

SCHOOL REGULATIONS AND GENERAL DISCIPLINE

1. Pupils must come in time to the school. Late comers will not be allowed to enter the campus without being accompanied by the parent.
2. Pupils should bring their books as per the day's timetable.
3. Every pupil must possess a copy of Pupil's Diary which has to be brought to the school every day. The Pupil's Diary keeps the parents well informed about the day to day performance/ progress and short comings of their wards. Parents are requested to check the diary daily especially the part under 'Communication between School and Home' and keep in touch with the school if there is any adverse remark about the ward. They are also required to furnish the particulars required in the Diary.
4. Parents shall fill in the 'students' particulars' given in the Pupil's Diary in triplicate. Two copies will be retained by the school, one by the head of section and other at the office). The Pupil's Diary can be received from the Mafathlal Uniforms Books & Stationeries, Barwa Village, Wakrah, Telephone 44356515.
5. Personal cleanliness and hygiene are expected from all. Shabby dress, uncombed/long/zany haircuts will not be permitted.
6. Every child admitted to the school must wear complete school uniform, exact in colour and pattern as prescribed. A pupil without uniform, shoes, tie etc. shall be asked to return home.
7. Running, playing and shouting inside the school building is forbidden. Perfect silence must be observed when moving from one class to another to attend Work Experience, Physical Education, Second/Third languages and other classes.
8. If a pupil is late or absent, he/she must bring a written justification in the "Absence Record/late coming record" in the pupil's diary. During working hours students will be allowed to go out only with their parents.
9. No pupil will leave the school premises during work hours without special permission of the Principal/Vice Principal/ Head of Section.
10. The school is not responsible for books, money, valuables, clothes and other articles that are lost. Pupils may take care of their own belongings. It is advisable not to have money or valuable articles with them. All are advised to bring their books etc. in a bag or case that can be securely locked. Students are not permitted to wear gold ornaments in the school campus during school hours.
11. No comics, newspapers, periodicals etc. shall be brought to school premises without the consent of the school authorities. Books prejudicial to Islamic tenets are strictly prohibited in the campus. Only text books and library books are allowed. Bringing floppy discs/CD ROMs, DVDs, audio cassettes, video cassettes CDs, mobile phones, and Electronic devices like Mp3 players, etc. are prohibited.
12. Towards the development of the all-round personality of the students and as part of school's curricular, co-curricular and extra-curricular activities, literary and cultural programmes and sports are organized by the school. All students' participation in these activities and most eligible students' representation as members of the various events of literary and cultural activities and sports and games teams are compulsory, unless prevented to do so, on medical grounds.
13. Any kind of damage done to the school property will have to be compensated and the same will be deducted from the caution deposit. Students should be particularly careful not to throw any waste materials, papers, bottles, etc. anywhere in the school premises. Dust bins provided for this purpose should be used.

14. All pupils are responsible to the school authorities for their behaviour for both in and outside the school. Any objectionable conduct observed or reported outside the school premises on the part of the pupil shall make them liable for disciplinary action.
15. If a pupil is found indisciplined, a nuisance for other students or disobedient to their teachers/school authorities, the matter will be reported to his/her parents in writing with the request to meet the school authorities within a particular time limit. If the parent fails to report without genuine reason, the name of his ward will be removed from roll.
16. A pupil who fails consequently twice in the same class is liable to be asked to leave the school. If any over-aged student for a particular class fails even once in the annual examination, he/she is also liable to leave the school.
17. Disrespect and disobedience to teachers/supervisors, use of abusive language and obscene words and any kind of misbehaviour, will be met with disciplinary actions/dismissal.
18. Pupils with irregular attendance, habitual idleness or conduct injurious to the moral tone of the school deserve dismissal.
19. Attendance in the morning assembly is compulsory for all.
20. Pupils should give due regards to their school-mates and proper respect to teachers.
21. Every pupil should endeavour to keep up the high traditions and good name of the school by excelling in fine manners and deportment.
22. Students shall attend all academic/co-curricular activities/ coaching classes in school uniforms only.
23. Objectionable/obscene materials in any format in digital data, analogue or video are totally prohibited. Students in possession of such materials will be similarly dismissed.
24. A 20-point scale system:
 - 24.1 A 20-point scale system is implemented to maintain discipline. Negative point will be awarded for every act of indiscipline.
 - 24.2 When students attain 5 points, Parents will be informed through a letter or over phone
 - 24.3 On attaining 10 points, parents will be called to school and an undertaking letter will be taken from them
 - 24.4 On attaining 15 points, the students will be suspended from the school. The suspension order will be issued.
 - 24.5 If a student happens to attain 20 points, he/she will be removed from the school automatically without any further notice or enquiry.
25. The school has also decided to award positive points to students, to motivate them to be well behaved towards teachers and fellow mates. Record of their positive points will be noted in the pupil's diary.

