

# NEW MILLENNIUM SCHOOL

(A unit of SREE SARASWATHI TRUST,  
A Linguistic Minority Malayalee Trust)

Founded by **Dr. Rajeev Kishen E** (Founder Secretary)  
and **Mrs. E. Geetha Lakshmi** (Founder Chairperson)

## **SCHOOL DIARY RULES AND DISCIPLINARY REGULATIONS FOR STUDENTS, PARENTS AND GUARDIANS (Academic year 2019-2020)**

1. Students must live with their parents or local guardians who will be responsible for the student's conduct, supervision of studies at home and payments.
2. Parents are expected to co-operate with the School so that every student may derive maximum benefit from the educational process.  
Co-operation in certain specific areas, listed below, is the minimum expected.
  - i. Please read the rules listed in the diary and ensure that your child conforms to those rules.
  - ii. Check the diary daily and look into the following:
    - a. Homework done.
    - b. Absence and Late Coming Record.
    - c. Teacher's Remarks Record
    - d. Notices and Circulars
    - e. Discipline, Uniform & Personal Appearance Record.
3. A Report Card showing the progress of the student will be sent to parents as noted in the School Calendar. Weakness, if any, should be noted and steps for improvement taken without delay. The Report Card, when received, should be signed by the parents and returned to the respective Class Patron within two days. Tampering with the entries in the report cards by pupils is a very serious offence and liable to stringent punishment.
4. Parents may not speak to teachers or students during class hours. Parents who seek information or wish to make a complaint, should contact the Principal. Interviews with teachers may be arranged by the Principal, if necessary, on receipt of a request in writing from parents.
5. Parents are welcome to meet the Principal, without prior appointment, from Monday to Friday between 9.00 a.m and 11.00 a.m or 2.30 p.m and 3.30 p.m or with prior appointment on any School working day.

## **CRITERIA FOR PROMOTION**

Promotion to the next class will be based on a consistent, satisfactory performance in all subjects, in both unit test and examinations.

	<b>Nursery to Std IV</b>	<b>Std V to Std IX</b>
1. Subject pass percentage	50%	40%
2. Minimum attendance	80% of total working days	80% of total working days

### **Note:**

No interviews will be granted by the Principal regarding Promotion after the results have been announced.

**A good name is rather to be  
chosen than great riches**

## **NEW MILLENNIUM SCHOOL**

The New Millennium School was founded in 1999, under the auspices of the Sree Saraswathi Education Trust, a registered body. It is a recognized, private, unaided, educational institution. It is a linguistic minority Malayalee Trust.

The medium of instruction is English. The School is affiliated to the Council for the Indian School Certificate Examination, New Delhi and pupils are prepared for the Indian Certificate of Secondary Education Examination conducted by the Council. The School academic year is from June to April.

The aim of the School is to impart holistic education, which would result in the mental, physical and moral growth of its pupils. The School endeavours to inspire its students towards moral integrity and character development, giving them sufficient resources to sustain them throughout life. The foundation laid here and the training imparted ensures that every "Alumnus" will prove his/ her usefulness to society, living a life to do his/her "Alma mater" proud.

Admission is open to boys and girls, irrespective of caste, community or religion. Classes are conducted in well – ventilated and spacious classrooms. The School has well equipped Physics, Chemistry, Biology Laboratories and a Geography Room. It has a state – of the – art, Computer Laboratory, an informative Library and an A.V. Room. Interactive White Boards are used as teaching aids and are a tool for effective learning. We also boast of a large playground for games and sports.

Emphasis is laid on co-curricular activities like Debates, Dramatics, Music, Computer Programming, Sports, Games and Club activities. These activities enable the pupils to enhance their knowledge and display their latent potential.

The "House System" is in vogue. There are four Houses – Emerald (Green), Ruby (Red), Topaz (Yellow) and Sapphire (Blue).

We believe that every activity of the School should be value based. We strongly believe that the moral fibre should be intricately woven into the curriculum fabric so that our pupils will be "Sparkling Jewels" of India.

