Don Bosco School, Bandel, Hooghly, West Bengal, founded in 1978, is an English Medium Anglo-Indian School for Catholics and Anglo-Indian boys established and administered by the Salesians of Don Bosco (Northern India). As such it is a minority institution belonging to the Catholic Church. Provision is also made for the admissions of non-Catholic boys.

I. AIM OF THE INSTITUTION

1. The aim of the institution is to impart sound value based education by forming in the boys habits of piety, virtue, discipline and self-reliance during the years of their studies, thus enabling them to be dutiful sons of the Catholic Church and useful citizens of their motherland, India.

2. The method of education followed in the school is the Preventive System taught and practised by St. John Bosco. It is based on Reason, Religion and Loving kindness. We seek to form the young, through education, into men of character, competence, conscience, compassion and commitment who will foster uprightness in public life.

3. The school is a Christian Minority Institution recognized by the National Commission for Minority Educational Institutions, Government of India (Vide F. No.1508 of 2006, dated 18/01/2007) and Department of Education of the Government of West Bengal and is affiliated to Council for the Indian School Certificate Examination, New Delhi, (School Code WB 085) for the Indian Certificate of Secondary Education Examinations (ICSE) and the Indian School Certificate Examinations (ISC).

4. Religious Instruction: Being a Christian institution, the classes of Christian Doctrine (Catechism) are compulsory for Christian students. All other students must attend classes of Moral Science/Value Education, which deal with moral principles, values and rules of conduct. A student
must strive to attain qualities of mind and heart and integrate into his life virtues such as honesty, sincerity, piety, compassion, generosity, love for nature and self-reliance.

5. **Discipline**: Special attention is given to ensure a high standard of morality and discipline in the school. Parents and Guardians are requested to collaborate in this with the School Authorities by insisting on regular attendance and punctuality of their wards. The medium of instruction is English and the students must speak only English in the campus. Instilling discipline, acquiring a sense of the Sacred, character formation, development of personal and community values, building up community feeling, commitment to social wellbeing and academic excellence are some of the priorities of this institution.

II. **COURSES OF STUDIES**

6. Don Bosco School, Bandel, Hooghly, West Bengal, is an English medium school where every effort is made to teach the students to handle English effectively as a written and spoken language. It has the following courses of Studies:

(a) **The ICSE Section** (Classes 1 to 10) which prepares the students for the Indian Certificate of Secondary Education Examination of the Council for the Indian School Certificate Examination, New Delhi, in the following subjects: English, Bengali/Hindi, Mathematics, Science, Social Studies, Commercial Application, Economic Applications, Computer Application and Physical Education.

(b) **ISC (+2) Section** (Classes 11 and 12) which accepts students who have passed ICSE or its equivalent, and prepares students for the Indian School Certificate Examination of the Council in three streams:

   (i) **Science** Stream comprises of English, Physics, Chemistry, Mathematics, Biology, Computer Science, 2nd Language and Physical Education.
(ii) **Commerce** Stream comprises of English, Economics, Mathematics, Principles of Accounts, Structures of Commerce, Business Studies, 2nd Language and Physical Education.

(iii) **Humanities** Stream comprises of English, Bengali/Hindi, History, Political Science, Sociology, Physical Education, Economics and Mathematics.

**Note:** A Student may choose subjects according to his interest and aptitude.

7. **Religious Instruction:** The classes of Christian Doctrine, Catechism, are compulsory for Christian boys. Students of other faiths must attend classes of Moral Science which deal with the moral principles and rules of conduct.

8. Bengali and Hindi, however, are compulsory subjects as Indian languages, in the three-language scheme of Secondary Education.

9. The students' personality, initiative and originality are given full scope in creative curricular activities and by involvement and participation in youth groups and movements, co-curricular activities, sports and games.

10. **Social Commitment:** Don Bosco School aims at contributing to the building up of a more just society by promoting a systematic, social education of the students. Social service projects form an integral part of the school curriculum.

III. **ADMISSION**

11. Applications for admissions to Class 1 are accepted from students of all faiths. However, Christians and Anglo-Indians are given preference. Admissions to other classes will be taken against chance vacancies at the beginning of the school year. No new admissions are normally taken in classes VIII, IX, X, XI and XII.

