

'MESIS' DRESS CODE

1. DRESS CODE FOR BOYS

(All classes)

SUNDAY TO THURSDAY

- a. Tri-colour Fusion check shirt (half sleeves) with school logo, Peacock blue trousers.
- b. Tie-Peacock blue with school logo.
- c. Peacock blue blazer with school emblem during winter and special occasions for Classes IV to XII.
- d. Black leather shoes with no designs and Peacock-blue socks.
- e. Peacock Blue belt.

NOTE: Students should come in 'Sports Uniform' on Tuesdays.

2. DRESS CODE FOR GIRLS

SUNDAY TO THURSDAY

Girls - Classes I to III

- a. Tri-colour fusion check frock / pinafore (not more than half an inch above the knee).
- b. Black leather shoes with no designs and peacock-blue socks.
- c. Peacock blue blazer / pull over with school emblem during winter & on special occasions.

NOTE: Students should come in 'Sports Uniform' on Tuesdays

Girls – Class IV

- a. Fusion check kameez with Chinese collar and 3/4th sleeves with ½ inch peacock blue patti.
- b. Peacock blue salwar up to heels with small ponchas.
- c. Peacock blue Waist Coat with School Logo.
- d. Peacock blue blazer with school emblem during winter & on special occasions (Classes IV to XII).
- e. Black leather shoes and Peacock blue socks.
- f. Hairbands of students must be of white color.
- g. Head covering with peacock blue scarf is *compulsory for Muslim girls*.

NOTE: Students should come in 'Sports Uniform' on Tuesdays.

Girls - Classes V to XII

- a. Fusion check kameez with Chinese collar and 3/4th sleeves with ½ inch peacock blue patti.
- b. Peacock blue salwar up to heels with small ponchas.
- c. Peacock blue dupatta.
- d. Peacock blue Waist Coat with School Logo.
- e. Peacock blue blazer with school emblem during winter & on special occasions (Classes IV to XII).
- f. Black leather shoes and Peacock blue socks.
- g. Hairbands of students must be of white color.
- h. Head covering with peacock blue scarf is *compulsory for Muslim girls*.

NOTE: Students should come in 'Sports Uniform' on Tuesdays.

LEAVE RULES

1. Parents shall submit a written application for leave and obtain necessary permission from the Principal before their wards proceed on leave. Parents are advised to meet the Principal with their ward(s) before they attend classes after a long leave. MOE rules will be applicable for the absence of more than a month.
2. Application for leave on medical grounds should be supported by the authentic medical certificates.
3. Absence without permission should be avoided. A student's name will be removed from the roll if he/she is absent for 15 continuous working days unless the leave is sanctioned by the Principal in advance.
4. Students of classes IX to XII will not be permitted to prefix or suffix leave even for a day with summer or winter vacation.
5. 75% of attendance is necessary to be considered for promotion in CBSE.
6. Granting of the leave does not necessarily mean that the students' name will be retained in the register indefinitely. It is liable to be struck off on the expiry of the leave granted or in the event of non-payment of fee.
7. During the examinations leave will not be granted. No re-exam will be conducted to suit the convenience of the absentees. Exams will be held only as per the schedule issued from the school from time to time.
8. Leave for going out of town should be approved in advance by the Principal before proceeding on leave.
9. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class:
 - COVID-19 : As per MOPH regulation
 - Chicken pox: Till complete fall out of the scabs

- Cholera: Till the child is completely well
- Measles: Two weeks after the rash disappears
- Mumps: Until the swelling has gone, about one month.
- Jaundice: six weeks after recovery.