## **DISCIPLINARY REGULATIONS**

1. Every pupil should be in the School premises by 7:55 a.m. The Prayer / Assembly bell will be rung by 8:00 a.m. sharp. Late comers will face disciplinary action as deemed fit by the Principal.
2. Importance must be given to the correct prescribed uniform, cleanliness and smart turnout.
3. Pupils must attend School regularly. Absence must be followed by a written application from the parents as well as an entry in the diary.
4. Pupils are not permitted to leave the School premises during working hours without written permission from the Principal.
5. If a pupil is obliged to leave the School premises for any reason whatsoever, a request must be entered in the diary and signed by the parents in advance.
6. No pupil is permitted to re-join School late after vacation. Attendance on the reopening day and the last working day of the term is compulsory.
7. Absence during the term is not permitted. Absence of 15 days without written information to the Principal will result in striking off the pupil's name from the Attendance register. Re-Admission will have to be sought for rejoining the class along with the relevant fee of Rs.3000/-
8. Request for leave during unit tests or term exams will not be sanctioned unless on grounds of illness. In such cases a medical certificate must be submitted. No unit test or term exam will be re-conducted for any student.
9. Any damage done to School property in and around the School premises must be made good by the students responsible for it.
10. Respect and obedience to those in authority. The Principal, Staff and the student leaders are in authority over the students. We consider it a very important part of training for good citizenship that every student should obey and respect those who are in authority. The conduct of each student should reflect this attitude both inside and outside the School.
11. The School expects the co-operation of Parents/ Guardians in maintaining respect for the values that are being taught.
12. Parents or Guardians are requested to take prior permission from the Principal if they desire to meet their children during school hours.
13. No pupil should wear any expensive jewellery. Loss of any such article will not be the responsibility of the School.
14. Story books, magazines, video games, CDs or any other article not pertaining to the School curriculum must not be brought to the School.
15. Use of mobile phones, scooters and motorcycles by students is strictly prohibited.
16. Every pupil will be responsible for his or her own articles.
17. Visitors may not enter the campus during the short break and lunch break. Permission from the Principal should be sought.

## **DISCIPLINARY REGULATIONS**

18. The School is not responsible for injuries sustained by a pupil as a result of rough activity or accident during school hours or during his / her movements to or from School. Every effort will be made by the School to provide necessary First-Aid.
19. It is the responsibility of parents to furnish phone numbers that are accessible so that the School may notify them if such an incident were to occur.
20. The School will not be responsible for the welfare of the student if the given contact number does not exist/ is switched off / is not reachable or is disconnected.
21. The School will not be held responsible for any incident that takes place outside the School premises before or after School hours.
22. The School maintains an official website where photographs of events will be displayed periodically.
23. To monitor classroom activities and for the benefit and security of the pupil, CCTV cameras have been installed in every classroom.
24. As a part of School programmes, students will be taken for picnics and excursions. All care will be taken by the School for the student's safety. However, in case of any untoward or unforeseen incident, the School will not be held responsible for the same.
25. Pupils must adhere to the rules & regulations of the School, failing which they are liable to suspension or expulsion.
26. Members of the Management should be addressed properly with appropriate designation. (Dr. / Mr. / Mrs./ Sir etc)
27. Parents need to visit the website on a regular basis to keep themselves updated about the School activities.
28. Students are not allowed to cut cakes in the classrooms on any occasion.
29. Attendance is compulsory for all special classes for Std. IX and Std. X
30. There will be special classes for students of Std. VIII going to Std. IX and Std. IX going to Std.X from April 1<sup>st</sup> to April 10<sup>th</sup> and from May 2<sup>nd</sup> onwards.
31. There will be extra classes from 3.00 p.m. to 5.00 p.m. on regular working days for Std. IX and Std. X.
32. Students must accompany parents for all P. T Meetings in their regular uniform.
33. Parents / visitors must switch off their mobile phones before entering the School campus.
34. Do not honk in front of the School gate (vehicle horn)
35. Official notifications are placed on the school website. It is the responsibility of parents to regularly check the school website
36. It is the responsibility of the parents and students to contact the School office and find out what assignment work (holiday homework) has been given to the pupils, if your wards are absent during the last week before the Term holidays commence. Failure to complete holiday assignments can result in suspension from School
37. If students damage School property, they are liable for suspension.

## **DISCIPLINARY REGULATIONS**

38. If a student constantly disturbs the class or a teacher he/she they can be withheld from attending those classes for a specified period of time.
39. All parents must submit active email Addresses for daily correspondence with the School.
40. There will be a PT Meeting for Std. X on the Second Saturday of every month.
41. Dates of programmes are subject to change under unavoidable / emergency circumstances.
42. The School will introduce a point reward system at the end of each month. Students who are awarded 10 marks or more for their house will have their names called out at assembly in recognition of their achievement. Those students who have got more than 10 negative points from the proficiency register will also be named. Play privileges will be suspended for students who get more than 10 negative points from proficiency register.
43. Repeated failure to submit project, home work in time will result in detention during break and lunch (play privilege will be suspended for a week).
44. Parents cannot solicitate any help or enter into any agreement with New Millennium School staff without the explicit permission of the School Executive Committee.
45. Children repeatedly not bringing their books and material to school will be sent home.
46. Children repeatedly not doing their homework will be sent home.
47. Children are encouraged to speak in English at School to enable them to improve their English-speaking skills.
48. Students who frequently absent themselves on Saturdays will face disciplinary action.
49. Repeated use of foul language by children in School will lead to suspension.
50. Children who pass on completed homework / project work to fellow classmates on WhatsApp etc., are liable for disciplinary action.
51. If the Prefects misbehave, don't bring the books, don't do the homework etc., their badges will be removed

### **MAINTENANCE OF NOTE BOOK RULES**

1. Cover the books with brown paper.
2. Leave first 3 pages for index.
3. Number the pages of the note book.
4. Write the exercise number of the text book to correspond with the note book lesson.
5. Diary cannot be used as rough note book.

