

St. Paul's Guidelines for Parents and Students

Essential Reading

Dear Parents/students,

Children are at a higher risk for threats for many reasons. Because of their stage of cognitive development, children are often impulsive and unable to judge the safety of a situation. But many threats can be averted if we educate a child on different potential threat areas. We have tried to collate few points related to children's safety which can be helpful in averting numbers of untoward situation if followed seriously by students and in some of the cases by parents and teachers. We request parents and children to read these discipline, safety and academic tips and ensure that these tips must be cultivated & followed rigorously. We must not forget that 'Safety starts with you', so, let's make this place a more appropriate, safer and hygienic than before for our children by adhering to given measures.

Discipline Guidelines:

- i. Students have to wear the prescribed school uniform, and any modification/alteration/tapering to the shirt/pant is not allowed.
- ii. The prescribed school uniform is to be worn by all students when attending school or any school function, or when representing the school.
- iii. All students must be neat in appearance.
- iv. Students must wear Tie, Belt, Id card and polished black shoes (Naughty boy of Bata or school time of Action or of similar make and design) with lace.
- v. 75% Attendance in St. Paul is compulsory. Admit card will be denied to you, If you do not achieve the desired attendance criteria
- vi. Hair must be short, neat, decent, properly combed and unstylish; Hair must not cover the ear and the forehead (for boys).
- vii. Hair that is longer than the upper end of the collar must be tied up neatly and use the Black Snap clip, Bobby Pin, Black Hair Tie or School Head Band for preventing the hair strands from falling on the forehead and sometimes disturbing the vision (for girls).
- viii. Any kind of electronic gadgets such as mobile phone, computer tablets etc. / Any kind of costly items such as watch, jewelry etc. / cash are strictly prohibited in the school premises. To maintain discipline and safety, the school will conduct random bag checks.
- ix. Students must bring their Diary (daily), notebooks and books as per the given routine.
- x. It is compulsory to cover the note books and books with brown paper cover.
- xi. Students using spectacle should be of simple frame. Students are not be allowed to wear any kind of digital or analog watch inside the school.
- xii. Nose pin, Puff-Hairstyle, Nail colours, kajal, Lip gloss/colours, Cosmetics or any kind of accessories are strictly prohibited. We would like to inform you that Heena (Mehndi) is generally prohibited. However, in exceptional cases, it is permissible to apply Heena on the palm area of the hand only. This allowance is subject to specific situations.
- xiii. A very small gold ball tops is allowed for girls (if required).
- xiv. Any kind of ribbon, thread or bracelet is not allowed.
- xv. Dialect (Regional language) in the St. Paul's premises is strictly banned.
- xvi. Students must not litter the school premises; Use dustbins for litters.
- xvii. Students must ensure a conducive environment for learning when lessons are conducted.
- xviii. Movement to and from classrooms should be brisk and orderly.
- xix. Students must queue up during recess and dismissal.
- xx. Don't allow your child to access Facebook/other social sites/Internet etc. If any project requires the use of internet then it has to be accessed under your strict supervision.
- xxi. Don't allow your child to ride Motorcycle or to drive Car. It is an offence and also a threat to other's life as well as to their life.
- xxii. Gross misconduct- The following are considered very serious offences in St. Paul and may lead to suspension and as a last resort, expulsion from the school.
Vandalism / Stealing, fighting and hooliganism / Use of abusive or foul language / Insubordination and insolence to teachers / Forging signatures of parents and persons of authority / Persistent non-conformity

“Discipline is the bridge between goals and accomplishment.”

with school rules / Misbehaviour in or outside school that is detrimental to the good name of the St. Paul. We would like to inform you about the introduction of a new protocol at our school aimed at addressing grave instances of indiscipline. In the event of a serious disciplinary violation by a student, the school will issue a '**RED FILE.**' This document outlines the nature of the incident and the subsequent actions taken. We kindly request parents to sign this file, acknowledging their awareness of the situation and taking responsibility for their child's actions. It is crucial to emphasize that after three such indiscipline acts, the student may face termination from the school. Additionally, in extreme cases where the gravity of the action warrants immediate action, a student may be terminated without the issuance of a red file.

