



John International English Medium School

School Rules and Regulations for Students and Guardians

1. Students must come to school regularly and according to the timing mentioned for individual classes.
2. Morning Shifts Students will be marked as late after 8:00 am. They will not be allowed to enter School Premises after 8:10 am.
3. Day Shifts Students will be marked as late after 12:00 am. They will not be allowed to enter School Premises after 12:10 am.
4. Students who are late only twice will be allowed to attend classes. But if a Student is late for the third time he/she will not be allowed to enter School Premises and will be sent home.
5. During the Assembly time, No Guardians are allowed to enter in the School Campus.
6. No Guardian is allowed to give Tiffin for his/her child to our Security Guard or Janitor after the child enters the School Campus.
7. Strictly forbidden to bring outside/unhealthy foods. Only homemade healthy foods are allowed in tiffin.
8. Guardians must bring an ID card (Guardian's Copy) for receiving their child.
9. Leave and Early Leave will not be allowed during the Examination. If a Student is Absent during the Exam, he/she will not be able to sit for the missed Exam later.
10. Students are strictly forbidden to leave the School Premises without the express permission of the Campus Head, except on the strength of a written request from his/her Guardian and due authorization by the Campus Head.
11. Guardian must submit Leave or Early Leave form/application in time. If not submitted, Students will not be allowed to continue classes.
12. For sick leave, if a Student is absent for three or more days, a Doctor's certificate is required.
13. Guardian can submit Leave or Early Leave applications online, print online, or can collect application forms from the Campus Office to submit manually.
14. Students who are absent must complete their absent work from the school website <http://johnintschool.com/>
15. Minimum of 75% attendance is required for the promotion of a child.
16. Guardians are not allowed to meet with In Charge/Campus Head during school hours. They are allowed to meet the In Charge/Campus Head after school by taking appointments from the Campus Office.

17. Guardians must inform the Campus Office or update through IT if they change their contact number or address.
18. Students must come to School properly dressed in School uniforms. In case of any emergency, if a student wears out-dress then he/she must have to submit an application for permission.
19. Guardians must follow their child's exercise books and diary on a daily basis. It is compulsory for them to sign the diary regularly, exercise books, or worksheets when required.
20. Last Date to pay Monthly Fees is on the 10th of the current month.
21. If FAILED to pay the Tuition Fees by the 10th of the current month, a FINE of Taka 300/- will be applicable as a LATE FEE.
22. Students will not be able to continue school if 2 months' TUITION FEES are due.
23. Report cards will not be issued if fees are in arrears.
24. Guardians are liable to pay the cost of school property broken or damaged by their child or children and in addition, disciplinary action will be taken when such breakage is willful.
25. Students are reminded to address their teachers and all the members of the school staff with due respect and politeness.
26. Fighting or any physical violence, bullying, or use of bad language is strictly prohibited and will result in stern disciplinary action.
27. Once the Admission has been filled, the money cannot be refunded later.

Please Note That:

GUARDIANS MUST COOPERATE AND HELP THEIR WARD TO FOLLOW THE SCHOOL RULES AND REGULATIONS FOR THE BENEFIT OF THE STUDENT.

BY ORDER,

John Das [Principal]