



DON BOSCO HIGHER SECONDARY SCHOOL
Bengtol, Chirang, BTAD Assam 783 394

GENERAL RULES OF THE SCHOOL



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1. Every pupil must possess a school calendar which should be brought to school daily.
2. Irregular attendance, habitual negligence in study, disobedience, rebellious spirit, indiscipline or any conduct injurious to the moral tone of the school is reason enough for a pupil to be severely dealt with or even dismissed by the school authority.
3. Books, periodicals, newspapers or materials of an objectionable or disturbing nature shall not be brought to the school premises. Cell phones and electronic gadgets like cameras, etc., are not permitted in the school. If found they will be confiscated.
4. Students are requested to use their home address for all mails directed to them. In case it comes to the school, the Principal reserves the right to open the mails.
5. Damage done to the school property should be made good by the pupil concerned.
6. Pupils are responsible for the safe custody of their belongings. The school assumes no responsibility for them.
7. Smoking, chewing betel-nut or tobacco, taking drugs or use of any other addictive substances are strictly forbidden, and those found guilty are liable to be suspended or dismissed.
8. Private tutors might prove a hindrance to real progress. In case of genuine necessity this can be done only for a limited period of time as determined by the Principal.
9. It is compulsory for every child to come to school with complete, correct and clean uniform.
10. Students must show gentleness and courtesy to their companions. Refinement of manners uprightness and self-

restraint should be the distinguishing mark of our pupils. On their way to and from the school, they are expected to behave in a gentlemanly/ladylike manner with due honour to the name of the school.

- 11 Presents to the staff or demonstrations in their honour are not permitted in the school.
12. Don Bosco School 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.
13. Any recommendation (request or complaint) made by the parents should be addressed to the Principal and not to the Class Teacher.
14. Every pupil is obliged to take part in the co-curricular activities of the school and no one is exempted but for a valid reason. Excellence in academics alone doesn't make a complete person.
15. Students are forbidden to raise collections in the school or outside without the written permission of the Principal.

ADMISSIONS & WITHDRAWAL

16. New admissions are made only to Nursery. Admissions, if any, to other classes will depend on the availability of seats and on the competence of the candidates.
- 17 If the school authorities think it necessary, the candidate will be examined on the syllabus of the class immediately below that to which admission is sought for and will place them in the class he/she is fit for.
18. Pupils coming from other schools are required to bring Transfer Certificate, Character Certificate and the original Mark Sheets of the last examination.

19. New pupils must be introduced personally by their parents/guardians who will be responsible for their regularity, conduct and payment of fees.
20. A month's notice must be given before a child is withdrawn from the school and all fees must be cleared for the academic year prior to the application for the Transfer Certificate. If the T.C. is taken after the school re-opens the full term fees must be paid even if the student was not attending the school.
21. A pupil failing two years in succession in the same class is to discontinue his or her studies in the school.
22. School leaving certificate will be issued when all dues have been paid in full and on receipt of a written application from the parent/guardian.
23. Leaving certificate can be collected from the school office after two working days of the submission of the application and on payment of Rs.100/-

TESTS AND EXAMINATIONS

24. Anyone using unfair means in tests/examinations will be debarred from further tests/examinations and in extreme cases will be expelled from the school.
25. Due to any unforeseen circumstance, if a test/exam is not held on the scheduled date, the same will be held on the next working day, unless otherwise notified.
26. Re-exams/tests are not held for absent students. No special room will be provided for sick students. Their promotion will be decided according to their performance during the year.
27. Answer scripts of unit tests and half yearly are returned to the students. Students must check for any error in the scripts/marks and clear all doubts before the marks are taken down. Once the scripts are given away no alteration in the marks will be made.

28. In all matters of promotion and failure the Principal's decision is final.

ABSENCE & LEAVE FROM THE SCHOOL

29. Staying away from school without authorisation is not permitted except when the cause is sudden illness or other unforeseen circumstances.
30. Students are not allowed to take part in any external tests/competitions on school days without prior permission.
31. Prior leave must be obtained for religious ceremonies or special occasions. Such reasons as tours, birthdays, excursions, festivals, social functions, family affairs, urgent business, studying for exams, etc. are not considered sufficient reasons for leave.
32. After absence from the school, the reason for the absence must be written and duly signed by the parents in the 'Absence' page.
33. A pupil must return to the school after holidays on the appointed date. In case of illness the school authority must be notified and doctor's certificate must be produced.
34. A pupil who has been absent may attend class only after his/her absence has been marked by the Principal in the Absence Leave Record in the school Calendar. Medical certificates are to be furnished when required if the child is absent for more than three days on medical grounds.
35. During school hours, the recess time included, pupils are forbidden to leave the school premises except with the written permission from the Principal and/or on the request or letter of authorisation from the parents/guardian and that too for a weighty (valid) reason.