12. Parents/Guardians are asked to fill in the admission forms with the utmost accuracy. No subsequent changes will be permitted. A self attested copy of the birth certificate
obtained from civil authorities must be deposited in school for admission. Names in the certificate must be exactly same as the one in the form submitted in school at the time of admission.

13. A candidate who has attended a recognized school may be admitted only with a Transfer Certificate from the school he has last attended. Catholic students must also produce a Baptism Certificate along with a letter from the parish of residence.

14. New Candidates must be introduced personally to the Principal by the one who will be responsible for his conduct and fees. They will be examined on the syllabus of the class immediately below that to which they seek admission.

15. The ISC is a separate course. Admission to the Plus Two level is normally reserved to boys who have passed ICSE through this school. Admission to it is entirely at the discretion of the School Authorities even for the students who have completed the ICSE at Don Bosco Bandel. Students from other schools will need to pass the admission test conducted by this school.

16. Admission to it is entirely based on academic and non-academic performances, which include conduct and overall behaviour. A new application is required for admission to this course. There will also be an interview of the candidate along with the parents. Conduct Record of a student has a major role to play in his admission to ISC.

17. ISC students must follow exactly the same pattern of discipline as the students of the rest of the school. Failure to maintain that level of conduct and discipline expected of senior students according to the traditional norms of the school will be sufficient for dismissal at any time.

18. **Criteria for admission to ISC:** (1) Commerce & Humanities: A student must secure a minimum aggregate of 60% for provisional admission to class XI. (2) Science: A student must secure 75% in each of the following subjects: Mathematics and Science.
19. The Rector is the final authority in granting admissions and his decision is final and binding on all.

IV. REGULARITY RECORD (Absence, Leave, Delay)

20. School begins with the Morning Assembly and students must be on time for it and be present in the Assembly Hall. It is advisable that students reach school at least five minutes before the scheduled time for the Assembly. Students go to class in silence from the Assembly, according to their sections.

21. The purpose of regular attendance is to inculcate in the students traits of punctuality, regularity and academic discipline. To be eligible for promotion, a student must have a minimum of 95% attendance. Absence from the school without leave is not tolerated except when the cause is sudden illness or unforeseen circumstances in which case the information must be given at the earliest.

22. After an absence from the school, the reasons for the absence must be entered briefly in the Regularity Record under “Absent” in the diary. Reasons of a private nature may always be submitted in a letter. However, the matter must be mentioned in the absent page. Parents / Guardians should give a prior intimation to the school on the 3rd day of their ward’s absence if he is likely to be absent for a longer duration.

23. If an unauthorized absence from school exceeds 15 calendar days, the students name may be struck off the rolls and he may not be readmitted to school. For long term sickness, a letter must be given every 15 days mentioning the necessary details.

24. An absence due to illness for two or more days or three calendar days, besides being entered in the Regularity Record under “Absent” must be accompanied by a doctor’s prescription/certificate.

25. Leave for religious ceremonies, wedding of close relative or special occasions must be obtained beforehand. A letter
must be produced and also an entry made in the relevant page. However, no average marks will be given if one avails of this leave.

26. Leave of absence for reasons such as birthdays, excursions, festivals, weddings, time to study for an examination, is not considered sufficient.

27. A leave granted must be recorded in the Regularity Record under “Leave” in the diary. This must be signed by Principal/Vice Principal/Asst. Principal.

28. **Early Departure:** It is availed of when there is an emergency at home or when a student gets sick in the school. It is not granted to those who come sick from home. This too must be recorded in the relevant page of the school diary.

29. In case a child falls sick/meets with an accident in the school premises he can be helped with immediate first aid only. The parents will be informed and they are expected to come and attend to the student immediately. It is important to give the correct contact numbers in the diary and update it whenever there is a change in the address of the parents.

30. 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 the Regularity Record under “Late”. Five late arrivals will result in Parents being called to the office of the Principal/Vice Principal/Asst. Principal, after which that student is given an ‘observation’ for every late arrival.

31. The school declines all responsibility in case of failure to produce a letter giving reasons for a student’s absence or delay, a boy is obliged to return home during school hours.

32. Readmission to class, for absentees and late-comers, is granted when they show the teacher-in-charge the Regularity Record duly countersigned by the Principal/Vice Principal/Asst. Principal.

