

A. RULES OF THE SCHOOL

1. Students should arrive at school 10 minutes before the Assembly. Soon after the assembly bell, the school gates will be locked and the **late comers will return home at the risk of the parents / guardians**. Participation in the morning assembly is compulsory for all in Fatima Convent School.
 2. FCS Students should behave in a decent manner on their way to school. They are reminded that the school is judged by their conduct. Therefore, **Students are answerable to the school authorities not only for their conduct in the school but also for their general behaviour outside the school**. Any report on objectionable conduct on the part of the students, exposes them to disciplinary action, not excluding expulsion.
 3. **English shall be spoken at all times in the school premises by the students and even while coming to school and returning.**
 4. Students should take good care of their books and their personal belongings. Each article should be marked with the student's Name, Adm. No., Class and Section.
 5. Students are not allowed to bring any **expensive article to school**. The school is not responsible for the goods lost.
 6. **School diary should be brought to school daily.** Novels, Magazines, News papers other than those found in the School library should not be circulated in the school without the permission of the Principal.
 7. No student is allowed to leave the school premises during school hours or recess without the permission of the Principal or Vice Principal. **No child will be sent home even if some urgent need arises**, unless a duly authorized person comes to fetch her with a note of authorization from the parents or guardian.
-

8. All students are expected to bring tiffin with them for the recess.
9. No student shall carry mobile phone, Tablets, I-Pods, Camera or any kind of electronic gadget to the school. Use of it in school campus is punishable under law. The above-mentioned articles if found, such articles will be confiscated and will not be returned to the students. Those who break this rule will have to bear the penalties.
10. Students are to address their teachers and all members of the school with respect and politeness.
11. Students should treat others respectfully and are responsible for other's good name. Bullying, calling nick-name, spreading rumours, use of slang etc. are strictly forbidden and are liable to strict disciplinary action.
12. Students shall not offer gifts or presents to the members of the staff, friends or classmates.
13. Smoking, chewing gum, chewing tobacco or pan masala and consuming alcohol is strictly forbidden in the school premises.
14. All homework should be done neatly and the day's work always dated.
15. Any damage done to the school property should be made good by the students concerned. A fine of Rs. 100/- or more will be charged in damaging the furniture, library books and other apparatus of the school.
16. Every student is expected to subscribe to small charities if requested by the Principal. However, no fines, funds or collections are to be made in the school without the written permission or notice from the Principal.
17. It is compulsory for every student to take part in curricular and co-curricular activities organized by the school.

18. Girls must tie their hair neatly in two plaits with black ribbons with centre or side parting (No puff allowed). They will wear a white knee length slip under their uniform.
19. Personal cleanliness is very essential. The fingernails should be trimmed and the shoes be polished daily. Wristwatch, bangles, hair pin, rings, colour ear rings, ornaments, jewellery, nail polish, mehndi, hair colouring etc. are not allowed in the School for any class.
20. Wearing of uniform at school every day is compulsory for all. A student who is not properly dressed and groomed may be excluded from the class or sent back home. They should therefore be provided with sufficient sets of uniform.
21. When pupils go from one class to another they must move in silence. They are never to leave the class without the permission of the teacher, nor the school premises without the permission of the Principal.