

Rockwoods High School

UDAIPUR : RAJASTHAN



**HOSTEL RULES**

## **MISSION STATEMENT**

Rockwoods High School is committed to provide a holistic social experience to promote personal and inter-personal skill development besides meeting global benchmarks of quality education. The school believes in carving life long learners who can adapt to the rapid methodological and technological changes with ease. Rockwoods High School provides excellent residential facilities and an excellent platform for the hostellers to blossom as adults who are equipped with the social skills, academic expertise and compassion, needed to become leaders of tomorrow.

## **CAMPUS & ATMOSPHERE**

The hostel inspires students to newer and deeper levels of intellectual and emotional growth. Life at the hostel enables students to interact with diverse groups of students. It gives them ample opportunities to develop their self confidence which ultimately enables the students to achieve their aspiration.

The hostel is in a tranquil and verdant environment, away from the hustle and bustle of the busy city life. The school provides all the facilities that help the children to live and grow in an environment that they can identify as their home.

It also recognizes the uniqueness of each individual and enables them to synergize in a manner that enriches residential community life. The hostel is designed to provide ample facilities for academics, leisure and enjoyment which can add much to school days & later life.

The hostel has a provision for study rooms and common rooms. The hostel under the vigilant supervision of an educated and experienced Rector to keep a close contact with the students. Apart from the Rector, each student is attached to a teacher, who is a mentor and guide. The school has a medical clinic, housed in the school campus which is under the charge of an experienced medical staff. Apart from this clinic, the school has tie ups with good medical team in the town.

## **VALUE EDUCATION**

RWHS is a completely secular institution that instils into its students a deep regard for Indian traditions & customs. Students are free to practise any religion of their choice and the school celebrates all major festivals with equal joy and reverence. The school believes in exposing students to diverse faith & beliefs, so that they may become responsible, cultured & dedicated individuals. RWHS Udaipur strives with vigour, to help students to be their best in academics, sports & character. Since children spend their formative years in school, the environment in which they grow up is of tremendous significance.

At RWHS, we seek to develop a sense of moral values and ethics in each student, and create an atmosphere of honesty, friendliness, humility and intellectual curiosity – essential for the unfettered development of young minds.

Value Education is an integral part of school routine and is subtly instilled in the children through consistent interactions with House- master, Class teachers and other members of the staff.

Once a week informal discussions on various issues of moral and spiritual significance are organised by the Principal & Vice Principal, as part of Value Education programme.

## **A HOME AWAY FROM HOME**

The hostellers avail some of the finest facilities for sports at the well-equipped Sports Complex where they can play games of their choice under the supervision of expert coaches. Cultural events like Fresher's Party, Diwali Milan and the Hostel Farewell are organized with great enthusiasm which ensures the finest bonding amongst the students. Students also enjoy some memorable moments when the Principal and other honourable members of the School Management join them for lunch and dinner and all other major school events.

Life at the hostel provides numerous social, philanthropic and leadership possibilities. Hostel residents enhance their leadership and organizational skills by assuming governing roles such as Head Boy, Head Girl and Incharge of Food, Cleanliness, Cultural and Discipline Committees. These Incharges along with Food Monitors actively contribute towards making community living a joyful learning experience.

Parents sending their children to a boarding school will have many queries and anxieties. Hence, the School ensures that a child on becoming a part of our hostel is provided all the facilities he would have had at home.

It can't be denied that improper boarding facilities affect a child's concentration and involvement in his daily activities in school. Keeping this in mind, the school endeavours to provide boarding facilities of optimum standard and quality. Every student in the hostel is provided with a comfortable bed, and a cupboard to keep his personal belongings safe.

Supporting staff is also in place to take care of the child's hygiene and sanitation, and to maintain the cleanliness of the residence. Residences are provided with uninterrupted power and water supply.

The diet of a growing child should have all the nutrients that help him or her to enjoy a sound physical as well as mental growth. Hence, our qualified dietician plans the veg. menu in such a manner that every meal has all the required nutrients for a growing child. The School mess has a well-equipped, modern kitchen and efficient chefs to cook and serve food of good taste and high nutritive value. The mess-in-charge is responsible for the proper quality and hygiene of the food being served. He or she also plans the menu & recipe in a manner that the child does not miss home cooked food. Keeping this in view, a large variety of dishes are served consistently.

To inculcate a sense of responsibility among the students, suggestions regarding the planning of the menu are invited from them, on a regular basis.

