

# **RULES AND REGULATIONS**

1. It is the duty of every student to be punctual and attend the school in neat and clean uniform. Besides this, 'Late Comers' will not be allowed to attend school.
2. No student is supposed to go out of the school's premises without the Principal's prior permission.
3. Violation of school discipline regardless of any reason will be strictly treated and disciplinary action will be taken against those students who remain absent during or ongoing period.
4. Prolonged Absence from the school should have a valid and authentic reason and proper certificates as cause of the student's long absence must be produced.
5. Students should take care of their own belongings and are also responsible for the security of the same. Students are warned not to bring any valuable items or any other toxic products in the school.
6. Leave in mid of day is restricted but may be granted under exceptional circumstances only on recommendation by the Class Teacher and being allowed (in writing) by the Principal.
7. Application for leave should be addressed to the Principal and it must be duly signed by the Parents/Guardian of the student concerned.
8. More than a week's leave will require the Principal's prior permission. If any student is absent from school for more than seven days without sanctioned leave, his/her name will be struck off the school's roll and may be readmitted only after payment of 'Readmission Fee'.
9. Minimum attendance of 75% in the school is required to be eligible for being allowed to sit in the final exam of promotion. In the case of students of Class 10th and 12th students falling short of this criterion, will be treated as 'not eligible' for the Board Examination.