33. It is mandatory for a student to attend the school on days marked “compulsory attendance”. Defaulters are to seek re-admission to the school. In case of sickness/eventualities
the matter must be notified to the Principal/Vice Principal/Asst. Principal with relevant documents on the same day or earlier.

**V. School FEES: (See Fee Books)**

34. The School fees cover twelve calendar months and may be paid in monthly installments or in advance. No deduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls. All dues must be paid before the Final Assessment.

35. The fees, if paid monthly, must be paid on or before the due date, failing which a late fee of Rs.50/- will be levied up to the end of the month and thereafter Rs. 100/- per month cumulatively. Due dates are clearly indicated in the School diary. Fee defaulters may not be allowed to attend the class if fees are not cleared during the same month. Fees once paid will not be refunded.

36. If the delay in the payment of fees exceeds two months the student is liable to be sent home without further notification. He may be asked to discontinue. Fees for the holiday months of May, October and December must be paid in advance before the School closes.

37. Any damage caused to the school property must be made good.

38. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary. Ten percent annual increase in the tuition fee or any other is normal.

**VI. SCHOOL UNIFORM**

39. Every student must wear clean, complete and correct uniform daily. Uniform is compulsory for school activities, both curricular and co-curricular. Defaulters may be penalised or sent back home and an entry will be made in the diary. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained on the Regularity Record under “Uniform”.
40. The specifications regarding uniform must be strictly adhered to by parents and students. No one is allowed any liberty in this regard. The uniform will be as follows:

**a) For Classes I to XII:**
- White shirt with half sleeves (full sleeves are not allowed)
- DB Monogram stitched on the left shirt pocket.
- Grey shorts (for Classes I to V) (long pants may be used from December to March)
- Grey long pants (Classes VI to XII)
- Maroon neck tie with DB House Badge.
- Specially designed tie for Classes XI and XII.
- Plain black shoes and white socks.
- White canvas shoes on P.T. days.
- Plain light-grey pullover for winter (from the school stationery) – Monogram stitched.
- Navy Blue Blazer (Classes IX to XII)
- Belt with the school logo.
- White lab coat for Science Students (Mandatory for Classes IX to XII).
- Grey Muffler / Cap.

**b) For Sports Day:**
- Vest to be bought from the school.
- White trousers for the March Past.
- White canvas shoes and white socks.
- White trousers/shorts.

41. To ensure uniformity the following items of the uniform must be obtained from the school: the grey trousers, light grey pullover material, the DB monogram, the maroon tie, the belt. NO OTHER SHADES OF MATERIAL WILL BE ALLOWED. Parents must ensure that the dress their wards wear is clean, ironed well and well-fitting. New dress must be made from time to time as children grow up and outgrow their dress.
42. Class hours are as follows:

**April – March (Juniors)**
- 08:25 am to 09:25 am Assembly & 1st period
- 09:25 am to 10:00 am 2nd period
- 10:00 am to 10:40 am 3rd period
- 10:40 am to 11:20 am 4th period
- 11:20 am to 12:00 pm Lunch
- 12.00 pm to 12:40 pm 5th period
- 12:40 pm to 01:20 pm 6th period
- 01:20 pm to 02:00 pm 7th period

**April – March (Seniors)**
- 08:25 am to 09:25 am Assembly & 1st period
- 09:25 am to 10:00 am 2nd period
- 10:00 am to 10:35 am 3rd period
- 10:35 am to 10:40 am Break
- 10:40 am to 11:20 am 4th period
- 11:20 am to 12:00 pm Lunch
- 12:00 pm to 12:40 pm 5th period
- 12:40 pm to 01:20 pm 6th period
- 01:20 pm to 02:00 pm 7th period
- 02:00 pm to 02:40 pm 8th period

(Students of the Senior Section may be asked to stay back till 3:15 pm when there are practices / examinations / school functions. Classes 1 and 2 will go home at 1.20 pm and classes 3 to 5 will go home at 2.00 pm)

**School Stationery Hours:** Morning 08:00 am to 09:00 am & 02:00 pm to 02:45 pm

**School fees time:** 1st to 10th and 21st to 25th of every month from 09:00 am to 01:00 pm.

The school stationery & fees counters are open only on class days.

43. The Principal, the Vice Principal can be met between 09:00 am to 10:00 am on any class day or any other time by previous appointment. (Appointments can always be made through students of the school).