General safety Guidelines:

- i. Know travel routes to and from the school.
- ii. Always take a friend when walking or riding your bicycle to and from school. Stay with a group while waiting at the bus stop. It's safer and more fun to be with your friends.
- iii. If anyone bothers you while going to or from school, get away from that person, and tell a trusted person like your parents or teacher/In charges.
- iv. If any person approaches you for help or directions, remember grownups needing help should not ask children for help; they should ask other persons.
- v. If someone you don't know, offers you a ride, say NO.
- vi. If someone follows you, get away from him or her as quickly as you can. Always be sure to tell your parents or a trusted person what happened.
- vii. If someone tries to take you somewhere, quickly get away and yell, "This person is trying to take me away!" or "This person is not my father (mother)!"
- viii. If you want to change your plans after school, always check first with your parents. Never play in parks, fields or roam in shopping complex or market by yourself.
- ix. Don't allow anyone to touch you. Any kind of touch which makes you uncomfortable is a bad touch you must understand the difference between good and bad touch. Always be sure to tell your parents, teachers, In charges or a trusted person what happened.
- x. Trust your feelings. If someone makes you feel scared or uncomfortable, get away as fast as you can and tell a trusted person.
- xi. Know and follow school security and safety measures.
- xii. Do not eat anything given by a stranger.
- xiii. Know your Father's (or mother's) name, phone number and address.

School bus safety Guidelines:

- i. Arrive at the bus stop prior to scheduled school bus time. It is better to arrive at least 5 minutes earlier.
- ii. Stand at least ten feet away from the edge of the road.
- iii. Wait until the school bus stops, the door gets opened and the driver/conductor says okay to get on the bus.
- iv. Check the road for other vehicles before stepping off the bus.
- v. Never stand closer than 10 feet to the bus as drivers will not be able to see you. Hence, stay out of the danger zone.
- vi. Never try to pick up things which are near or under the bus, warn the driver before picking it.
- vii. Stay seated and sit quietly when the bus is moving. Do not make loud noises that may distract the driver.
- viii. Use the handrail when exiting the bus. Keep the bags and other belongings out of the aisles.
- ix. Keep head, hands and arms inside of the window.
- x. Do not throw objects inside or outside the bus.
- xi. Let the smaller children board first.
- xii. Do not attempt to use emergency doors or exit controls without supervision or permission from drivers/conductors. Never fight with other students inside the school bus.

Health and Hygiene Guidelines:

- i. Keeping your body clean is an important part of keeping you healthy and helping you to feel good about yourself.

- ii. Clothes can get stained, dirty and generally grubby, so you need to change them often. If you have to wear a school uniform then take it off as soon as you get home and hang it up to air before you wear it the next day.
- iii. You spend a lot of time on your feet and your shoes are very close to the place where a very large collection of sweat glands are located. Keep your shoes clean by brushing, polishing or washing and always wear clean socks.
- iv. You should brush your teeth twice a day and while brushing your teeth use your brush gently in clockwise and anticlockwise direction.
- v. Avoid infection and contamination. Always wash your hands before handling or eating food.
- vi. If any student feels sick, then he/she must stay at home to avoid spread of infection in other students.
- vii. Don't skimp on water or food. Drink plenty of water to keep yourself hydrated and eat right amount of food (easily digestible) before coming to school (like milk + cornflakes /oats/ Banana/Apple etc.) and during recess time. Never forget to bring Lunch.
- viii. Develop a healthy personality – being clean and well-dressed will boost your self-image, which in turn increases your confidence and your chances of success in academic as well as in social lives.
- ix. Make a habit of carrying Handkerchief with you. Use Handkerchief when you blow your nose, to wipe sweat, after hand wash/face wash etc.

Study Guidelines:

