

S. PAUL ACADEMY, GOVINDPUR

STUDENT RULES & REGULATIONS

Discipline • Integrity • Respect • Responsibility • Excellence

These Standard Rules & Regulations are designed to promote a safe, disciplined, respectful and positive learning environment for all students. They apply to students during school hours, on school premises, during school transport and at school-related activities.

SL. NO.	STANDARD RULE / REGULATION
	1. ATTENDANCE & PUNCTUALITY
1	Students must attend school regularly and arrive before the prescribed reporting time.
2	Students must maintain the minimum attendance required by the school and applicable academic rules.
3	Absence should be supported by a written explanation/leave request from the parent or guardian.
4	Students must not leave the school campus during school hours without permission.
5	Late arrival and repeated absence may be recorded and addressed according to school policy.
	2. UNIFORM, ID CARD & PERSONAL APPEARANCE
6	Students must wear the prescribed school uniform, shoes, socks and other required items on the designated days.
7	School ID card must be carried and displayed as instructed.
8	Students must maintain neat, clean and appropriate personal appearance.
9	Uniform and ID card must not be deliberately damaged or misused.
	3. DISCIPLINE & RESPECTFUL BEHAVIOUR
10	Students must respect the Principal, teachers, staff members, visitors and fellow students.
11	Bullying, ragging, intimidation, fighting, threats, harassment, discrimination and abusive language are strictly prohibited.
12	Students must follow reasonable instructions given by teachers and authorized school staff.
13	Students must maintain discipline in classrooms, corridors, assemblies, playgrounds, buses, laboratories and other school areas.
14	Physical punishment or humiliating treatment by students towards others is not permitted.
	4. ACADEMIC RESPONSIBILITIES
15	Students must bring required books, notebooks and learning materials every day.
16	Classwork, homework, assignments and projects must be completed and submitted on time.
17	Students must participate actively in classroom activities and maintain academic honesty.
18	Copying, cheating, impersonation, use of unauthorized material or other unfair means in examinations is prohibited.
19	Students must take care of report cards, academic records and school-issued materials.
	5. MOBILE PHONES & ELECTRONIC DEVICES
20	Mobile phones, smart watches, gaming devices and other electronic devices may be brought only when specifically permitted by the school.

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21	Unauthorized use of devices during classes, examinations or school activities is prohibited.
22	Recording, photographing or sharing images/videos of students, teachers or school activities without appropriate permission is prohibited.
23	Misuse of digital devices or school systems may lead to disciplinary action under school policy and applicable law.
	6. DIGITAL SCHOOL SYSTEM & STUDENT NATIONAL ID
24	Each student may be assigned a Student National ID/School ID for school records and digital services.
25	Students and parents/guardians must keep login credentials confidential.
26	Student Portal/School Management Software should be used responsibly for attendance, homework, notices, examinations and other authorized services.
27	Students must not attempt unauthorized access, alteration or deletion of school data.
	7. SCHOOL PROPERTY & CLEANLINESS
28	Students must protect school furniture, books, laboratory equipment, computers, sports equipment, transport facilities and other property.
29	Intentional damage or loss may require appropriate recovery/compensation from the responsible student/parent or guardian, subject to school policy and applicable law.
30	Students must keep classrooms, toilets, corridors, playgrounds and campus surroundings clean.
31	Writing on walls, desks, doors or other school property is prohibited.
	8. LIBRARY, LABORATORY & PLAYGROUND
32	Students must follow the specific safety and usage instructions of each facility.
33	Library books and laboratory/sports equipment must be returned on time and in proper condition.
34	Students must not enter restricted areas without permission.
35	Unsafe conduct, misuse of equipment or deliberate damage is prohibited.
	9. SCHOOL TRANSPORT
36	Students must follow instructions of the driver and transport staff.
37	Students must remain seated and behave safely during the journey.
38	Students must not distract the driver or create unsafe situations.
39	Students must board and leave the vehicle only at the designated stop and as instructed by the school/guardian.
	10. SAFETY, HEALTH & EMERGENCY
40	Students must immediately inform a teacher or authorized staff member about accidents, injuries, bullying, threats or safety concerns.
41	Students must follow fire, evacuation, disaster-management and other emergency instructions.
42	Students must not bring dangerous, illegal or prohibited items to school.
43	Students must not misuse medicines or substances; health-related requirements should be communicated by the parent/guardian to the school.
	11. SOCIAL MEDIA, PRIVACY & ONLINE CONDUCT
44	Students must behave responsibly on social media and online platforms.

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45	Students must not post or circulate false, threatening, abusive, defamatory or harmful content concerning the school, staff or students.
46	Students must respect the privacy and dignity of others and must not share personal information, photographs or videos without appropriate permission.
47	Cyberbullying, impersonation, hacking and unauthorized access are prohibited.
	12. FEES, DOCUMENTS & PARENT COMMUNICATION
48	Parents/guardians are responsible for completing school fee and document requirements within the prescribed timelines.
49	Students should submit notices, forms and official communications to parents/guardians promptly.
50	False information or forged documents must not be submitted to the school.
	13. DISCIPLINARY MEASURES
51	Violation of school rules may result in appropriate corrective or disciplinary measures in accordance with school policy, the student's age and circumstances, and applicable law.
52	Depending on the seriousness of the matter, measures may include counselling, warning, parent/guardian meeting, loss of privileges, restorative measures or other lawful action.
53	The school will follow applicable child-protection, safety and education requirements in all disciplinary matters.
	14. GENERAL CONDUCT
54	Students are expected to uphold the reputation and values of S. PAUL ACADEMY, GOVINDPUR.
55	Students should demonstrate honesty, responsibility, kindness, discipline and respect in school and during school-related activities.
56	Students must follow additional reasonable instructions issued by the school for safety, academic and administrative purposes.

STUDENT & PARENT/GUARDIAN DECLARATION

We have read and understood the above Student Rules & Regulations. We agree to follow the school's rules, maintain discipline, respect all members of the school community and comply with reasonable school instructions. We understand that disciplinary measures will be taken in accordance with school policy, the student's age and circumstances, and applicable law.

Student Name: _____
Class & Section: _____
Student National ID / School ID: _____
Parent/Guardian Name: _____
Date: _____
Student Signature: _____
Parent/Guardian Signature: _____
Principal Signature: _____

School Motto: "Perseverance Conquers All."

Excellence in Education • Character Building • Future-Ready Learning • Digital Campus