

HINDU GIRLS' COLLEGE

RULES AND REGULATIONS

School Day

Students should be at school at 08 15 hrs to be on time for the Morning Assembly. There are nine periods in a day (Monday to Friday) with one short break and lunch break.

The school day ends at 14 30 hrs.

Attendance

Students should be regular and punctual to school.

In case a student is absent from school, she should produce a letter from her Responsible Party the very next day she attends school explaining her absence. In case of an absence of more than three consecutive days due to illness, a medical certificate should be produced together with the absence letter from the Responsible Party. Long and frequent absences may have adverse effects on a student's academic performance and may lead to serious consequences, even to her withdrawal from the roll.

Class attendance is taken into account for the end-of-year promotion.

Lateness

Any student reaching school after 08 20 hrs is considered to be late, and she should make an entry giving the reason for her lateness in the **Lateness Book**. If a student is late by more than half an hour, she should be accompanied by her Responsible Party.

Early Departure

No student is allowed to leave the school premises before 14 30 hrs. In exceptional cases, permission to leave early may be granted only if the Responsible Party comes with proof of NIC.

Behaviour and Conduct

Students should be well-behaved and must have a good moral conduct. They should be conscientious, respectful and persevering and should be guided by a strong sense of discipline. They are expected to behave properly in and outside classes, in school buses and public transport and whenever they represent the school.

Uniforms

Students are expected to present themselves in a neat, clean and professional manner at all times and the school uniform should fit properly, be clean, ironed and well-maintained.

The school uniform consists of a terracotta tunic of knee length and cream blouse with the school logo printed on the sleeve. In winter, students may wear the school track suit with the school blouse which should be tucked into the trousers; or a black cardigan with the school badge or their tracksuit jacket, over their tunic.

Students must attend school in complete and proper uniform and must uphold the school ethos through the school uniform. If a student fails to wear the appropriate school uniform (colour, length, cardigan, socks etc) her Responsible Party will be called to take her back home. She will be allowed to attend classes again only when the uniform meets the standard/specifications.

Behaviour in school uniform, especially outside the school premises, should be exemplary so that the school is not brought to disrepute.

Hairdo/Make-up

Students with long hair must have their hair properly tied back. Fancy colouring of the hair and elaborate make-up are not allowed. Hair accessories must be simple.

Shoes/Socks

Shoes should be comfortable and appropriate for school wear. Only white or black shoes are allowed. No other colour is allowed. It is recommended that student wear only white cotton socks.

Jewellery and Make-up

Jewellery, if worn, should be kept to the strict minimum (only one pair of simple ear studs or earrings, a chain tucked inside the blouse, a wrist watch). No visible tattoos are allowed.

Nails should be kept short, clean with no nail varnish and there should be no make-up.

Students are advised not to bring valuable items to the College and that they assume all risk for damage or loss. The College will not make any reimbursement for missing items.

Mobile phone / Smart phone

Utilisation of a mobile phone by a student is strictly prohibited on school premises at all times.

Parents are strongly discouraged from granting their daughter the permission to bring a mobile/smart phone to school as the SIM card is most of the time registered in Parents' name, hence officially the legal owner. Therefore, the parent is liable to any penalty under the Information and Communication Technologies Act 2001.

Section - 46. Offences (Annex A)

- (h) Any person who - Uses an information and communication service, including telecommunication service,*
- (i) for the transmission or reception of a message which is grossly offensive, or of an indecent, obscene or menacing character; or*
- (ii) for the purpose of causing annoyance, inconvenience or needless anxiety to any person;*
- (iii) for the transmission of a message which is of a nature likely to endanger or compromise State defense, public safety or public order.*

Penalties (Section - 47)

- (1) Any person who commits an offence under this Act, shall, on conviction, be liable to a fine not exceeding 1,000,000 rupees and to imprisonment for a term not exceeding 5 years.*
- (2) The Court before which a person is convicted of an offence under this Act may, in addition to any penalty imposed pursuant to subsection (1), order -*
 - (a) the forfeiture of any installation or apparatus used in connection with the offence.*
 - (b) the cancellation of the license held by the person convicted;*
 - (c) that the person convicted shall not be issued with a license for such period as the Court thinks fit;*
 - (d) that a service provided to a person to a person convicted of an offence under this Act shall be suspended for such period as the Court thinks fit.*

If a student has in her possession a mobile phone, she will have to switch it off and keep it safely in her bag. Hindu Girls' College does not accept liability in case the phone is damaged or lost/stolen. **Please be advised that any call from any telephone set to any device is traceable.**

In case of emergency for a student to contact her parents or Responsible Party, a telephone line will be made available to the student at Administration Section. The Hindu Girls' College can also be contacted on the telephone numbers 686 4949 and 696 0016 between 08 00 a.m and 03 00 p.m on school days.

Disciplinary Action

Any misbehaviour (some examples: bunking classes, bullying, smoking, consumption of alcohol, drugs or other illicit substances) / misconduct or failure to comply with the school's rules and regulations will lead to appropriate disciplinary action.

Damage to School Property

If any undesirable act (including writing on furniture or walls) is found to be deliberate, total reimbursement will be claimed from Responsible Party.

Students should collaborate to keep the school environment clean and pleasant.

Divorce/Separation of Parents

In case of divorce or separation of parents, the Responsible Party must immediately inform the Hindu Girls' College with a copy of court papers to ascertain the Responsible Party of the student.