## GENERAL RULES FOR THE BOARDERS

To engender and enhance discipline among our boarders we request you to adhere to the following hostel rules:

01.	Hostel students will follow the daily routine of the hostel and school unless exempted on medical grounds on recommendations of the Rector/Medical officer.
02.	They are not allowed to keep or take medicines or tonic without the knowledge of the Rector /Medical officer. All medicines must be handed over to the Rector / Medical officer
03.	They are not allowed to stay in the rooms during school hours, games, activity and prep hours.
04.	They are not allowed to entertain any day scholar in their rooms.
05.	Electric kettles, heaters, irons, transistors, record players or any other electrical appliances are not to be used in the rooms.
06.	All notices will be put up on the hostel notice board. Announcements, if any, will be made during dinner time/lunch time roll call.
07.	Please do not give any valuable articles/cash to your ward(s) without the knowledge of Rector/Principal. Ensure that those items which are not enlisted are not given to the child.
08.	Any hostel student falling sick will report to the clinic through the Rector immediately.
09	Expensive parties to celebrate birthdays are not allowed. The school will arrange for a cake and sweets for a small party within a reasonable amount. The Rector will undertake the arrangements for this. However amount to be spent for the said party will be billed to the parents.
10.	The student should not carry any kind of tuck from home. (Extra eatables, pickles, chutneys and digestive tablets are not permissible.)
11.	Parents are required to get the Student's Hostel No. stitched on each clothing item the student has.
12.	Student can avail the facility of Tuck shop, Tailor, Barber, Cobbler in the boarding house by putting up a written request to the Rector
13.	Parents/Local guardians are requested to intimate the school office in case of any change of address.
14.	Study Hours will be allotted as per the time mentioned in daily schedule under the supervision of warden/ attendant/ teacher in the common hall. On the examination days the study timings can be extended for study. However, all lights in the rooms must be switched off at 10.30 pm. All students must maintain silence during these hours.
15.	If any child wishes to play badminton or table tennis, it would be preferable if they have their own badminton rackets /table tennis bats. This is not compulsory as we do provide them from the school stock, but these have to be shared by all.
16.	All hostellers are expected to follow the rules of conduct applicable to the students of the school in respect of responsible conduct, proper uniform, classroom attendance and appearing in examinations.
17.	Any absence from the classroom/non appearance in periodic tests requires sanction of the Rector and immediate intimation of the same to the Home Room teacher.
18.	Parents are encouraged to attend PTM. However, if they fail to do so, result of school tests and examination will be sent to the parents by the Rector with the subject teacher's remarks along with the Rector's report at the earliest.
19.	<b>Mobile phones are not permitted in the boarding house. If mobile phone is found with the student, they will be confiscated and will not be returned. Also a money fine of Rs. 1000 for first time, Rs. 2000 for second time and so on will be applicable.</b>
20.	All hostellers are encouraged to make the best use of excellent infrastructure provided in the hostel and also protect it from damage. <u>Careless breakage or damage is likely to lead to penalty</u> , the nature of which shall be decided by the Rector.
21.	All details related to medical history, if applicable, must be submitted to the Rector to enable timely and appropriate medical care.
22.	Outings/ Excursions form an integral part of the Boarding House activities. No boarder is allowed to skip these unless provided with medical reasons.
23.	Hostel students will be allowed to go home during the long and short breaks. The local guardians / parents will collect the child from the hostel and make arrangement for his travel. All boarders will return to the hostel a day before the school reopens (5:00 p.m.). A fine of Rs. 500/- will be imposed for late arrival. Furthermore, the school reserves the right to terminate the hostel admission of any student not reporting back in time.