36. A pupil who has been absent for 10 calendar days without due authorization from the Principal will have his/her name struck off from the rolls and may not be readmitted. Minimum of 85% attendance is a requisite for promotion.
37. Late arrival to school is a breach of discipline. Late comers may enter class only with the permission of the Principal. Those habitually arriving late are liable to be punished. A pupil arriving repeatedly late for assembly will be sent back home.
38. Students having 100% attendance will receive merit certificates.
39. The school accepts no responsibility if a pupil is asked to return home during the class hours for failure to wear the school uniform or to bring books to the class or to produce the signature of parents on remarks written by the teachers in the attendance record of the calendar. The school will not be held responsible should anything untoward happen when a student is sent home for the above reasons.

GENERAL RULES OF DISCIPLINE

40. Politeness and courtesy of speech and conduct as well as cleanliness in dress and person will be inculcated and exacted.
41. A pupil suffering from contagious disease shall not be permitted to attend the school.
42. Stealing and forging of signature are serious faults and any student found guilty is liable to immediate dismissal.
43. No act of indiscipline, interference in the administration, disrespect to any teacher, disrespect to any religion or community by any student shall be tolerated.
44. While utmost precaution is being taken the school cannot be held responsible for accidents small 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. Use of ornaments and jewellery like rings, earrings, bangles, chains and unconventional hair style and/or any make-up, use of hair fixer, etc, that degrades the uniform a pupil wears will not be tolerated and is liable to be suspended from school.
46. A student will not be promoted to the next class if he/she gets six remarks in his/her school diary/personal records maintained by the school.
47. The Principal may suspend attendance or require the withdrawal of any pupil without having to assign any reason, provided he is satisfied that such a step is necessary in the interest of the school and the pupil concerned.
48. The school diary is a record concerning the student. Therefore, every student should take special care of the Diary and bring it to class daily. If one loses it, one should get a written authorisation from the Principal to buy a duplicate diary on payment of Rs.70/-
49. Students are subject to school discipline not only in the school but also while coming from and returning to their home and at other public places.
50. School fees cover twelve calendar months. Pupils whose fees are not cleared completely will not be allowed to sit for examination.
51. The school fees and other dues are liable to be revised.

PARENTS & GUARDIANS

52. Parents/Guardians are not allowed to see their children or interview teachers during the school hours.

53. Enrolment in the school implies, on the part of the parents and students, willingness to comply with the requirements and regulations of the school.
54. Parents are requested to notify the school authorities whenever there is a change in their address or telephone numbers as recorded in the Identity Certificate in the school diary.
55. The results of the Half-Yearly exams will be given only to the parents/guardians and that too on a specified date.
56. Parents retain their rights and duties in the education of the children, even though they delegate them in part to the school. The support and collaboration of the parents/guardians are in all cases considered indispensable to the success of the work of education of the child.
57. The school diary should be checked daily for any instruction that may have been given. Please check the diary for remarks.
58. Hence the parents/guardians are requested to cooperate with the school authorities by:
59. Inculcating in their wards regular and punctual attendance.
60. Providing sufficient sets of uniform and sending their wards to school daily dressed in their proper and full uniform.
61. Insisting on neatness and cleanliness in their text books, exercise books and personal appearance.
- 62 Regularly looking through the Regularity Records, and other sections of the diary and countersign when required.
63. Occasionally interviewing the Principal and the teachers to discuss the progress of their wards.
64. There is no provision for parents, guardians or domestic staff for remaining on in the school premises during school hours.

65. At all times speak well of the school, teachers and administration, specially in the presence of your children. Should you have any legitimate grievance, meet the Principal at the earliest.

LIBRARY

66. Silence should be observed in the library.
67. All shall obey the library rules and submit to the directives issued by the Librarian.
68. Pupils are allowed to take only a pen and a note book to the library.
69. Pupils are allowed to keep the books borrowed from the library only for two weeks. A fine will be levied on all late returns.
70. If a book is lost or damaged, the student will have to make good the loss or damage. Books borrowed from the library are not to be passed on to others or exchanged.

GUIDELINES FOR STUDENTS

1. This is your school. Keep it clean and tidy. Always behave in such a way that your parents and teachers feel proud of you.
2. Acquire good values and imbibe good qualities of honesty and sincerity.
3. Aim at full attendance and unflinching punctuality.
4. Work hard and give your best in every field. Your parents, society and nation expect a lot from you.
5. Take care of the school property. This is your second home.
6. Read good books and cultivate good manners.
7. Each one has been created for a definite purpose. Identify your talents and interests and develop them.