SCHOOL TRANSPORT

1. The school has its own transport fleet which ply to various residential areas for the convenience of the students. Availing school transport is optional. Transport fee will be collected along with the tuition fee. Fee for transport will be charged only for 10 months a year.
2. Those who wish to avail school transport facilities will have to apply in the prescribed form, which will be provided subject to availability of facility and on priority basis. Transport will be available on the routes charted by the Transport Section of the school at the beginning of every academic year. The routes, buses, drivers, supporting staff may be changed for obvious reasons. The children will be picked up from/dropped back at the spots decided by the Transport Section at the time of registration.
3. Though General Insurance has been arranged and due precautions are always taken for the smooth running of the school buses, the school cannot accept any responsibility whatsoever for any delay, damage, accident, etc.
4. The transport charges are fixed and must be paid three months in advance. There will be no reduction in the fee for leave period or lower charges for one-way use of bus, irrespective of the number of days the transport service is used. Fee once paid will not be refunded or adjusted under any circumstances. Even for using the transport facility for a single day in a month, the whole month's fee will be charged.
5. In case the student is not availing transport facility, transport facility will be formally cancelled. If not cancelled, transport fee will be payable. Request for the cancellation/withdrawal of school transport services is to be submitted one month in advance in the prescribed application form.
6. Students will be held responsible for any damage to buses caused by their negligence or vandalism. Transport facility will be cancelled if they are found guilty for misconduct / misbehavior in the bus.
7. **Providing transport service is not obligatory on the part of the school and the same may be cancelled on disciplinary grounds.**
8. **Change of Conveyance**

Students availing the school transport will not be allowed to use any other conveyance for to and fro journey or to change the allotted bus without prior written instructions to the transport section from the Principal. Similarly, they shall not use their own or friend's conveyance without informing the concerned authority in writing.

Note: Students shall keep transport identity cards while using school transport. Those students without cards will not be permitted to board the buses.

9. Request for the discontinuation of the transport facility for a short duration will not be entertained.
10. Facility for availing the school transport for a short period can be had on request in the prescribed form but on remittance of fee for a whole month. If the period spreads across 2 calendar months or more, fees will be charged accordingly.
11. If parents want to collect their wards availing school transport facility during/after school hours, they should inform the transport section well in advance.
12. No duplicate transport identity card will be issued. If a student loses his/her card, he/she should carry the fee receipts for verification.
13. If there is any change of residence, students availing the school transport facility should notify full details in writing, well in advance.
14. Students who are using school transport shall inform the driver/conductor regarding their stay back in the school after 1.30 p.m. for special classes or other activities.
15. Bus stop allocation is at the discretion of the school administration.

DEPARTMENT OF GUIDANCE & COUNSELLING

- a. The Department of Guidance and Counselling in our school includes a Special Educator and Counsellors. Guidance and Counselling is an integral part of our school's academic program. It cultivates in students the right kind of attitude towards life. The department aims at training the students in self-discipline, confidence building and accepting criticism constructively. Students in higher secondary classes can also keep themselves updated about the latest career opportunities available both in India and abroad.
- b. **Special Education**

Special education service is provided in the school for the students who require additional support in learning due to Specific Learning Disorders. Students who have specific difficulty in acquiring learning skills such as reading, writing, spelling and arithmetic can be referred to Special Educator for an assessment and further support.

SCHOOL LIBRARY

The school has a well-equipped Library with internet connectivity and a wide range of books, periodicals, journals and reference materials. Students will be issued books as per the schedule and under the supervision of the teacher in charge of library periods.

Schedule for issue of books

Classes	Days & Time allotted
I – II	Classroom Library
III – VIII	Alternate weeks
IX - XII	Recess Time

Note: Library books can be borrowed by students of grades IV - VIII under the supervision of the teacher concerned, during their library periods.

LIBRARY RULES:

1. Every member of the library should bring his/her school ID card while he or she visits the library for any purpose.
2. Visitors should keep their personal belongings in the special racks provided for this purpose at the entrance of the library.
3. Librarian has the right to check books or any materials taken from the library by any member or visitor to the library.
4. Students shall utilize library periods for reading books, magazines newspapers and doing reference work.
5. Students should observe perfect discipline inside the library.
6. Only one book will be issued per student at a time on the days fixed for each class.
7. Students shall handle the books carefully. Any damage caused to the books borrowed from the school library will have to be replaced.
8. Students must keep the library books safely. Any lost book must be replaced with the book of same title and another new book.