24.	Remedial classes will be taken for weak students and it is compulsory for those identified for this to attend these classes.
25.	On request of parents, tuitions will be made available for the weak students. Extra payments has to be made for the same.
26.	Any willful damage to or theft of school property or others' will be regarded as a break of Hostel rules and the student would be fined by School Authorities.
27.	Parents are required to pay on demands all bills or charges for items or services incurred by their wards.
28:	Entry into the Hostel by parents is prohibited. They may meet their wards in the visitor's room.
29.	Laundry is given on the days notified by the competent authority. It will be washed, pressed and returned to the Boarders as approved by the hostel warden. In case of loss or damage, the Boarders must inform the laundry personnel immediately. The complaint could also be entered in the complaint book provided in the hostel.
30.	During study hours, all students must devote their time to academic preparation in the study room. <ol style="list-style-type: none"> <li>1. The door of the rooms should be kept open.</li> <li>2. Silence is mandatory.</li> <li>3. Students must work independently, unless they are allowed for a group study session. Group study sessions will happen in common areas and not in individual rooms.</li> <li>4. Students assigned to study room must bring all study materials to the designated location.</li> <li>5. Students may not use this time to sleep or take showers.</li> </ol> Throughout the study period, the house master will keep check on the students
31.	Room furniture, electric fittings, etc. are required to be maintained by the inmates in good condition. At the time of allotment of room and leaving the hostel for the vacation, every student must take-over and hand-over, respectively, the hostel property carefully.
32.	Ragging of any kind is severely punishable and may lead to expulsion from the institute. As such, students are advised not to indulge in any such activity.
33.	Parents or any other relative should not give cash to their wards as students living in hostel are not allowed to keep cash with them.
34.	Bullying is banned. No one is permitted to subject any other student to any kind of ill-treatment, either physical or mental. There is a continuous effort to instill a high moral behaviour into the boarders. If any child persist with any antisocial act, he will be liable to serious disciplinary action, including expulsion/withdrawal, as deemed fit by the Principal.
35.	Any child involved in any immoral act is liable to be expelled without warning, and there will be no reconsideration whatsoever. There will be no refund of fee in such cases. Furthermore, Principal or the disciplinary committee may not assign any reason for doing so.
36.	No student is permitted to buy, sell or exchange goods or lend or borrow money from each other or from the staff. Nor are they allowed to do so with any outsider especially when they go on outings from the school.
37.	Students taking admission in class IX & XI in hostel will not be allowed to leave hostel in class X & XII. If a student wish to leave hostel seat it will be deemed that students is not continuing in the school and hostel / school management can allocate that seat to another student.
38.	The change of status from boarder to Day Boarder/day Scholar or vice-versa will not be entertained in the mid session. Admission in the boarding house shall be given for one full session.
39.	Boarders must spend the minimum time required in bathrooms and toilets to give others a fair chance to use them. They must ensure that the bathrooms and toilets, after use, are as clean as they would like to find them. They must also make sure that they close all the taps.
40.	The School does not believe in corporal punishment. In the case of breakage or damage of school property suitable penalty would be charged. The school provides counselling through a trained counselor. Disciplinary measures are taken in case of violation of hostel rules. School reserves the right to expel any student from the hostel in case the school authorities find that the conduct of any hosteller is harmful to other students.
41.	Hostel provides outgoing call facility to the students on chargeable basis. The amount should be deducted from the pocket money each month.
42.	Student will be allowed to use call facilities twice a week on the specific contact number by the parents. Duration of the call will be five minutes each time.

## WITHDRAWAL

If a student is withdrawn from the school during the session, the following rules would be applicable.

- Notice of withdrawal must be given within 30 days of the last date of the term. Tuition fees have to be paid for the entire period including notice period. Full fees would be charged for shorter period of notice.
- If a hosteller is withdrawn from the hostel, full fees and all the annual charges have to be paid.
- If a hosteller is away for more than a week without permission, the name will be struck off the rolls.
- In the case of non payment of fees installments, the hostellers name will be struck off the hostel rolls after a month and it would be treated as a case of automatic withdrawal from the hostel.
- **In case of withdrawal in between no amount except the caution money and imprest money will be refunded.**

## RULES FOR EXIT/OUTINGS

1. Parents are not allowed to meet their ward(s) in school/hostel without the prior consent of the Principal.
2. Children will be allowed to go for an outing only on the last day of the month. Parents are requested to pick their child on the second last day of the month after 2.00 p.m. for the outing. The students who do not perform well in the periodic tests, will not be allowed to avail the outing. Please note that the hostel children should return back to the hostel by 5.00 p.m. on the reporting day positively.
3. Gate pass for day/night out or to meet your ward (s) can be issued by the concerned Rector.
4. In case of emergency, the Rector may issue the gate pass on instruction of the Principal
5. When students are unable to return on time after weekends/holidays, a leave should be sent to the Rector by local guardians within 24 hours. Such leave will only be granted for medical reasons and a medical certificate should be submitted along with the leave application.
6. If any student overstays his outing and returns late to the hostel, he will not be accepted by the Rector except for genuine medical reasons, only after the Principal's permission.