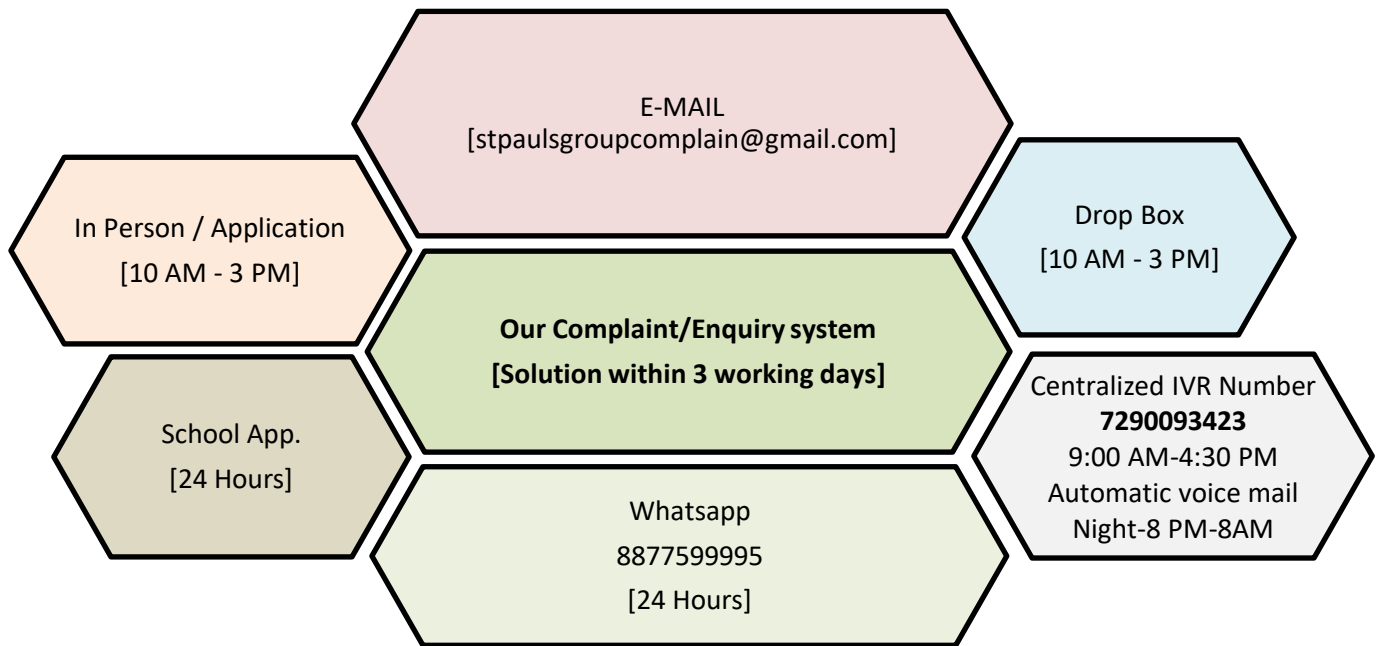
- i. Do your homework.
- ii. Talk to your teacher. Ask questions during class.
- iii. Have you reviewed your notes/what you learned in class today? Can you summarize what you learned? If not, use your thinking maps and summarize. Do you understand, can you answer the objectives of the lesson which the teacher provided?
- iv. Can you use the term in a sentence and explain the importance? If not it means your concepts are still not clear and you need more clarity on it.
- v. Did you ask clarifying questions? What questions do you have for the teacher the next day? Make note of them and get them answered.
- vi. Teach someone else (this will help you realize what information you really don't understand)
- vii. If you are absent . . . take the time to learn what you missed. Check in with your teacher upon your return to class!
- viii. Read every night and engage in self-study for deeper understanding.
- ix. Schedule daily and weekly reviews of your subjects.
- x. Be an active learner. As you read, look up words you are unfamiliar with.

Social media/Mobile phone Guidelines:

- i. Students are advised not to use social media/mobile phone and prioritize their academics and character development over digital distractions.
- ii. The irresponsible use of social media can have a negative impact on students' behavior and mental well-being.
- iii. Any form of cyber bullying, inappropriate content sharing, or misuse of social platforms will be strictly dealt with.

Always remember that there is only one life we are blessed with, Shape it in a way that makes you and your family proud, not ashamed.

Our Complaint/Enquiry system



In all the above mode of complaints, kindly don't forget to have your complaint number in order to have easy tracking and reference. If you feel that nobody is taking your complaint properly or seriously you may call us at 9835264868.

Your Suggestions/complaints are extremely useful for our improvement and overall growth.

These comprehensive guidelines along with your support will certainly enhance positive safety culture in St. Paul and will build better conducive environment for learning. I hope you will read this letter in detail and imbibe the points for the sake of our children's safety. We all must remember, "It is better to try to keep a bad thing from happening than it is to fix the bad thing once it has happened".

We appreciate your continued support, love and affection!

Thanks

With Warm Regards

Principal

Issuance Session: 2025-2026

***Wishing students a very
successful academic year
ahead.***