

# Rules & Regulations

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1. St Alphonsa School expects from the pupils and the parents willingness to comply with the requirements and regulations of the school.
2. Every child is strictly advised to speak in English in the school premises.
3. Students, whenever they come to school, must wear the uniform prescribed for the season. Those who are not dressed in the proper-uniform may be excluded from the class or even sent home.
4. If for special reasons a student has not come in proper school uniform, a note of excuse duly signed by the parent must be entered in the Parent's Remark Page.
5. Irregular attendance, habitual idleness, neglect of homework, disobedience and disrespect towards the members of the staff or bad moral influence and unexpected behavior will lead to dismissal. The pupils are responsible to the school authorities for their control both in and outside the school.
6. Repeated absence for more than 10 consecutive days without proper leave application renders a student liable to have her name struck off the rolls. Re-admission, if granted, will be done on the payment of re-admission fee.
7. Special arrangements for examinations cannot be made for pupils who, for any reason, are absent from any of the tests or examinations.
8. Absence/ leave in an examination will be treated as having received no marks in it.
9. Any student found resorting to unfair means in any examination will not be allowed to write the rest of the papers in that term and will not be allowed to continue studies in this school in the next session.

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10. A student who fails twice in the same class will not be permitted to continue studies in this school.
11. A pupil who uses unfair means during examinations will be given zero in the subject and repetition of the same shall lead to dismissal.
12. Students are not permitted to be absent on the closing day/ re-opening day, National Feast Days or whenever there is school function.
13. Parent's vehicles will not be allowed inside the school premises for safety reasons.
14. The rates of fees are subject to change from time to time, due to the increasing cost of maintenance and other expenses.
15. 85% attendance is necessary for promotion to the next class. 75% attendance is required to appear in the Board Examinations.
16. Students are not allowed to have tuitions by the teachers of the school.
17. Use of camera, cell phones and i-pods is prohibited in the school campus. If a child is found carrying one, it will be confiscated and returned only at the end of the session.
18. It is compulsory for all students to participate in sports, games and other co-curricular activities of the school.
19. In case of accidents, School will provide only First Aid, other related expenses will be borne by Parents/Guardians.
20. School fees once paid will not be refunded if admission is cancelled.