

General rules and information

1. Every student must bring this Diary to school every day, duly signed by parent.
2. The details in student's Personal Memo (pages) must be filled correctly, by the parent.
3. The morning bell before assembly is a signal for all to go to their respective classrooms. This should be done promptly and in discipline.
4. Students are not allowed to go home during the school time. In case of emergency, parents may contact at school reception.
5. Students should be habitually clean and always neatly dressed. The School Uniform/House Uniform should be worn on prescribed days. Students who are slovenly dressed or not in uniform will be fined accordingly.
6. Care must be taken of all school property. No student should damage any school furniture, write or draw anything on walls. Damage done should be reported at once to the class teacher. Recovery for any damage will be made from the concerned students.
7. Lending or borrowing of money or other articles is strictly prohibited.
8. Roll Number, Name, Class of each student must be clearly written on all his/her belongings (books, notebooks, water bottles, lunch boxes and dress items etc.) to avoid losses.
9. The school is not responsible for the loss of valuable articles brought by the children to the school. It is not advisable to bring valuable articles like expensive watches, fountain pens, items of jewellery to school.
10. Student who commute to school with escort should never leave before the escort arrives, in case of delay, they should report to the school office.
11. The school reserves the right to suspend student whose progress in studies is unsatisfactory or whose conduct is harmful to other students.
12. A sick child should not be sent to school. In case of an emergency, the person must carry a letter from the parent to take the child home.
13. No shouting, whistling or running in the corridors of the school building is allowed at any time.
14. At the time of departure the student should patiently and in an orderly manner wait for the buses and board their respective buses as soon as they arrive.
15. It is compulsory for all students to converse in English.
16. Disciplinary action will be taken against the cases of fighting, quarreling, use of foul language, stealing, cheating etc.
17. In games period, all students are required to participate in the games. No excuse is acceptable in this context. Exemption would only be given on medical grounds.

18. All boys (except Sikhs) must have their hair short, girls must tie their hair neatly with black band or ribbons. No kind of fancy hair bands/gold chains, ear-rings, mehandi and kajal are allowed. Boys are not allowed to wear bracelets, expensive watches or have any kind of piercing/tattooing done.
19. The school does not hold itself responsible for injuries sustained by students while in the school. However, first aid will be rendered immediately.
20. Students are not allowed to bring any unwanted material mobiles, I-pods, CDs, Pen drives, Magazines, pictures or books/cassettes other than the prescribed books, except when asked by teacher.
21. It is the duty of all the students to keep their classroom clean.
22. It is necessary that students must obey the monitor appointed by the class teacher to maintain discipline during his/her absence in the class.
23. If there is any change in the correspondence address and phone numbers of the students, parents are requested to inform the changes immediately to school authorities.

Admission/Withdrawal

1. At the time of admission a student must produce a satisfactory evidence of date of birth or an affidavit certifying his/her date of birth. No student will be admitted to the school without a Transfer Certificate, from the last school which she/he attended. The original and photocopy of the previous school marksheet of a class lower than to which the child is seeking admission must be submitted by the 2nd week of April.
2. As per the CBSE norms, a student will not be allowed to change his subjects in class XI once the registration has been done.
3. For withdrawal of a pupil from the school a calendar month's notice must be given in writing, before school closes for vacations, otherwise a calendar month's fee will be charged.
4. Fee once submitted will not be refunded.
5. A student who fails for two consecutive years in the same class will be asked to leave the School.
6. In all cases of students absenting without notice, the tuition fee will be chargeable. One month notice and no dues clearance certificate is required to obtain transfer certificate.

Sumita
PRINCIPAL
D.A.V. POLICE PUBLIC SCHOOL