

## **VI. GENERAL RULES OF DISCIPLINE**

37. Every student should reach school before the first bell.
38. The cultural and co-curricular activities of the school are conducted through the House System provided by the School Authorities in accordance with the educational method of Don Bosco and hence, no other sort of association or union will be allowed in the School. The House System provides ample opportunities for an all round education and development of the students. All students are obliged to take active part in the various activities and games.
39. Don Bosco Higher Secondary School, Baghchung, is owned and run by the Catholic Religious Community. No disrespect should be shown to articles and images of religion and worship proper to that religious group. No other external form of religious worship will be allowed in the school precincts.
40. No act of indiscipline, insubordination, interference in the administration, disrespect to any teacher, disrespect to any religion or community by any student shall be tolerated and the delinquent may even be expelled from the school. Boys and Girls must respect each other. No pairing of boys and girls will be tolerated in the school campus. Students should not use nicknames, vulgar language and vulgar signs in the school campus, buses, vans etc.
41. Irregular attendance, habitual idleness, disobedience, conduct injurious to the moral tone of the school justify dismissal at any time of the year, unless a student after having been admonished, corrects himself/herself. One whose sickness is liable to be injurious to other students may be dismissed.
42. To acquire knowledge of English and to develop fluency in it only English shall be spoken in the school premises.
43. The School will not take any responsibility, if a student does anything to herself/himself on account of poor performance in the examinations, caught for copying in the examinations, or caught for misbehaviour or unkind remarks from others in the school or asked to bring parents or guardians on

account of the above reasons or any other reasons.

44. 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 a teacher or remarks on the Absence Record in the Student's Handbook etc., the pupils are asked to return home during class hours. The School is not responsible if anything untoward happens when the student is sent home for the above reasons. The school cannot be held responsible for accidents, minor or serious, to pupils during their stay in the school, or while taking part in sports and other co-curricular activities within or outside the school premises.
45. 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 of his/her own accord. No student is normally allowed to leave the campus during school hours.
46. The **Student's Handbook** is a record concerning the student. Therefore, every student should take special care of the Handbook, and **bring it to class daily**. If anyone loses it, he/she should get a written authorization from the Principal to buy a duplicate Student's Handbook.
47. **Any misbehaviour of a serious nature that has become public knowledge is liable to bring about suspension or dismissal even though it took place out of the school premises.**
45. Any damage done to the school property must be made good by the pupil concerned.
49. No Magazines, CDs, Cassettes, Papers, Autograph Books, or Books other than school Text Books, notebooks, Student's Handbook and school library books may be brought to the school without the permission of the Principal. School bags, Parcels and letters are subject to inspection. No buying/selling of stamps, stickers, comic books, CDs, etc. is allowed in the school.

50. Mobile phones, cameras, costly watches, smart watches, pen drives, memory cards and other electronic gadgets etc. are not allowed. Cell phone is strictly prohibited in the school. If anyone brings a cell phone / electronic gadgets even if it is not for use, **if found will be taken away from the students and will not be returned.** Videography and still photography are not allowed in the school campus.
51. Smoking, chewing of betelnut, chewing gum, alcoholic drinks and any sort of drugs, are strictly forbidden. Anyone found indulging in them is liable to be punished with expulsion from the school.
52. Pupils are responsible at all times, for the safe custody of their books and belongings. They must not bring large amount of cash to the school. Students must not wear costly ornaments(diamond, gold, silver)
53. For the well-being and smooth running of the school the authorities may ask a guardian to withdraw his/her ward from the school without assigning any reason.
54. Parents/guardians are not allowed to see their children or interview teachers during school hours. No student is allowed to leave the school during class hours without permission from the Principal / Vice-Principal. Ordinarily half day leave is not allowed.
55. No collections for any purpose whatsoever may be made without the Principal's prior permission.

#### **VII. ABSENCE AND LEAVE**

56. Staying away from school without leave is not tolerated except when the cause is sudden illness or other unforeseen circumstances. No leave of absence is sanctioned, nor is a pupil allowed to go away from the school during school hours. Such reasons as birthdays, excursions, festivals, urgent business, time to study for examinations, etc, are not considered sufficient reasons for leave. Whenever leave has been sanctioned, the fact must be entered in the Student's Handbook.

58. After an absence from class, pupils must bring the reason for their absence duly entered in the Student's Handbook. Absence from school on medical grounds should be supported by an authentic medical certificate. Absence for 3 days and more should be supported by an application from the guardian stating the reason for the the same.
59. Prior leave must be obtained for long absence (3 or more days) on health grounds/religious ceremonies or special occasions. A leave granted must be recorded in the Student's Handbook. One who is absent for three or more days from the school should get the Principal's / Vice Principal's signature.
60. Pupils must rejoin class after the holidays on the opening day itself. Any breach of this rule without prior written application will be considered an offence and is punishable. They may be fined or asked to produce medical certificate. Moreover, any student arriving later than a calendar week after the re-opening of the school is liable to forfeit the seat.
61. A pupil who has been absent for 15 calendar days without due authorization from the Principal, will have his/her name struck-off the rolls and may not be readmitted.

#### **VIII. PARENTAL CO-OPERATION**

62. Parents/Guardians are earnestly requested to co-operate with the school authorities regarding rules, lessons, extra-curricular activities, and character formation of the children.
63. All correspondence on school matters are to be addressed to the Principal.
64. Parents/Guardians are not permitted to visit the staff room, class room, and the inside verandah during school hours. Kindly help the school management to keep the decorum of the school. In the morning kindly leave your ward at the second gate (near the conference room)
65. A record of the address of parents/guardians is maintained in the school office. Any change of address is to be

communicated to the school office.

66. A contact telephone number is to be given at the time of admission or registration for immediate communication in case of any eventuality.
67. SMS service: The School has computer software from which messages (CP-EDISAPP) are sent to the mobile phones that are registered. The student's father's mobile number is set as the registered number. Kindly note that if any change in your number should be notified to the school office, so that you will regularly receive communication from the school.
68. 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 cases, considered indispensable to the success of the work of education carried out by the school. If parents have any complains, please contact school authorities. Speak well of the school and do not believe/spread rumours. Parents/ guardians are requested to co-operate with the school authorities in the following ways:
  - ☐ by inculcating in their wards regular and punctual attendance;
  - ☐ by providing sufficient number of uniforms (at least two);
  - ☐ by sending their wards to school dressed daily in their proper and full uniform;
  - ☐ by seeing that their wards are diligent in doing their homeworks and lessons;
  - ☐ by insisting on neatness and cleanliness in their text books, copy books, personal appearance, etc.;
  - ☐ by occasionally meeting the Principal to discuss the progress of their children;
  - ☐ by occasionally looking through the *Regularity and Discipline Record* section of the Student's Handbook.
  - ☐ by promptly countersigning the Report Card, Test Books, Student's Handbook etc., and
  - ☐ by not taking their children home during the class hours.