### **KNOW YOUR RIGHTS**

1. [www.schooleducation.kar.nic.in](http://www.schooleducation.kar.nic.in) (School Safety manual 2017)
2. Karnataka State Commission for Child Right protection.
3. National Commission for Child Right Protection. (Know the Rights of your Children)
4. [www.cisce.org](http://www.cisce.org) CISCE Website
5. School Grievance Cell – Contact Mrs. Leena Suku for details.

## Unit Tests and Term Exams

1. Three Unit Tests and Two Term Exams will be held in the course of an Academic year for Std. V to Std. X.
2. Five Unit Tests will be held for Std. I to Std. IV.
3. Parents/ Guardians must attend all Parent Teacher Meetings. Students will not be allowed to write the next test or exam if parents fail to collect their wards Report Card on the day of the P. T. Meeting. Students and their siblings must come in school uniform for all school functions unless directed to do so otherwise by the school authorities. (e.g. for fancy dress children will be allowed to come in costumes of their choice)
4. Importance must be given to daily work done in the class and Homework. The attitude to relax during the normal working session and study for a pass only for the Final Exam should be firmly discouraged.
5. Unauthorized assembly / demonstration within school premises by the Parents/ Guardians is strictly forbidden during school working hours / after hours.
6. Parents may meet teachers on days specified below:-
  - i. Nursery to Std. IV - Wednesdays
  - ii. Std. V to Std. X - Fridays3.00 p.m. to 3.45 p.m.
7. Private tuition is not permitted.
8. Promotion to a higher class is based on the performance of the whole year's work.
9. Results declared at the end of an academic year will be final in all classes. On no account will the decision be reconsidered.
10. Parents must meet the teachers at least once a month to discuss the progress of their child.

### **RULES FOR PAYMENT OF FEES AND OTHER COLLECTIONS**

1. Fees must be paid Term wise. Fees can also be paid annually.
2. Fees must be paid by Demand Draft drawn in favour of 'New Millennium School'.
3. Term Fees must be paid in the months of June, October and January. Last Date for payment of fees is by the 15<sup>th</sup> of the month.
4. A fine of Rs. 300/- shall be levied after the due date.
5. Pupils continuing for the next academic year must pay a New Term fee as notified in March.
6. The Fee Card must be brought with every payment of fees.
7. Admission Fee/ Term Fee/ Annual Fee once paid will not be refunded. Receipts will be issued for all payments.
8. New Term Fees of Rs. 7000/- to be paid on or before 10<sup>th</sup> April 2021. A fine of Rs.3000/- will be collected after the due date.
9. There will be a likely raise of 10% to 15% in the school fees for the academic year 2021 – 2022
10. The School reserves the right to increase fees at any point during the academic year, should the Government issue a notice to hike staff salary.
11. If Fees is not paid on time as in the fee card, students will not be allowed to sit for the Unit Test / Exams.

**Application for grant of Transfer Certificate must be addressed to the Principal giving the following details**

1. Name of the pupil and the present address in full.
2. Year, class and section he/she was studying at the time of his/her leaving the school and date of leaving.
3. Clearance Certificate from the Librarian.
4. Reasons for leaving mentioning the name of the school which the pupil proposes to join.
5. Signature in full of the parent / guardian.
6. Request for Transfer Certificate must be made one month in advance. The Transfer Certificate will be issued only when the school dues have been cleared in full.
7. A student who wishes to leave the School at the end of the academic year must submit his / her application for a Transfer Certificate by the 10<sup>th</sup> of March.
8. If the student leaves in the middle of the term he/ she will be liable to pay that the Term's fees.
9. A student seeking a T.C after the re-opening day of the school will have to pay a term fee of that year.

**SCHOOL UNIFORM**

**GIRLS**

Dark grey pinafore with white blouse, upto Std. IV. Std. V onwards dark grey pants with white blouse and waist coat, black shoes with strap and buckle, white calf length socks and school tie. Prefects must wear their House Badges.