9. Students are advised to examine the borrowed books carefully before leaving the library. They must report to the librarian if they find the book damaged, otherwise student(s) may be held responsible for the same.
10. Students shall take utmost care and caution while handling library books.
11. Library books are issued for two weeks. A book may be reissued for a further period of 7 days if there is no demand for it. For such renewal, the book must be produced.
12. No one shall have their refreshments in the library.
13. Students as well as staff are requested to bring to the notice of the librarian if any objectionable materials are found in the book or otherwise.
14. A book or non-book material in the waiting list will be kept for a particular member for three working days only. On the fourth day it will be issued to the next member in the list.
15. Students must return the library books 10 days before the terminal and 15 days before the annual examinations. Those who do not return the books will not be allowed to attend the examinations.
16. Students can access two library computers as referral for their academic necessity.

SCHOOL REGULATIONS & GENERAL DISCIPLINE

1. Pupils must come on time to the school. Late comers will not be allowed to enter the campus without being accompanied by the parent.
2. Students should speak only in English while in the campus and while using school transport.
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. It keeps the parents well informed about the day to day performance/ progress and short comings of their ward(s). Parents are requested to check it daily especially the part under 'Communication between School and Home' and be in touch with the school in the case of any remark about the ward.
5. 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 class teacher and other at the office).
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 color 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 while moving from one class to another and also while attending 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 of the "Absence Record/Late Coming Record" as mentioned in the pupil's diary. During working hours students will be allowed to go out only with parents.
10. No pupil will leave the school premises during work hours without special permission of the Principal.
11. The school is not responsible for books, money, valuables, cloths, 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 within 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 textbooks and library books are allowed. Bringing mobile phones and electronic devices are prohibited.
13. Towards the all-round development of the students, literary, cultural and sports programs are organized as a part of school's curricular and co-curricular activities.
14. Any kind of damage done to the school property will be compensated by the parents. Students should not throw waste materials, papers, bottles, etc. in the school premises. Dust bins provided for this purpose should be used.
15. All pupils are answerable to the school authorities for their behavior - both on and off-campus. Any objectionable conduct observed or reported in or outside the school premises on the part of the pupil shall make them liable for disciplinary action.
16. If a pupil is found indisciplined 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 meet without a genuine reason, the name of his/her ward will be removed from the rolls.

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 the teachers/supervisors, use of abusive language and obscene words and any kind of misbehavior, will be met with disciplinary actions/removal from the roll.
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. Early pickup on emergency basis during school hours is permitted up to 12.30 p.m. only.
22. Give due regards to the schoolmates and respect the teachers.
23. Students shall attend all academic/co-curricular activities/ coaching classes/ PTMs in the school uniforms only.
24. Objectionable/materials of explicit content in any format in digital or instruction manual are totally prohibited. Students in possession of such materials will be dismissed.
 - **A 20-point Monitoring System:** *A 20-point negative marking scale system is implemented to maintain discipline. Negative point will be awarded for every act of indiscipline.*
 - *When student attain 5 points, Parents will be informed through a letter or over phone.*
 - *On attaining 10 points, parents will be called to school and an undertaking letter will be taken from them.*
 - *On attaining 15 points, the students will be suspended from the school. The suspension order will be issued.*
 - *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 the teachers and fellow mates. Record of their positive scores also will be noted in the pupil's diary.
26. Till the pandemic is over, all students should strictly follow all COVID protocols in the school. Wearing masks, social distancing, hand hygiene etc. shall be continuously monitored.

PARENTS AND THE SCHOOL

1. **Parents' 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.mesisqatar.com
2. Encourage the students to do their homework and learn their lessons on daily basis. Provide them a well-lit and quiet space, away from TV and other disturbances.
3. Parents are expected to follow the rules and regulations of the school given in the School Prospectus, Pupil's Diary and circulars sent from time to time.
4. All communications addressed to the Principal or to 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.
5. **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 the co-curricular activities or extra classes. The school cannot be held responsible for the children not returning home on time due to lack of proper attention on the part of the parents.**
6. Parents are requested to send their ward(s) in proper uniform and on time to the school. In case of virtual classes, ensure timely joining of students.
7. Parents should see that their wards come to school with necessary books and stationery, observe the discipline of the school and participate in school activities.
8. The school will be sending messages, notices and reports at the 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 ward to inconvenience as the student will be sent back home.
9. Parents/Guardians are not allowed to meet their ward during the school hours without the permission of the Principal/Vice Principal.
10. Parents are expected to enter the school in decent dress code.
11. Parents shall not contact the teachers directly. If any parent/guardian wants to meet a particular 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 the Principal.

