

## **SCHOOL RULES**

### **General Instructions to Students:-**

1. Regular attendance is one of the conditions under which a student is admitted. Parents are earnestly requested not to ask special leave. Parents are not allowed to keep them absent without giving leave application or informing to respective class teachers. No leave of absence is granted except on previous written application from the parent for more than three days. The parents/guardians should meet the Principal personally to get the leave sanctioned.
2. Regular attendance & study habits prompt obedience, courtesy in speech & conduct cleanliness of dress and person are expected from each boy/girl.
3. Hence, irregular attendance, habitual idleness, unsatisfactory application to studies, disobedience, objectionable moral influence & unsatisfactory conduct in & out of the school justify dismissal of a student.
4. A student must not come within the school premises without wearing school uniform, if for some reason a student has no uniform he/she should bring a note to excuse from the parents or guardians or else he/she is liable to be sent home during school hours.
5. Each students must have his/her own homework diary bring it to school each day. Parents should check the homework diary of their children every day. A student who mutilates or loose his/her homework diary or report card will have to pay a fine & buy new one.
6. In case of illness the students, on returning to school must bring a note in the homework diary from their parents certifying to the facts & the doctor's certificate. Failure to product this note may oblige the school to send the students home even during school hours. Students who has been suffering from an infectious disease must bring a doctor's certificate declaring him fit to go school without danger of infection others.
7. To bring/carry money, ornaments and valuable assets is not allowed. School will not be responsible for loss of these things.
8. At no time should boys/girls be found playing, running, chasing each other etc. In the corridors, inside the classrooms & halls. Eating during the teaching period is strictly forbidden.
9. All must take care of the school property-Chairs, desks, glass panes, book etc. those who damage or destroy anything will have to submit amount of such things to school property.
10. Students must look after their own Tiffin, caps, school bags, umbrellas, raincoats and all books must be marked with the name and class of the owner.
11. Coming out of the class after the teacher leaves the class and before the arrival of the next teacher is strictly prohibited, no students will be allowed walk in the corridor during the class time.
12. During debating time no student should leave the school premises without the class teachers and principal's permission. Students may not leave the classroom without the teacher's permission which ordinarily will not be granted.
13. Students are not allowed to receive visitors in the school. Only under special circumstances pupils will be allowed to make a phone call.

### **Recommendation to parents:-**

1. The Principal / Administrator can be contacted between 10:00 AM to 04:00 PM on all school days (At other times he may be entertained by appointment only.)
2. When writing to Principal/ Administrator, parents are requested to mention the standard and section in which their child is studying. They are requested to inform the school immediately about a change of Address or Telephone Number.
3. Parents are expected to do their part in inculcating regular work habits and discipline. They should see that their children prepare their homework, which ought to be noted down by the students in their diary. They should make sure that their children devote at least 2 hours to study daily.
4. Parents / Guardians are requested to encourage their children to take part in co-curricular activities.
5. Parents are particularly requested to sign such Notice, Reports and Messages. Failure to do so may put their children in great inconvenience.
6. The engagement of private tutors / tuitions is not allowed, parents are reminded that engaging private tutors for their children may bring barriers in study progress.
7. Parents and Guardians are requested to bring any complaints they may have to the Principal/ Administrator, and not to the teachers. No visitors allowed during the class hours. Parents/ Guardians and Others may see boys /girls or interview their teachers during school hours with the permission of the Principal/Administrator. Teachers visit will be only on Saturday.
8. Parents/ Guardians are requested to be present in the school when called for after examination to meet teachers about their child's progress.