## VISITORS AND VISITING HOURS

1. An identity card will be issued to each hostel student and his local guardians. No local guardians will be permitted to visit their wards without the identity card.
2. **Parents and local guardians may visit their wards only on the second Sunday of the month between 3.00 p.m. to 5.00 p.m. with prior information to the Rector.**
3. Visitors will meet their wards in the Reception only. Parents are not allowed to bring any eatables.
4. In case of any emergency, visits can be arranged with the Principal's permission.
5. Before planning your visit to meet/ outing with your child, please get in touch with the Rector, in advance for the permission from the Principal. This will help us to avoid mutual embarrassment at the last moment.
6. If you wish to meet the subject teacher/ class teacher, prior appointment can be fixed with the help of Rector.

## DINING HALL RULES

1. Boarders must enter the Dining Hall and behave in a disciplined and civilized manner.
2. Each boarder must begin the meal after prayer.
3. No child must enter the dining hall other than meal's time.
4. Boarders have to be in proper attire or they will not be allowed to enter the dining hall.
5. Required meals are served to the sick student as per doctor's advice.
6. Wastage of food in the mess must be avoided.
7. Mess utensils must not be taken out of dining hall.

## MEDICAL

1. Students residing in the hostel need to make note of the following points and ensure strict compliance:
  - a) Eating and keeping of eatables are strictly forbidden in the rooms and cupboards respectively.
  - b) Students will not eat anything from the Tiffin of day scholars.
  - c) Any case of illness should be immediately reported to the Rector.
2. Parents will be asked to take their child home in case of any contagious diseases like: Mumps, Conjunctivitis, Chicken pox, Measles, Jaundice, etc as per Doctor's instruction.
3. All Hostel students of the school treated outside for any illness are required to bring a fitness certificate before joining the hostel. Only then will they be allowed to re-join the hostel
4. Any case of illness should be immediately reported to the Hostel Warden.
5. Students in the Boarding House are medically examined by qualified and experienced Doctors. In case of emergency the parents will immediately be informed by the warden and parents can then decide upon further treatment of their wards. The school authorities do not take the responsibility of any kind of surgery
6. **All Hostel students will be referred to the FORTIS hospital for check up, treatment and follow up action. They will be taken /sent back to the hostel after being declared fit by the doctor.**

## THE SCHOOL STORE

The school store will be opened at fixed timings and will also provide items of daily use. The things will be issued on particular days, after the requirement slip has been forwarded by the Rector. All purchases will be billed to the parents.

## TUCKSHOP

The tuck shop will be opened on Wednesdays and will also provide tucks. All purchases will be billed to the parents.

## FORMALITIES TO BE COMPLETED BEFORE JOINING THE HOSTEL

Before a student joins the hostel, the following documents / formalities must be completed on separate forms.

1. An authority letter from the parent, indicating two names and addresses of people (with their photographs and telephone numbers) who would act as the local guardians. Kindly note that only those persons will be allowed to become local guardians who are employed and live in a family environment. No RWHS student will be allowed to become a local guardian to a hostel student.
2. A certificate from the local guardians, accepting responsibility for the hostel student and permitting the student to stay with him/her during sickness.
3. A certificate certifying that no mobile telephone/cash /costly belongings are retained by the student.
4. A Health Certificate regarding medical history etc. duly checked and signed by a doctor.
5. An indemnity bond, indemnifying the school against any damage, sickness, accident or death caused during the normal functioning of school activities.
6. **A certificate authorizing the School to make arrangements for school activities such as excursions, visit music, dance, art & craft, theatre, etc.**

## COMMUNICATION WITH CHILD/ SCHOOL

1. You can communicate with Rector on all working days between 4:00 p.m. to 5:00 p.m. on all the working days.
2. Child will call parents on every Saturday & Tuesday. Only two calls will be allowed per week.
3. School Telephone No. are 9602771911 and 9828331641 (Call between 9:00 a.m. to 3:00 p.m.)
4. In case of any emergency parents can call Principal on 7230052521 in between 8:00 a.m. to 3:00 p.m.

