

Notice to Parents

Date: August 13, 2024 (Tuesday)

To: Parents

From: Vice Principal

Subject: Student Code of Conduct

Dear Parents,



As Salamu Alaikum Wa Rahmatullah. This is to inform you that it has been recently observed by the school, a few aspects of student discipline is impacting the overall discipline of the school. **You are hereby requested to ensure that the following areas of concern are addressed immediately beginning from Tuesday, August 13, 2024.**

1. Student Arrival

- i. Student arrival is strictly within 8.15 am every school day. All students must report on time for Assembly.
- ii. Classes begin at 8.30 am sharp on school days for every class.
- iii. Arriving later than 8.30 am may result in students not being allowed to attend classes until the next period.
- iv. Arriving later than 8.45 am may result in the student being turned away from classes for the day.
- v. Any exceptional causes may be considered at the discretion of the school management.

2. Uniform & Dress Code

- i. Students must wear their Student ID Cards at all times on school premises, from arrival to departure.
- ii. Students must be in the prescribed school uniform, including sportswear, lab wear and winter wear.
- iii. All Boys must wear their trousers above their ankles. This is applicable for all male students.
- iv. All Girls must wear their school prescribed Hijabs. This is applicable for all female students.
- v. All shoes worn must be regular white school shoes only. Sneakers, formal shoes or casual shoes and slip-ons of any kind are not acceptable.
- vi. Students not adhering to any of the above may be detained/removed from classes for the day. If warning notices are disregarded, parents will be informed to collect their child. Any exceptions or medical causes may be permissible at the sole discretion of the school management.

3. Health & Hygiene

- i. All Boys must have their hair trimmed closely.
- ii. All students must have their nails clean and cut.
- iii. Students must brush their teeth and be clean and odour free.
- iv. Students must wear neat, clean and pressed uniforms and shoes.
- v. Students not adhering to any of the above may be detained/removed from classes for the day. If warning notices are disregarded, parents will be informed to collect their child.

4. Personal Possessions

- i. Students are not allowed to wear jewellery to school. Watches worn must be digital and inexpensive.
- ii. Students cannot carry any electronic or internet enabled devices to school under any circumstances. This includes mobile phones, laptops/tabs, gaming consoles/screens, smart watches, trackers, etc.
- iii. Any personal items or devices found in the possession of students will be confiscated. Any confiscated items will not be returned to students or parents until the end of school term.
- iv. The school will not be held responsible for the loss or damage of any such undisclosed personal items or devices on the school premises.

Your kind cooperation will be greatly appreciated in this regard. Thank You.

Copies sent to:

1. Principal
2. Admin (Coordinator's Office, Head of Curriculum's Office, Admin)
3. Teachers
4. Parents

A handwritten signature in black ink, appearing to be "Lt Col Md Alaul Kabir".

Lt Col Md Alaul Kabir, psc (Retd.)
Vice Principal