

## School Rules for Students

1. Each student must carry his almanac and identity card to school everyday.
2. A student should affix his/her photograph and write the required information, duly signed by a parent, in the space provided for in the almanac.
3. Students who come to school on their own should reach the school before School timings.
4. Students should be habitually clean and always neatly dressed. The school uniform should be worn on all working days for all school functions. Students who are slovenly dressed or not in uniform will be sent home. Use of hair gel is not allowed. Wearing low waist trousers is forbidden.
5. All boys (except Sikhs) must keep their hair short. Girls must tie their hair neatly with a white band.
6. Regular late coming, frequent absence, negligence in wearing uniform, carelessness in studies will be viewed seriously.
7. All the students should converse in English in the school premises and the Hostel to develop their language skills.
8. Students are not allowed to bring mobile phone to school. If they do so, it will be confiscated.
9. Students will not be permitted to leave the classrooms during the working hours on excuse like for drinking water, etc.
10. No books (other than text books or library books), magazines or paper should be brought to the school.
11. Lending or borrowing money or other articles is not allowed.
12. Students are not allowed to use the school telephone without the permission of the Receptionist. They will not be called to answer phone calls during class hours.
13. Do not spoil or pluck flowers.
14. Students are expected to respect school property. No student should damage any school furniture, write or draw anything on the walls or in any way damage things belonging to others. Doing so will be a punishable offense and the amount of the damage value will be deducted from their caution money.
15. Students are not allowed to bring any sharp instrument such as knives etc. to the school, or any kind of object that can cause injury to others.
16. Students are advised to keep their class room, school buildings and campus as clean as possible, and throw leftovers into the dustbins.
17. The school is not responsible for goods lost. It is not advisable to bring valuable articles (like expensive watches or fountain pens) to school.
18. Fees can be paid by cheque/draft/cash upto the 10<sup>th</sup> of each month, failing to do so a late fine of (Rs. 50/- for Day-Scholar & Rs. 100/- for Hosteller) per month will be charged from the 11<sup>th</sup> of

the running month upto two months and after that the name of student will be strike off from the school register.

19. Students using the school bus will maintain discipline in the bus. No part of the student's body (arms, head, etc.) should be held out of the window while travelling in the school bus.
20. Students indulging in aggressive or violent behavior will not be allowed to travel by school bus. They will be picked and dropped to school by their parents.
21. Students will not do anything to disturb the principles and norms of school discipline.
22. If a child has to be withdrawn from school, parents are requested to give one calendar month's notice in writing, failing which, one month's fee will be charged in lieu thereof. Exception may be made in case of sudden transfer of Government or military personnel.
23. Transfer certificates for children withdrawn are not issued until all dues are settled.