44. The Rector and the Bursar can be met by previous appointments only. (Appointments can always be made through students of the school).

45. No school business can be transacted on holidays or during vacations.
VIII. ASSESSMENTS AND PROMOTION

46. The periodic assessments held during the year are notified in the school calendar. Syllabus for the tests is mentioned in the syllabus book of the respective class.

47. Promotion at the end of the year will be based on attendance, continuous assessment in every subject, work done during the year and the overall conduct record.

48. Continuous assessments are meant to ensure regularity on the part of the student. Unit Tests and Class Tests are important parts of the continuous assessment, for the progress of the student. The answer scripts of these tests, duly evaluated, are handed over to the student, to be taken home, signed by the parents and kept in a separate Test File at home. A student is expected to enter his marks in the relevant columns of Achievement Record in his school calendar.

49. Students are not permitted to take into the examination hall books, bags, notes, writing boards, digital watch, lunch box etc. They may carry only a transparent pouch to keep pens, pencils, rulers and Geometry Box. They may carry a water bottle with plain water. Students of ISC are allowed to use calculators in class as well as in examinations.

50. Attendance for Internal Assessments & Projects for classes IX to XII is compulsory on the days scheduled. No exceptions can be made in this regard. Defaulters may be awarded zero in that particular subject. For students who are absent for any Assessment / Unit Test / Class Test, no provision can be made for supplementary tests.

51. Failure to appear at any assessment can seriously affect a student's academic progress and promotion. No student can come to school only to do a test and go back home after the test. He must attend the full day class.

52. Examinees are not expected to indulge in any of the following acts: Breach of any of the regulations of conduct at examinations or indiscipline inside or outside the hall.
(a) A student guilty of disorderly conduct or found responsible for causing any kind of disturbance in or near the examination room is liable to be refused admission to subsequent papers. The use of unfair means, even if discovered subsequently, will merit the cancellation of that particular paper and the student concerned will be awarded a zero. He may also be given TC at the end of the school year.

(b) A student who has made arrangements to obtain unfair help in connection with the question papers from any person or agency is liable to have his result in the examination cancelled as a whole. Candidates who are detected giving or obtaining, or attempting to give or obtain, unfair assistance, or who are otherwise detected in any form dishonesty whatsoever, will be debarred from the examination and expelled from the school.

(c) A student is not expected to have in his possession any book, memorandum, or pocket book, notes, or papers whatsoever during the examination. Incidents/possession of any of the above may result in suspension and in the event of a serious nature to be judged by the Principal may result in dismissal from school. A student who has recourse to pre-meditated cheating will be given TC at the end of the school year.

53. There is no arrangement for “re-examination” or “promotion on trial”. Students who are sick must not be sent to school to write examination.

54. A student who fails to secure promotion may be asked to leave the school. A pupil failing in his class at the end of the year does not remain on the rolls unless the Parents/Guardians notify the Principal in advance that they wish their son/ward to continue his studies in the school. A student who fails twice in three consecutive years must be withdrawn.

55. The reports must be collected by the Parents on the stipulated day. A defaulter may be penalised by a fine of
Rs. 2000. A student cannot attend the school until his report is collected.

56. In all questions of promotion or failure the Principal's decision is final.

**IX. CRITERIA FOR PROMOTION**

57. Promotion is based on the whole year's performance in academics and attendance. For candidates who fail to secure promotion, there is no provision for Re-Examination or Promotion on trial. The Final Report cannot be changed.

58. Normally a student should pass in all subjects. He may be considered for promotion even if he fails in one of the subjects other than Moral Science/Catechism, English, Second Language and SUPW.

59. **Primary Section:** Students of Classes I to V will be promoted based on their performance in the continuous evaluation. They must obtain 40% marks or E grade in all subjects to be promoted.

60. **Secondary Section:** a) Classes VI to VIII: Promotion is based on the two Assessments and the continuous assessment (Unit Tests and Class Tests). Internal Assessment for Moral Science will be based on “Conduct Record”. b) A student’s promotion is based on the continuous comprehensive evaluation. He must secure pass marks in English and four other subjects in group to meet the promotion criteria. c) Promotion to classes X and XII will be based on the results of the Final Examinations of classes IX and XI respectively. CISCE criteria for promotion will be followed.

