

## **RULES & REGULATIONS**

### **Discipline:**

1. Students must enter the school 10 minutes before the bell rings. Entry will not be allowed after the closure of the gates.
2. It is Imperative that all the students **converse only in English** inside the school campus.
3. Students must conduct themselves properly. They are expected to be well mannered and well behaved at all times. Any serious breach of conduct will result in either suspension or expulsion from the school depending upon the seriousness and nature of the offence.
4. The Principal can, in the interest of the school, has a student expelled, if the student has failed to follow the rules and regulations of the school and his/her continued presence is felt to be detrimental to the interest of the students.
5. School properties must be handled with utmost care. Any student damaging the property or vandalism of any kind will be fined.
6. All belongings of the students like water-bottles, skates, blazers, etc. must bear the student's name and class. The school will not be responsible for the loss of any article belonging to the student.
7. The school is not responsible for goods lost. Therefore it is advisable **not to bring valuable things** like expensive watches, fountain pens, gold or silver ornaments, friendship bands or money.
8. Personal magazines, posters, video games, etc; should not be brought to school.
9. **Mobiles are not allowed in the school premises** and if confiscated will not be returned.
10. Students are not allowed to leave the school premises without getting an outpass duly signed by the Principal.
11. Submission of an application duly signed by the parent/guardian is vital in case of any leave taken. Any change in the residential address or telephone number is to be conveyed to the school office immediately.
12. School diary must be in the possession of the student on every working day in the school.
13. Students should maintain the highest standard of discipline.

14. Students must cultivate the habit of remaining neat and tidy and wear the school uniform daily.
15. The students are directed to behave in an orderly manner during games, lunch time at intervals and at dispersal.
16. Classroom must be kept tidy and desks and benches should be in correct positions.
17. Books must be covered and kept neat always.
18. Students should always move silently when proceeding from one classroom to another so as not to disturb other classes.
19. The value of library book lost or damaged will be recovered from the students.
20. The students are expected to keep their hair tidy, neat and well combed.
21. Girls having long hair should put up double plait and use only ribbons for tying the hair.
22. Boys must have their hair cut regularly.
23. Students should polish their shoes regularly and wear neat socks.
24. Nails should be trimmed regularly.
25. Parents and guardians are requested not to see the children or meet the teachers during class hours without prior permission from the Principal.
26. Parents should check the Diary daily and note the home work given and see that the assigned work is done by the child before the next working day of the school.
27. Remarks entered in the diary of students should be duly responded by the parents.
28. Parents are requested to come to school at least once in every month on working Saturdays between 1.30 pm and 3.00 pm to meet the teachers and the principal to discuss and review the performance of their wards.