



M.E.S INDIAN SCHOOL, DOHA-QATAR

SCHOOL REGULATIONS AND GENERAL DISCIPLINE

1. Bus 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. NO trolley bags for Kindergarten and Junior Section.
3. Pupils should bring their books as per the day's timetable.
4. 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.
5. Parents shall fill in the 'students' particulars' given in the Pupil's Diary in Duplicate. One copy will be retained by the Head of Section. The Pupil's Diary can be received from the Mafathlal Uniforms Books & Stationeries, Barwa Village, Wakrah, Telephone 44356515.
6. Personal cleanliness and hygiene are expected from all. Shabby dress, uncombed/long/zany haircuts will not be permitted.
7. 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.
8. 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.
9. 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.
10. No pupil will leave the school premises during work hours without special permission of the Principal/Vice Principal/ Head of Section.
11. 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.
12. 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 USB, CD ROMs, DVDs, mobile phones, and any other Electronic devices are prohibited.
13. 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.
14. **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.**

15. 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.
16. 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.
17. 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.
18. 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.
19. Pupils with irregular attendance, habitual idleness or conduct injurious to the moral tone of the school deserve dismissal.
20. Attendance in the morning assembly is compulsory for all.
21. Pupils should give due regards to their school-mates and proper respect to teachers.
22. Every pupil should endeavour to keep up the high traditions and good name of the school by excelling in fine manners and deportment.
23. Students shall attend all academic/co-curricular activities/ coaching classes in school uniforms only.
24. 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.
25. A 20-point scale system:
 - 25.1 A 20-point scale system is implemented to maintain discipline. Negative point will be awarded for every act of indiscipline.
 - 25.2 When students attain 5 points, Parents will be informed through a letter or over phone
 - 25.3 On attaining 10 points, parents will be called to school and an undertaking letter will be taken from them
 - 25.4 On attaining 15 points, the students will be suspended from the school. The suspension order will be issued.
 - 25.5 If a student happens to attain 20 points, he/she will be removed from the school automatically without any further notice or enquiry.
26. 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.

GENERAL RULES

1. Hair properly combed:
 - Girls with short hair should neatly comb their hair. Hair band / Hair pins (White 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.



STUDENTS - "NO MOBILE PHONES IN SCHOOL"