61. A student must score 40% marks in Moral Science / Catechism, Physical Education and SUPW.

62. **Grades:**

A – Excellent (90 - 100)
B – Very Good (80 - 89)
C – Good (70 - 79)
D – Fair (60 - 69)
E – Satisfactory (40 - 59)
F – Unsatisfactory (Below 40)
X. PRIVATE TUITION

63. The school forbids all private tuitions. A pupil should be able to progress in his work as a result of good teaching in school.

64. Teachers are not allowed to undertake private tuitions since they will interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises. Private tuitions are not to be undertaken by the school teachers. A student who takes tuition from his own teacher may be dismissed from school.

XI. VACATIONS

65. Vacations are given in the school diary. These holidays may not be extended or advanced. Please consult the school diary before making vacation programmes. Unauthorised absence on the last day before vacation and delay in returning to school after vacation will mean “re-admission” to the school. Re-admission is done with a fine of Rs. 2000.

66. In view of achieving the required number of working days as prescribed by the CISCE, the affiliating body, unscheduled holidays will be made up with classes on holidays as and when required.

XII. WITHDRAWAL AND DISMISSAL

67. The Transfer Certificate will be issued only on receipt of a written application signed by both the parents and personally handed over to the Principal by the parents of the student. Before withdrawing a student from the school a month's notice is to be given or a month's fee in lieu of notice. Those who take T.C. after the month of June are required to clear the whole year's fees. No Certificate will be issued until all dues to the school have been paid in full. School Diary, Identity Card, Library Card, Departure Card must be submitted to the school at the time of withdrawal of a student or at the end of the scholastic year.
68. The Transfer Certificate will be given free of charge if taken within three days of the publication of the result; otherwise a search fee of Rs. 50/- will be charged. Any T.C. that goes out of the state of West Bengal has to be countersigned by the CISCE Office and a fee of Rs. 200 will be charged, for the extra expenses for this service.

69. Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his name struck off the rolls and a Transfer Certificate will be issued. A student who has been dismissed from the school is not readmitted. A student, who has taken TC will not be readmitted to the school. (Also refer Admission Rule No. 11)

70. A student whose attendance is irregular, who does not pay his fees, who is habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline, whose sickness is liable to be injurious to other boys, may be dismissed.

71. Any Certificate from the School for present students will cost Rs. 20/-. Students of Classes 10 and 12 would have to pay Rs. 100/- for their school leaving documents. Ex-students will have to pay Rs. 200/- for any other certificate.

72. Notwithstanding anything in the Prospectus, the Principal may, at his absolute discretion, request any parent at any time to take his/her ward out of the school. As a rule, a boy who is dismissed / taken Transfer Certificate is not re-admitted.

73. The Rector's / Principal's decision is final in all cases of dismissal or withdrawal.

XIII. GROUPS AND MOVEMENTS

74. Groups and Movements are integral part of Don Bosco System of Education. For students of Classes 9 to 12, active participation in any one of the Youth Groups and Movements is recommended. These give the students opportunities to develop their leadership qualities and help them to be integrated human beings. The school has the following action groups: a) Young Christian Students (YCS);
b) Leadership Training Service (LTS); c) Bosco Scouts and Cubs; d) Science Group; e) Social Service Group; f) Sports Group; g) Quiz Group; h) Cyber Group; i) Friends Group; j) Literary Group; k) Music Group; l) Nature Group; j) Arts Group. The school also organises various co-curricular activities such as debate, speech competition, essay writing contest, letter writing contest, elocution, painting, singing, music, drawing, quiz, cricket, football, basketball, volleyball, table tennis, science exhibition and Bosco Xpreszs to mention a few.

75. **House System:** The school is divided into four houses; each is named after Salesian Saints. Bosco – Blue; Francis - Yellow; Savio – Red; Rua – Green. All activities in the school are organized according to the houses. Students are expected to participate actively in the house system.

**XIV. OTHER RULES OF CONDUCT AND DISCIPLINE**

76. School Diary is the true record of a student's academic performance and conduct. It is to be signed by Principal/Vice Principal/Asst. Principal or their delegates. It must be maintained with utmost care. Damaged/poorly kept diary is a sign of lack of diligence/interest on the part of a student in academic excellence and character formation.