## GUIDELINES FOR PARENTS OF THE STUDENTS LIVING IN HOSTEL

In order to maintain discipline and decorum in the school, Parents are requested to follow the under mentioned guidelines:-

1. Parents should meet their wards only on the specified day (Second Sunday), except in emergency.
2. Parents/guardian can meet their wards only in the reception area.
3. Parents must make sure that their relatives, acquaintances and visitors must hold valid Identification Card /authority letter, without which they are not allowed entry in the school or hostel.
4. In case parents wish their wards to come or go with someone else, that person should carry the authority letter along with his/her photograph or any identity proof and signature.
5. Parents may meet the Principal/other authorities on working days.
6. Students are permitted to communicate only with persons specified and permitted by Parents, through the school/hostel telephone.
7. Parents can contact the hostel warden on the phone in case of emergency only.
8. In case of emergency the parents should contact the hostel office and give the message to the front office attendant who will record the message and take action as required.
9. Parents must not give cash, expensive gift items and eatables from outside to their wards.
10. Parents desiring to send any item to their ward should deliver the same to the hostel warden. Nothing should be delivered to the boarder directly.
11. Parents/Guardian must ensure that his ward returns to school in time after every vacation/leave.
12. Parents/Guardian must not give his ward any personal medicine without the knowledge of the House master. Parents must share of major illness of their ward, with the Warden & Principal.
13. Parents are not supposed to lend their mobiles to their wards.
14. Faxes are not accepted for the leave application.
15. Original letters with signature of parents will only be accepted, for any reason whatsoever.
16. Parents should attend all Parent-teacher meet, for the betterment of the child.
- 17. If a student is absent during any test/assessment/examination, be it for any reason; no re-test, re-assessment or re-examination is allowed.**
18. Parents/guardians of the students are informed over the telephone in case of serious illness or accident.
19. School does not accept responsibility, legal or otherwise in case of accident or illness. It, however, takes all necessary steps to prevent such happenings.
- 20. In all matters pertaining to studies, discipline, behaviour and welfare of the students, the Principal's decision is final and binding on the parents/guardians.**
21. Surprise check will be made by the competent authority appointed by the Principal. Extra items, other than those permitted by the school will be confiscated.
22. No permission will be granted to any student living in hostel for spending night out on weekends unless the parent themselves are available in the town and the student living in hostel stays with them.
23. No oral exemptions will be accepted. All exemptions must be obtained in writing and submitted and recorded with the concerned official.
24. When the student returns from home after long illness, he must bring a fitness certificate from the doctor, who has treated him.
- 25. The school/hostel administration, teachers and any other authority authorised by the Principal will assign consequences for violation of hostel and school rules and the code of conduct or expected student behaviour.**
26. It is only right to expect that clothing will wear out with the passage of time. So, the same should be replaced before the student returns from the vacations.
- 27. In case any student living in hostel does not have his uniform/casuals/other items of correct design or colour or if the number of items is not sufficient, the same will be procured by the school and the amount will be deducted from the imprest amount.**
- 28. No student living in hostel is allowed to any cash/ATM Card or mobile SIM card in their possession and no valuable things should be possessed by them while staying in hostel.**



## REQUIREMENTS TO BE BROUGHT FROM HOME

### GENERAL CLOTHES

1. HOSTEL UNIFORM	2 SETS
2. PILLOW	1
3. BED SHEET & PILLOW COVER	3
4. HAND TOWELS	2
5. BATH TOWELS	2
6. WHITE HANDKERCHIEFS	6
7. DRESSING GOWN	1
8. CASUAL OR OUTING CLOTHES	2 SETS
9. SCHOOL UNIFORM	2 SETS
10. HOUSE UNIFORM	2 SETS
11. NIGHT SUITS	2
12. KURTA PAJAMA	2
13. YOGA MAT	1

### UNDERGARMENTS

1. DRAWERS & WHITE VESTS	(BOYS)	6 EACH
2. SCHOOL SOCKS		3 PAIRS
3. CASUAL SOCKS		3 PAIRS

### SUNDRIES

1. RAINCOAT/ UMBRELLA	1
2. THIN QUILT OR BLANKET AS REQUIRED	1
3. WATER BOTTLE	1
4. NAIL CLIPPER	1
5. LOCK & KEY	2 SET

### TOILET ARTICLES

1. TOOTH BRUSH & PASTE	2
2. BUCKET & MUG	1
3. COMB/ HAIR BRUSH	2
4. BATH SOAP / SHOWER GEL	3
5. SOAP CASE	1
6. SHAMPOO (OPTIONAL)	1
7. HAIR OIL	1
8. COLD CREAM (OPTIONAL)	1
9. TALCUM POWDER	1
10. WASHING SOAP	1

### SHOES

1. TREK SHOES	1 PAIR
2. SLIPPERS	1 PAIR
3. KITO SANDALS	1 PAIR

Rockwoods High School, Udaipur

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