12. All students should enter the school campus before the first bell as all the gates will be closed after the bell. Gates will be opened only after the morning assembly. **Latecomers will not be permitted to attend classes unless accompanied by their parents and permission is obtained from the Principal to attend classes.** School gates will be closed exactly 15 minutes 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.
13. 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 considers that a particular child present is not medically /mentally fit to attend the school, then he/she reserves the right to send the student home and not to allow him/her to attend the school again until student 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 before 07.30 a.m.
14. 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 on 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.
15. **Parent-Teacher Meetings**
Parent-Teacher Meetings are conducted regularly to discuss the academic performance of the student. Parents are requested to attend the meetings without fail. The students should attend the meeting in school uniform.
16. The school reserves all the rights to add, delete or modify any or all the conditions in this diary without any further notice.
17. Virtual Parent-Teacher meetings also will be scheduled from time to time. All parents are requested to join such meetings to share their concerns.

SUGGESTIONS

1. Constructive suggestions from parents are always welcomed and will be given due consideration. Suggestions may be sent to the Principal in writing, on which further decision can be arranged, if found necessary.

2. Complaints or suggestions, if any, may be sent to the Principal directly in writing, mentioning the following:
 - (1) Name of the child and the parent
 - (2) Class and Division of the child
 - (3) Complaint/Subject/Topic/Incident
 - (4) Date and time of the incident

Note: Identity of the complainant needs to be revealed.
3. All matters concerning the student's studies and discipline or shortcoming if any, may kindly be brought to the notice of the Principal in writing. All such matters will be dealt with strict confidentiality in the best interest of the student. Complaints over telephone or fax will not be entertained.
4. Parents/Guardians are strictly advised not to contact the teachers of their wards over telephone or visit their residences. Matters pertaining to their wards should be discussed only in school after obtaining permission from the Principal.
5. Complaints or problems regarding transport section of the school should be made to the Principal through the Transport In-charge either in person or in writing. Complaints over phone or fax will not be entertained.

TRAFFIC RULES

1. Parents shall drop/collect their ward(s) inside the school campus.
2. Parking or stopping the car even for a few seconds in front of the gate must be avoided. Students will not be permitted to stand outside the campus.
3. Flouting the traffic rules and resorting to brawling /creating unpleasant situations at the gates may lead to expulsion of the student from the school.
4. Parents shall not enter the campus (except to Administration section) during the school working hours without permission from the Principal. Parents are not permitted to enter in the class premises.
5. Parents shall park their vehicle in the parking space allotted near the school campus in order to avoid road congestion.
6. Follow the guidelines / instructions given by the security personnel to ensure students safety inside the campus.
7. Parents have to maintain lower vehicle speed limits within the school premises.
8. Do not block or park vehicle on the pedestrian crossing marked within the school premises.

GENERAL RULES

1. Hair properly combed:
 - Girls with short hair should neatly comb their hair. Hair band / Hair pins (White on weekdays and House color on Tuesday) should be used.
 - All girls are strictly expected to tie their hair with two ponytails and if the hair is long, it should be plaited.
 - Boys should trim their hair uniformly in a societal manner. Hair color / 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 colors and decoration are considered as indiscipline.
4. Wearing school 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 uniformity 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 matching with the school uniform color.
7. Gold jewels and fancy ornaments such as long earrings, bangles, chains, finger rings, anklets, wrist bands and bracelets are not allowed in the school premises.
8. **Mobile phones/electronic gadgets are not permitted within the school premises. Such items once confiscated will not be returned.**
9. 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.
10. Students must take utmost responsibility in taking things back home. In case any item is lost, please report the lost item to the Reception immediately on the next day.
11. Students login is now available for the students which can be accessed through a link on the school website: www.mesisqatar.com