77. Every student must have a copy of the School Calendar and it must be brought to school on every class-day. A student who does not have his diary may be sent back home or will be recorded as an Observation. A student who does not inform the class teacher during the first period itself about this, will be given a General Observation. Losing a school calendar/poor care for diary is a serious fault. A fine of Rs. 500/- has to be paid to get a new calendar and a General Remark will be recorded.

78. No remarks once written in the diary can be cancelled by anyone other than Principal/Vice-Principal/Asst. Principal.

79. Two General Observations would amount to one General Remark which is a very serious breach of discipline and
hence a deterrent to promotion or even dismissal from the School. An Observation is given in case of a minor breach of discipline.

80. Every student must possess an identity card issued by the school. This card must be renewed periodically. Pupils are responsible for the safe custody of their books and belongings. Each article should be marked with pupil's name. School Identity Card and School Diary must be brought to school everyday.

81. No student will be allowed to leave the school campus during school hours except on the strength of a written request from his parent and due authorisation by the Principal/Vice-Principal/Asst. Principal.

82. Students are to address their teachers and all members of the School Staff with due respect and politeness. Arrogant and challenging behaviour towards teaching or non-teaching staff is forbidden. On their way to and from school students must behave in a gentlemanly manner. Any behaviour that may bring disrepute to the school must be avoided. A student who indulges in inappropriate manner may be suspended or even dismissed.

83. Smoking, chewing pan, chewing gum, betel-nut or tobacco product, etc. is strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, drug abuse, substance abuse, any form of verbal or written obscenity, using unfair means in examination or sickness liable to be injurious to other boys justify dismissal.

84. Students are not allowed to bring two wheelers to school or drive a four wheeler to school. Electronic gadgets, mobiles, digital watches and diaries, toys, calculators, video games, pen drives, PSPs, DVDs, CDs, portable audio and video devices or any mass storage devices are forbidden in the school. Students who bring any of the above items are liable to be penalized. It would mean confiscation of the unit and the item may be returned for a fine of Rs. 500/-. But if a student is found using above mentioned items within the school, the item will be confiscated, and the boy will be suspended for a period of one week, and a fine of Rs. 1000/-
will be imposed. The confiscated item will not be returned as long as the student is part of the school. (Classes XI and XII are allowed to use a scientific calculator.) Students up to class 7 are not permitted to wear wristwatches in school. Those above class 7 may bring watches at their own risk.

85. A student who is a perpetrator of any sort of abuse: verbal, physical, emotional, psychological, sexual is liable to be dismissed. A student who violates another in any way may be suspended or dismissed, depending on the seriousness of the abuse. A student who incites another to do the same can also face the same disciplinary measure.

86. No books, periodicals, comics, newspaper or printed matter of an objectionable nature, must be brought to the school. All printed materials (except those mentioned in the school book-list) when brought to the school must be presented to the Principal / Vice Principal / Asst. Principal for approval and may be retained in the school and read only if it bears the signature of one of these authorities.

87. Students of Don Bosco School are forbidden to join social media till they complete ICSE. Students who are in classes XI and XII are permitted to join social media, but must do so with great discretion. They should have no negative comments in the social media about any individual or institution. They are not to have staff of the school as their friends in the social media. Any breach of the above code of conduct justifies expulsion from the school without further notice.

88. Every student attending school is obliged to take part in choral singing, drill, games and other co-curricular activities organized by the school in or outside it. Refusal to take part in any of these is a serious breach of discipline for which the disciplinary committee of the school may enforce penalty.

89. Every student is expected to subscribe towards local charities and other relief efforts if authorized by the Principal. No collections or fines or fund raising are to be made in school without the explicit permission of the Principal.
90. School property is for the common good. Any damage to school property must be made good by the student concerned.

91. It is mandatory for all students to speak only English in the school campus. Serious steps will be taken against those speaking vernacular in the school campus at any time. This rule is applicable even on holidays.

92. The school uniform is a sacred and prized possession of a student. It symbolises the ethos and culture of the school, of which the student is an integral part. Any violation of its sanctity calls for firm disciplinary action such as suspension, termination etc. Visit to restaurants, cinema, multiplexes and other public places in school uniform is not permitted. Hair colouring, using styling gel and fashionable hair cuts are not allowed in school. Students who have begun to shave must have a clean shaven face.

