

SAIYYID HAMID SENIOR SECONDARY SCHOOL (BOYS)

ALIGARH MUSLIM UNIVERSITY

“You cannot discover new oceans unless you have the courage to move beyond the shore. You have the power to make choices, to be what you want to become. It all begins with the right attitude and actions. You can make all your dreams come true provided you have the courage to pursue those dreams. Progress is impossible without change, and those who cannot change their minds and the way they do things, cannot change anything. Be the change to embrace progress and success shall be yours”.

IMPORTANT INSTRUCTIONS TO STUDENTS

All students are to comply with the following procedures. Failure to comply may result in disciplinary action against them.

1. Hairstyle and Appearance

Hair should be short and neat.

Hair should not be coloured or tinted.

Tinted glasses are not allowed.

Fingernails must be kept short and clean.

Students are required to wear tie and belt with school uniform as prescribed by the school on all working days except Saturdays wherein they are supposed to come to school in house T-Shirt and white trousers. Modifications to the school uniform are not allowed.

2. Absence from school

Students must get their parents/ guardians to call up the school’s General Office at **Tel: +91-571-2701520** to inform the school of the reason for their absence from school. Students must submit a medical certificate (MC) and inform teacher upon his return to school.

Students who do not produce MC will be considered as being “absent without valid reason”. The school, however, will take into consideration letters from parents / guardians for non-medical emergencies / urgent family matters. Only one letter per term will be accepted.

3. Coming to school late

The official reporting time is 7.25 am. Morning attendance and assembly will be between 7.30 a m and 7.45 a m. Students reporting between 7.30am and 7.45am must report to the School Proctor on duty. Teachers will not permit such students to sit in their class without a written permission of the school proctor. All late comers will face disciplinary action. If a student is found habitual of reporting late to school, his name will be struck off from the school rolls and will not get readmission.

4. Leaving the classroom during class hours

Students are NOT permitted to leave their class during teaching hours except in case of acute emergency, wherein a written permission of class teacher or subject teacher as the case may be is mandatory. Students who skip class will face disciplinary action.

5. Leaving school early

Students may leave school early only in case of illness/emergency. Students should inform the subject teacher in the classroom and will be accompanied by a classmate to the General Office. Students must obtain permission to go home early and complete the “Permission to Leave School Early” form (green form). The form must be signed by the Principal / School Proctor/ School Coordinator. Students who fall ill are not allowed to go home by themselves. Parents/ Guardians must escort them from school. Parents/ Guardians must also acknowledge and show their identity card.

If student need to leave school early for a medical appointment, they must produce the appointment card indicating the date and time of the appointment. Such students are to request for a time chit from the hospital/ clinic and submit to the School proctor/ coordinator.

If students need to leave school early for family emergencies or other reasons (attend relative’s funeral), they must produce a signed letter from the parent/ guardian stating the reasons. Such request from parents will be entertained provided their signature are registered in school office.

6. Recess

Food and drinks must be consumed in the canteen only. Students must queue in an orderly manner for their food and drinks. Students are to return their eating utensils into the receptacles provided and dispose empty packet / bottled drinks after their meal.

7. Restricted items

The following items are not to be brought to school:

- Combs with sharp ends, pointed items and other potential weapons, Cosmetics
- Cigarettes and lighters

Use of Mobile phones inside the school campus is prohibited. Expensive items must not be used in class or during school activities. Students who choose to bring these items are totally responsible for the safe keeping of such items and school authorities will not be responsible.

8. Entry into the school premises

In order to ensure a safe learning environment, all students must be attired in their complete school uniform when they report to school. The security officers stationed at the school gate reserve the right to refuse entry to students who are not properly attired. **Use of Motorbikes by students is not allowed inside the school campus**

The above list of procedures is not exhaustive. Students, who contravene the rules and procedures, will be subjected to disciplinary action. The school reserves the right to review the consequences periodically and to impose penalties as deemed fit.

A student seeking admission in class IX and XI or getting registration/ continuation in class XII has to sign an undertaking on a defined format along with his parents and guardians before depositing his fees.

Dated: 25.07.2019

Principal