम्  
सुजलाम्, सुफलाम्, मलयज शीतलाम्,  
शस्य श्यामलां मातरम्, वन्दे मातरम्।।

शुभ्र ज्योत्सना पुलकित यामिनीम्  
फुल्ल कुसुमित, द्रुमदल शोभिनीम्

सुहासिनीं, सुमधुर भाषनीम्

सुखदाम्, वरदाम् मातरम् ।

वन्दे मातरम्, वन्दे मातरम् ।।1।।

कोटि कोटि कण्ठ कल – कल निनादकराले

कोटि-कोटि भुजै-धृत खर करवाले

केनो मा एतोबले

बहुबलधारिणीम् नमामि तारिणीम्

वन्दे मातरम् ।।2।।

तुमि विद्या तुमि धर्म

तुमि हृदि तुमि मर्म ।

त्वं हि प्राणाः शरीरे

बाहु ते तुमि मा शक्तिः

हृदये तुमि मा भक्तिः

तोमरई प्रतिमा गडि मन्दिरे मन्दिरे ।

वन्दे मातरम् ।।3।।

### **School Prayer**

Good be in my head

And in my understanding

Good be in my eyes

And in my thinking

Good be in my heart

\*\_\*\_\*\_\*\_\*

#### LISTEN CAREFULLY

"Your ability to discipline yourself to set clear goals, and work towards them everyday, will do more to guarantee your success than any other single factor."

Brian Tracey

You are free to Choose but you are not free from the Consequences of your choice.

You don't have to Attend every argument you are invited to.

Good isn't Good Enough if Better is expected and the Best is Possible.

To achieve a goal you set the goal Higher than the Standard.

If you want a Different Result, make a Different Choice.

At first glance it may appear too hard. Look again. Always Look Again.

An error doesn't become a mistake unless you refuse to correct it .

Bad Company Ruins Good Morals. I Corinthians 15:38.

Learn the importance of Self Reflection.