**BOYS**

Dark grey short pants upto Std IV from Std V onwards, dark grey long trousers, white short - sleeved shirt, black shoes, white socks, school tie. Prefects must wear their House Badges.

**MONDAY** - White uniform and black shoes for all students. (White uniform and black shoes also to be worn at school events by participants.)  
- Scouts & Guides – prescribed uniform

**TUESDAY**

**THURSDAY** - Official School uniform as listed above

**FRIDAY**

**WEDNESDAY** - House Colours for all students with white keds

**NAVY BLUE BLAZER WITH SCHOOL CREST** For students of Std. 7 up to be worn every Monday and at all School Functions.



## **Dress code: Restricted applicable to boys and girls**

### **1. Hair**

#### **BOYS**

- Boy's hair should not be long enough to come over the shirt collar or over the ears.
- Fancy hairstyles are not allowed.
- Older boys are required to be clean – shaven.

#### **GIRLS**

- Girl's hair should look well – groomed and modest.
- Hair should be plaited in two and tied up if it is more than shoulder length.
- Ribbons and clips, if used, should be black in colour.
- No special decoration of hair is allowed.
- No make – up is allowed.

### **2. Rings, bangles and jewellery – not allowed**

### **3. Finger nails – neither to be painted nor allowed to grow long.**

### **4. Students should be in complete School uniform. Explanation should be given in writing if the students are not in proper uniform (with a medical certificate wherever appropriate, clearly stating the time frame for the exemption)**

## **CYCLE STAND**

1. Entry into the cycle stand is only for the purpose of putting or taking out one's cycle.
2. Loitering or standing idly in the cycle stand is strictly forbidden.
3. For safety, the cycle should be locked.

## **MEASURE FOR SAFE TRANSPORT OF CHILDREN**

Please ensure that if your children are using private operators for transport, that the following safety measures are being followed by your private transporters.

1. The driver is experienced and has been dealing with school children for a considerable number of years.
2. The driver has obtained an appropriate police verification check.
3. The bus is neat and clean
4. CCTV cameras have been placed in the transport vehicle (Auto, Bus, Mini Van, Tempo Traveler etc.)
5. A lady attender or lady parent accompanying the children in the transport vehicle.
6. Lastly parents can also avail of BMTC buses, contact the relevant bus depot for further information.

Note : The School has repeatedly asked all private operators who transport children to the New Millennium School to undertake police verification checks and install CCTV cameras in their vehicles.

## **LIBRARY**

1. Strict silence is to be maintained in the library at all times.
2. Students are permitted to take only a notebook and a pencil into the library. Pens and school bags are not allowed.

3. A fine of Rs.5/- per day will be charged for overdue books.
4. If library books are lost or damaged, the concerned student will bear the cost.

### **LOST PROPERTY**

1. Any money or valuable article found in the School compound should be handed over to the school office without delay.
2. All personal property should be marked with the owner's name.
3. The lost property office will be open during the morning short break and towards the end of the lunch break. A prefect on duty will assist the recovery of the lost property.
4. A fine of Rs.2/- is chargeable when lost property is claimed.

### **CLASS COLLECTIONS**

Parents should not feel obliged to send contributions or money unless they are requested to do so by the Principal by a circular letter.

### **SCIENCE LABORATORY – RULES & REGULATIONS**

1. You are **ONLY** permitted to enter the Science Lab in the presence of a teacher.
2. Chemicals and science apparatus can only be taken out from the Lab with the prior permission of the teacher.
3. Experiments can **ONLY** be carried out with the prior permission and supervision of the teacher.
4. All accidents, however small, must be reported immediately to the teacher concerned.
5. Filter paper, used match sticks and all solid substances must be put into the relevant containers provided and **NOT** thrown into the sink.
6. All articles that are burning (e.g. a burning match stick, paper etc) **MUST** be extinguished before they are disposed of.
7. **DO NOT** waste any material/ solutions unnecessarily.
8. **DO NOT** use chemicals from unlabelled bottles.
9. Chemicals **MUST NOT** be tasted.
10. In order to avoid contamination, any chemical poured out or taken out in excess accidentally **MUST NOT** be returned to the same bottle.
11. Apparatus used must be cleaned and put back in its proper place.
12. Instructions from the teacher on the use of Lab apparatus should be strictly followed.
13. You are required to listen to and obey all instructions from your Science teachers, otherwise you run the risk of not only harming yourself but also your classmates.

Encourage the children to do the following at home compulsorily:  
(From Std 6 onwards). This will be added to the SUPW grades

1. Keep their rooms neat.
2. Make their own beds
3. Polish their shoes
4. Iron their clothes
5. Help in the upkeep of garden on week ends
6. Help in cooking on weekends.
7. Help cleaning of dishes and utensils at night.