



RULES AND REGULATIONS



Guidelines

1. Admission is confirmed on receipt of the Birth Certificate for Nursery and K.G. but higher classes admission is confirmed only after the submission of Transfer Certificate.
2. Pupils must be personally brought by the one who will be responsible for the regularity, conduct and fees.
3. Annual fees shall be paid together with the tuition fee as quarterly fee.
4. Pupils joining or leaving the school during any term will have to pay all the fees, including the Annual fees for the full term.
5. Absence from examination does not mean exemption from examination fees.
6. No bills are issued. Therefore, guardians should see that fees are paid at least before end of each quarter, failing which a late fee of Rs. 60/- per quarter will be charged.
7. Pupils whose dues are not cleared completely may be debarred from sitting for examinations.
8. School leaving Certificate will be issued only when all dues have been paid in full and on receipt of a written application from the parents/guardians mentioning therein the date of admission, class, and Roll No. of the pupil.
9. A fee of Rs. 100/- will be charged whenever application for a Transfer Certificate or for a duplicate of the same is made. A fee of Rs. 300/- will be charged for any extract from the register.
10. The medium of instruction is English. It is compulsory for all the students to speak in English.
11. The School Fees and other dues are liable to be revised at any time.

ABSENCE AND LEAVE

12. Staying away from school without leave is not tolerated except when the cause is sudden illness or unforeseen circumstances. No leave of absence is sanctioned nor is a pupil allowed to go away from school during school hours without a prior written application for leave from his guardian. Such reasons as birthdays, excursions, festivals, urgent business, time to study for examination etc., are not considered sufficient reasons for leave. Whenever leave has been sanctioned, the fact will be recorded in the Regularity Record.
13. After an absence from class, pupils must bring the reason of absence duly entered in the Regularity Record.
1. Absence from school on medical grounds should be supported by an authentic medical certificate.
14. Leave for religious ceremonies or special occasions must be obtained earlier. A leave granted must be recorded in the Regularity Record under "Leave" in the hand book.



15. Pupils must re-join the classes after the holidays on the reopening day. Any breach of this rule without prior written application will be considered an offence and is punishable.
16. A fine of Rs. 50/- per day will be levied for late arrival. Moreover any student arriving later than a calendar week after the reopening of the school is liable to forfeit the seat.
17. A pupil who has absent 15 calendar days without due authorisation from the Principal will have his name struck off the rolls and may not be re-admitted.
18. Pupils whose unauthorised absence are above 10 percent of the working days of the school, may not be allowed to present themselves for the promotion examination, pupils who do not have at least 80% attendance may not be permitted to appear in the Half-yearly/Promotion Examination.
19. Late arrival to school is a breach of discipline. A student who comes late to school must enter the date and time of arrival into Regularity record under "Late". Late arrivals may be punished each time. Students who come late habitually may be sent back home.
20. Re-admission to class for absentees and late comers is granted when they show teacher incharge the Regularity Record duly countersigned by the Principal/ Vice Principal.
21. Parents/Guardians are requested at affix their specimen signature in the space indicated in the handbook. No other signatures will be accepted on the Regularity record, Report Book etc.
22. There are two vacations during the year: Summer Vacation & Annual Vacation.

CODE OF CONDUCT

23. Don Bosco school is owned and run by the Catholic Church of Sonaighuli and no disrespect should be shown to articles or images of any Religion and Worship but no other external form of religious worship will be allowed in the school precincts.
24. No act of indiscipline, insubordination interference in the administration, disrespect to any teacher, disrespect to any religion or community by any student shall not be tolerated and the delinquent may even be expelled from the school.
25. Irregular attendance, habitual idleness, disobedience, conduct injurious to the moral tone of the school justify dismissal at anytime of the year, unless a student after having been admonished corrects himself. One whose sickness is liable to be injurious to other students may be dismissed.
26. The school accepts no responsibility if through failure in wearing the school Uniform or failure in bringing books to class or signature of parents on remarks written by teacher in the Report Book or on the Absence Record in the hand book etc. The pupil obliged to return home during the class hours. The school will not be held responsible in anything untoward happens when the student is sent home for the above reasons.



27. The school cannot be held responsible for any accidents, during the stay in the school or while taking part in sports, co- curricular activities within or outside the school premises.
28. Guardians and parents are requested to make proper arrangements to collect the children immediately after School hours though proper care will be taken to ensure the safety of the children, the school cannot be held responsible if the student leaves the school campus on his own accord.
29. Anybody using unfair means in examinations/tests will be debarred from further examinations. He may be declared to have failed and may even be expelled from the school.
30. Any misbehaviour of a serious nature that has become public knowledge is liable to bring about suspension or dismissal, even though it took place off the school premises.
31. Any damage done to the school property must be made good by the pupils.
32. No magazines, paper or books other than school text books may be brought into the school without the permission of the Principal. Parcels and letters are subject to inspection.
33. To secure promotion, one must obtain pass marks in all the subjects. The results obtained in the tests and Half Yearly examination will be taken into consideration for promotion.
34. Pupils who fail badly in the promotion Examination may be asked to leave the school as being either unwilling or unable to study. In no case, however will a student be allowed to repeat the same class for a third time, a student who fails twice in two years must be withdrawn.
35. For the well-being and smooth running of the school the Authorities may ask the guardian to withdraw their ward from the school without assigning any reason.
36. The Cultural and co-curricular activities of the school are conducted through the House system. Hence all students are obliged take active part in it.
37. No collection of money is allowed by students.

NOTE TO PARENTS/GUARDIANS

38. Parents are not allowed to see their wards or interview teachers during school hours without due permission.
39. Parents retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of Parents/ Guardians are in all case considered indispensable to the success of the work of education carried out by the school. Hence Parents and Guardians are requested to cooperate with the School authorities.



- by inculcating in their wards regular and punctual attendance.
 - by providing sufficient number of uniform (at least two) and sending their wards to school dressed daily in their proper and full uniform.
 - by seeing that their wards are diligent at their home work and lessons.
 - by insisting on neatness and cleanliness in their text books, exercise books and personal appearance.
 - by occasionally interviewing the Principal/Headmistress to discuss the progress of their children.
 - by Checking and counter signing the Report Book, Test Copies and Answer Papers.
 - by attending the Parents Teachers meeting.
40. Every Student must possess the students hand book and he/she must bring it to the school daily.
 41. Every Pupil should by their good behaviour and polite manners bring good name to the school.
 42. Parents who seek information or wish to make some complaint about their child's education should do so to the Principal and not to the class teacher.
 43. A student suffering from infectious disease will not be allowed to attend the school.
 44. Pupils absent from examinations, without grave reasons will be considered as having failed and will not be re-examined.
 45. Promotion may be denied to a pupil, if in the opinion of the Principal, his/her attendance is irregular.
 46. Ranks in the examination will be given only to those who obtain 40% marks in all the subjects.