

ASSAM RIFLES PUBLIC SCHOOL, NEW KEITHELMANBI

Rules and Regulations

At Assam Rifles Public School, discipline, punctuality, and mutual respect are integral to the learning environment. Students and parents are expected to adhere to the following rules:

1. Admission & Withdrawal

- The School Management reserves the right to admit, retain, or withdraw any student in accordance with the rules and policies of the school.
- Students seeking admission from another recognized school must produce the original Transfer Certificate (TC) at the time of admission.

2. School Timings

- School Hours: 8:00 a.m. – 02:00 p.m.
- Office Hours: 10:00 a.m. – 12:30 p.m.
- Students commuting on their own must reach the school at least 5 minutes before the morning assembly.

3. Punctuality & Uniform

- Students must report to school on time and in complete, neat, and prescribed school uniform.
- Latecomers or students improperly dressed may be denied entry to the school.

4. Personal Belongings

- Students are advised not to bring valuables, expensive gadgets, jewellery, or large sums of money to school.
- The school shall not be responsible for the loss of any personal belongings.

5. Mobile Phones

- Carrying mobile phones or other unauthorized electronic devices to school is strictly prohibited.

6. Parents & Visitors

- Parents/guardians are not permitted to visit classrooms or meet their wards during school hours without prior written permission from the Principal or the school authorities.

7. Leave & Absence

- Leave of absence must be applied for in writing by the parent/guardian.
- In case of illness, the Principal should be informed promptly. If the absence extends beyond one day, a leave application must be submitted on or before the second day.
- Leave during examinations is generally not permitted except in cases of serious illness, supported by a valid medical certificate.

8. Discipline

- As an institution under the Assam Rifles Welfare Education Society, the school maintains high standards of discipline and orderly conduct.
- Running, shouting, whistling, or creating disturbances in classrooms, corridors, or on the school campus is strictly prohibited.

9. Language Policy

- As an English-medium institution, students are expected to communicate in English while on the school campus.

10. Code of Conduct

- Habitual late coming, irregular attendance, indiscipline, disobedience, misconduct, or behaviour detrimental to the moral values and discipline of the school may result in disciplinary action, including suspension or dismissal.

11. Care of School Property

- Students must respect and protect school property. Writing on walls, damaging furniture, or defacing school premises is strictly prohibited.

12. Classroom Behaviour

- Playing or engaging in disruptive activities inside classrooms is not permitted.
- During the teacher's absence, students must maintain discipline under the guidance of the Class Monitor.

13. Class Monitor's Responsibility

- The Class Monitor shall maintain order in the classroom and report to the school office if the teacher does not arrive within three minutes after the scheduled class time.

14. Cleanliness

- Students must help keep the campus clean by using the dustbins provided and avoiding littering of classrooms or school premises.

15. Science & Computer Laboratories

- Students may use the laboratories only under the supervision of the concerned teacher or laboratory assistant.
- Safety instructions and laboratory rules must be followed at all times.

16. Library Rules

- The school library provides a wide range of books and learning resources for students of all age groups.
- Silence and discipline must be maintained in the library.
- Students are responsible for all books issued in their names. Lost, damaged, or overdue books must be replaced or paid for by the borrower.

The Management reserves the right to amend or modify these rules and regulations whenever necessary in the interest of the school and its students