

RULES AND REGULATIONS FOR STUDENTS

“The students of today are the Nation Builders of tomorrow”

The school administration has devised a code of conduct for the students in order to improve the discipline and efficiency of the institution. All students should follow the guidelines always – within the school campus and while travelling to and from the school to their homes.

General

- In order to foster the sense of equality and unity, the school insists on wearing of the uniform by all students at all occasions except at times specially allowed by the school. The uniform code shall be strictly observed. It should be worn tidily and correctly. Partial wearing of the uniform is not allowed. Wearing of low waist pants is also prohibited. Socks should be pulled up fully. For any concession in wearing the uniform, proper request should be made to the disciplinary authority in advance and permission obtained. Students upto Std V are allowed to wear colour dress on their birthday. All students should wear the ID cards as a mark of identification.
- Grown up male students should come to school neatly shaved. Hair style should not be of any unnecessary and unwanted fashion and colour. Girl students should follow the ‘twin-tail’ hair style.
- Proper care should be taken while handling all the properties belonging to the institution. Any loss or damage caused on account of negligence or intentional destruction should be compensated by the students concerned. They will be also liable for suitable disciplinary action.
- The following items are strictly forbidden inside the school campus.
 - chemicals
 - knives or other weapons
 - matches, lighters, explosive materials
 - pornographic or any other offensive materials
 - cameras, cellular phones, I-pods, CD players, pen drive, CD, DVD or any electronic gadgets
- Use of motor bikes and other motorized vehicles by the students is discouraged by the school administration. Grown up students as a special case can use the same with prior permission of the principal. In such cases copies of driving license, records relating to the vehicle concerned etc should

be submitted to the principal for verification without fail. Any violation of this will be viewed very seriously.

- Students are not allowed to wear valuable ornaments or bring any such items to the school. More money than what is necessary for the day should not be also kept in their custody. School takes no responsibility for the loss of any such valuable items.
- Any unclaimed valuable items found inside the campus should be handed over to the Physical Education Department immediately.
- All students should be dignified in appearance, attire, attitude and use of language.
- Each student should be conscious of personal as well as environmental cleanliness.
- All students should be respectful to others and encourage the cause of justice and also should have a mind to help the hapless.
- All students should be grateful to the parents, teachers and elders for the support extended to them. They should learn to be wise in avoiding wasteful use of money and other resources.
- Students suffering from contagious or infectious diseases should avail leave till the disease is cured fully.
- All forms of bullying, physical or verbal harassment etc will not be allowed inside the campus.
- Students who reach the school early in the morning should sit in the class room and read their lessons silently. Making noise and roaming in the campus is strictly prohibited.
- All students are equal in all respects. There shall be no special consideration for the wards of staff members, management representatives and other stake holders.

Attendance and Punctuality

- All students should attend the classes regularly. Irregularity in attendance is considered a very serious lapse. In case of any urgency, formal leave should be sought by the parents in advance. Prolonged absence for more than 10 days should have the backing of a valid medical certificate.
- Students who come to school after being absent should bring a leave letter signed by the parents. All other cases should be referred to the disciplinary authority for further instructions.
- Unauthorized absence will lead to removal of the student from the rolls. Re admission is at the sole discretion of the school administration.
- Coming late to school is viewed as a sign of indifference and indiscipline. More over it is a disturbance to the whole class. Late comers should enter the time of arrival in the school diary and

gets signed from class teacher before entering the class. They should also get signature from the parent and show it to the class teacher next day.

- Timely submission of all assignments, notes, records etc is very important. Any lapse in this matter will be viewed very seriously.
- Completing the daily lessons every day is the key to success. Hectic preparations on the eve of the examinations should be avoided.
- Students are not permitted to leave the school campus during the working hours. In case of emergency students should get permission from the principal through their parents. Out pass duly signed by the office head is a must for leaving the premises in such cases.

Other Important Instructions

- All students are required to speak only English at school and in the school bus. There are two reasons for this strict instruction.
 - i) The medium of instruction is English.
 - ii) Proficiency in English is indispensable for a rewarding career.
- All students are advised to make extensive use of the school library. Development of reading habit is another way to success.
- All students should desist from the deceitful acts like malpractice in examinations or copying of assignments.
- There are a number of co-curricular activities and other programmes organized by the school administrators for the overall development of children. All students are expected to be active participants rather than passive spectators.
- Never try to deceive yourself with the lame excuse that you did not get enough time to finish the work expected of you. You can finish the work if you fix a target and resolve to reach it.
- Absolute dedication to studies and expert time management are required to achieve creditable success. Students are advised to prepare their own time schedule for their personal study and get it approved by the class teacher. In case of any difficulty they can seek the help of their class teacher in this regard.