PARENT AND SCHOOL

1. Parent portal - all correspondence between the school and parents will be through parent portal. A quick link for the same is available on the school website : www.mesgatar.org.
2. Parents are expected to follow the rules and regulations of the school given in the Pupil's Diary and circulars sent from time to time.
3. All communications addressed to the Principal or the school authorities must only be sent by email, post or delivered in person at the school office. Parents are strictly advised not to send any suggestion, request, shortcoming notices, school documents of their wards, photocopies of passports etc. by fax or transmit over phone.
4. **Parents are expected to be very particular that their children do not reach the school earlier than 30 minutes before the school timings and that they return home within 30 minutes after the school hours except days when they stay back for co-curricular activities. The school cannot be held responsible for the children not returning home in time due to lack of proper attention on the part of parents.**
5. They are requested to send their wards in proper uniform and in time to the school.
6. They should see that their wards come to school with necessary books and stationery, observe the discipline of the school and participate in school activities.
7. The school will be sending messages, notices and reports at regular intervals whenever necessary. Parents/Guardians are requested to look into these and sign them if required and return the acknowledgements to the school. Failure to do so may put their children to inconvenience as they will be sent back home.
8. Parents/Guardians are not allowed to meet their children during the school hours without the permission of the Principal/Vice Principal/ Head of Section.
9. They shall also not contact the teachers directly. If any parent/guardian wants to meet a teacher to discuss his/her ward's issues, he/she may do so on the specific days allotted for this purpose with prior permission from Principal/Vice Principal/ Head of Section concerned.
10. Male parents are not permitted at the Girls' Section without prior appointment.
11. All pupils should enter the campus before the first bell as all the gates will be closed after the bell. They will be opened only after the morning assembly. **Latecomers will not be permitted to attend classes unless accompanied by their parents and permission obtained from the Head of Section concerned.** Similarly, school gates will be closed exactly half an hour after the long and final bell. Parents are instructed to collect their wards before the closure of the gate. The school will not be responsible for the students who remain outside the gates after the stipulated period of time.
12. Parents/Guardians are requested not to send their children to school if they are medically unfit. Children suffering from infectious diseases like chicken pox, measles, mumps, etc. shall not be sent to school until the period of infection is over. If the Principal/Vice Principal/ Head of Section considers that any child present is not medically /mentally fit to attend school, then he/she reserves the right to send the child home and not to allow him/her to attend school again until he/she is found medically/mentally fit, in certain cases a medical clearance certificate will be called for. The absence of children from the classes shall be informed to the Principal/Vice Principal/ Head of Section/ Head of Section/class Teacher before 7.30 a.m. every day.

13. Every care and precaution will be taken by the school to provide necessary facilities to the students and suitable measures will be taken to prevent the occurrence of accidents/infectious diseases while the students are in the school campus or travelling in the school bus in connection with studies/ curricular/co-curricular/ extra-curricular activities of the school. However, in this respect the school will have no responsibility of any harm or injury to the student either by accident or otherwise.
14. **KG PARENTS** are advised of the following:
 - 14.1 Drop and pick their children at the entrance of the KG reception.
 - 14.2 Students shall be picked in time after the school hours.
 - 14.3 Do not send their wards to school, if suffering from fever, cough, cold and other communicable diseases.
 - 14.4 Potty training of children latest within 3 months of the commencement of school.
 - 14.5 Pack healthy and colourful food.
 - 14.6 Declare medical condition, allergies and details of medication, if any?
 - 14.7 Do not send expensive devices/gadgets or money with the children.
15. **Parent-Teacher Meetings**

Parent-Teacher meetings are conducted regularly to discuss the academic performance of the students. Parents are requested to attend the meetings without fail. Students should wear the school uniform when they come for the parent teacher meeting.

GENERAL RULES

1. Hair properly combed:
 - Girls with short hair should neatly comb their hair. Hair band / Hair pins (Black on week days and house colour on Thursday) should be used.
 - All girls are strictly expected to tie their hair with two pony tails and if the hair is long, it should be plaited.
 - Boys should trim their hair uniformly in a societal manner. Hair colour/gel will not be entertained.
 - Boys should come cleanly shaved. Students with preference to maintain beard, should maintain/trim it regularly
2. Girls should avoid eye makeup.
3. Long nails with colours and decoration are considered as indiscipline.
4. Shoes should be standardized for both boys and girls.
5. Students who stay back for extra coaching, evening coaching classes within the school premises should strictly follow the school guidelines for uniform and also abide by other guidelines of the school as mentioned in the school diary.
6. Leggings used for small children should be preferably used during winters and should be restricted to school uniform colour.
7. Gold Jewellery and fancy ornaments such as long earrings, bangles, chains, finger rings, anklets, wrist bands and bracelets are not allowed in the school premises.
8. Students violating the school rules and causing discomfort to other students will be suspended/expelled from the school depending upon the gravity of the situation.
9. Students login is now available for the students which can be accessed through a link on the school website: www.mesqatar.org.

RULES & REGULATIONS ON ELECTRONIC GADGETS

1. Students are strictly prohibited from bringing mobile phone or other electronic gadgets to the school.
2. If any student is found possessing any electronic gadget the same will be confiscated and not returned.