**XV. FOR PARENTS / GUARDIANS**

93. **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 is in all cases considered indispensable for the success of the work of education carried out by the school.

94. Parents' **POSTIVE COOPERATION** with the school is absolutely essential for the constructive upbringing of their son/ward. They are strongly exhorted to co-operate with the school:
   a) By urging their wards to be regular and punctual in attendance.
   b) By checking the School Diary and Identity Card on a regular basis.
   c) By seeing that their wards are diligent at their homeworks and lessons.
   d) By not engaging private tutors without consulting the school authorities.
   e) By insisting on neatness and cleanliness in their books and personal appearance.
f) By occasionally meeting the Principal / Vice Principal / Asst. Principal / Teachers to discuss the progress of their wards.

g) By prompt response to parent call.

95. Periodical reports, and the Report Card, will keep parents / guardians informed of the progress of their wards.

96. Parents/Guardians who come to the school must behave respectfully and with dignity of a refined person. They must speak politely to the staff of the school and must be seated in the parlour or space provided for this purpose. They must patiently wait for their opportunity to complete the purpose for which they have come.

97. Ordinarily communication with parents / guardians is made through the School Calendar. On the last day of every month, the School Calendar should be checked by the Parents and signed with the word “CHECKED”. Parents must check the diary daily for communications from school.

98. Parents / Guardians are not allowed to see their wards or to meet teachers during class hours without the special permission of the Principal/Vice Principal/Asst. Principal. Parents will not be allowed to meet the Principal/Vice Principal/Asst. Principal during the examination time. They must avail of the time after the examination on a particular day.

99. Parents can meet Secondary Section teachers between 2.40 p.m. and 3.00 p.m. on Fridays and Primary Section teachers between 2.00 p.m. and 2.30 p.m. on Fridays. Parents must intimate the same to the respective teachers a day in advance through “Communication from Parents”.

100. Admittance into the school premises is at the sole discretion of the school authorities who reserve to themselves the right to refuse admission to anyone without assigning any reason whatsoever. At all times, exemplary behaviour is expected from students and parents in the school campus and outside the school campus, and all students are expected to behave in a manner even outside school that befits a
student of the school and brings honour, dignity and respect to the school and uphold the traditions of the school.

101. Parents/Guardians threatening the school by various methods, by leveling malicious or false allegations or spreading rumours or giving false information which tends to bring disrepute to the school or to its employees or spreading panic among them might result in issuing of Transfer Certificate to their son/ward from the school.

102. Though the school takes all possible care of their ward/son while in school, the school cannot and will not be held responsible for any self-inflicted or accidental mishap or injury that may befall your son/ward, whether physical or otherwise. After school hours, students are not allowed to remain around the school campus without special permission, and it is the parents' responsibility to ensure they go back home and engage themselves in studies and constructive activities. The school takes no responsibility for students after school hours and it is the parents' duty to take care of your son/ward from the moment he leaves the school campus.

103. Parents must accept full responsibility for their son/ward's conduct, behaviour and actions both inside and outside the school. The school strives for a happy atmosphere conducive to growth and development of the students, where the school, its authorities and teachers are to work hand in hand with the parents to ensure such a positive state of affairs. It is expected that as the school and the teachers work with the children during school hours, parents are to work with their children after school hours, and thereby ensure a holistic and all round development of the child. The school will not be responsible for any action of any student outside school hours, and the teachers and authorities cannot be held liable for any lapses on the part of the parents. Any apprehension felt by parents with regard to any student's behaviour or conduct, must immediately and directly be brought to the attention of the Principal / Vice Principal so that the School can assist in any way possible and avert any unnecessary conflict and/or trauma being
faced either by the students or the teachers or the school authorities, failing which the School will be deemed to have no knowledge of any situation of concern with regard to the student.

104. School campus is no smoking, no tobacco and no-alcohol area on all days. It is also an environment friendly campus. Please do not bring disposable bottles, plastic wrappers and similar plastic items to school.

105. The school does not own or organise transport facility. Parents must see that those who operate transport respect the school schedule, look after the physical safety of the students and do not cause emotional and moral violation of the students. CCTV Camera should be installed in vehicles bringing children to school. Parents should ensure that their wards are travelling in vehicles which follow safety norms and possess updated certificates.

106. **All communication to the school should be addressed to the Principal.**