

Special direction and code of conduct of the students:

1. Always start everything in the name of the Almighty Allah.
2. Obey your parents, teachers and superiors.
3. Always speak the truth, be honest, think honestly, hate offence and keep yourself away from it.
4. Come to school 15 minutes earlier and join the assembly.
5. The students will not go and loiter anywhere during the school period except the tiffin period.
6. The dirt of the classroom and waste of your tiffin will be put in a preserved basket without making it scattered.
7. Don't enter the campus with any outsiders.
8. Enter the classroom just after ringing the warning bell in tiffin period.
9. No one is allowed to spoil the properties of School. You must detain one who is engaged in this task and report to the authority.
10. Prepare your regular lessons and home tasks and come to school.
11. Be attentive listener while the classes are going on and try to understand the lecture. If you don't understand any term, you will stand up to draw the attention of your teacher.
12. Make short note of your daily study diagram, which is given by the teachers and pray help of teachers about any term, which is not clear to you.
13. You are vehemently directed that you should not copy, talk and bring any books and writing Papers in the exam hall. You can bring only necessary things. He who intends to copy or prepare himself to copy in the examination hall will be expelled and given T.C. from the school.
14. Don't make any disorder after the final bell. Switch off all fans, bulb, tubes and leave the classroom silently in a queue after the break.
15. Any student will not write or draw on the wall and desk of the classroom.
16. If any student fails twice in the same class, he/she will not be allowed to stay in this institution according.

17. Every student will use the diary very properly and deposit it to your form master check it that is properly used.
18. Obey the mentioned advice, suggestion and directions accordingly.

Rules and Regulations to be followed by students

1. When you enter the school-you must pay due respect by saying "Assalamu Alaikum" to the following.

- a. To all faculty members and elders.
- b. To all employees of the school.
- c. TO all senior students (Wish them "Good Morning", Good Afternoon" & Good Evening")

2. You must ensure the following before you enter the school:

- a. Your shoes are properly polished.
- b. Your dress is clean, tidy and ironed properly.
- c. You have a proper haircut.
- d. Girls' hair is tied with white ribbon in two ponies tails/braided. Nails of your fingers are properly trimmed
- e. Girls are not wearing ear top, any fancy watch and hair clips.
- f. Only ear ring are allowed. You had a bath in the morning and brushed your teeth properly. You do not visit roadside shops (Tong Dokans), Specially located around the school.

3. After entering the school building don't loiter around, move into your classroom and sit in the chair/desk/bench selected for you.

4. You must ensure the following:

- a. You have prepared your lessons for the day.

- b. You have complete home task.

In the class, when the teacher asks you any question on the previous lesson, if you fail to answer and if the teacher is convinced that you have not prepared your lesson, the teacher may keep you standing in the class for the whole period. If it is found consecutively for 03 days, you will be sent for principal's warning who in turn will inform the same to your parents.

- 5. In the classroom, you must be respectful to your class captain and must carry out his/her instructions-like cleaning your classroom, white board, display board, black board, writing daily news, etc. please ensure that your desk and chair properly cleaned.

For violation of class monitor's instructions and more so if he/she complains against you, you will be sent for from master's warning and you may be fined for the same negligence and are found at fault.

Be attentive to the class. If you are found talking or inattentive in the class. you will be punished.

- 6. Senior students to be addressed as:

- a. To male students-Vaiya
- b. To girl students-Apa

- 7. Male students must be very formal with their female classmates and in funny circumstances you can afford to be funny with them. The relationship with them will be cordial but formal. They should be treated like your own sisters. Any complaint against you be any girl student will be considered as an offence.

- 8. While you use the bathroom, ensure the following:

- a. You have flushed it before leaving the toilet.
- b. If it is not cleaned by flushing, make sure that you have poured enough water by bodna and got it cleaned.
- c. If you have washed your face in the basin, clean it properly while you leave the place. Also ensure that you have stopped the tap.
- d. Do not sprinkle water in the washroom, it may cause an accident.

- 9. Your behavior with your classmates, seniors & juniors.

- a. Remember- you are from different background and different areas of the country but now you all are classmates.

b. Every human being is different from others, somebody may be emotional or irritable or unsocial, but you should try to be the ideal one. Instead of the behavior of roughly quarrelling, be friendly. If you quarrel, do you get anything? The answer is no. But if you behave friendly, you gain in many things.

c. For minor things do not start quarrelling. If you give a blow, don't think the opponent will only watch it. He/she will definitely return it and thereby you are likely to be wounded. Even if he/she does not hurt you, will you enjoy the fact that you have hurt a classmate of yours? Definitely you will not. You hold your horses or it will pay you in future.

d. Remember—beating and grouping can never solve any problem. It rather aggravates the situation and problem itself. The intelligent students have patience that is only way to be the winner.

e. For any problem in the school—be it misunderstanding with any classmates or any problem of yours—bring it to the knowledge of the school authority i.e. your class teacher or Admin officer or Principal.

10. School property-

This is your school, you are going to own it throughout your whole life, its property is your property, please look after it, maintain it and ensure its proper use. Remember the following things:

a. Switch off the fan and light when you are leaving the class room. Close and open the windows softly so that the windows/glasses are not broken. Once you open it, hook it properly.

b. Do not write anything on your chair/bench/desk or wall.

c. Ensure proper economy in using signature pen/chalk.

11. Personal property:

a. Take care of your personal properties like—(1) Your bag, (2) pen, (3) books, (4) umbrella, (5) wrist watch etc.

b. Keep all these items inside in your bag when you leave the class room.

c. If you lose your personal belonging, you will be punished for negligence of duties.

Be vigilant and careful so that your personal belongings may not be lost/stolen. When you detect any incident of this kind, report it to the school authority immediately. Culprit of this

nature will immediately be handed over the police/will be issued with forced transfer certificate.

Study at home-

- a. Each student must go through the lesson which will be taught on the next day.
- b. Each student must study at least 07 hours a day.
- c. Student should practice more in writing than reading,
- d. Nothing should be left for tomorrow; today's lesson must be completed today.

13. What students must do/must not do in the Meditation hall/ Central hall:

- a. Maintain absolute silence.
- b. No unnecessary talking.
- c. No pushing or pulling others.

14. Relation with parents and younger brothers and sisters:

- a. Must pay due respect to the parents.
- b. Be cordial and friendly with the younger brother and sisters.
- c. Must obey the orders and instructions of the parents.

15. Behaviour during the class-

- a. Be attentive.
- b. Clear your doubt during the class.
- c. Do not feel shy in asking questions.
- d. Be a good student who never leaves the class with doubts.

16. Rules for payment of tuition fees/transport fares /dues:

- a. Each student will be provided with a tuition fees receipt book/card on admission. The school tuition fees. transport fares must be paid in advance by 7 th of every month.
- b. If the 7 th falls on a schedule holiday such as a weekly or public holiday then the fees, fares & dues should be paid before that date. If the 7 th is an unscheduled holiday or closure then the fees will be accepted without late fine on the next working day.
- c. The fine for late payment is as follows:

l) Fees paid within the calendar month Tk. 50

2) Fees paid in the next calendar month Tk. 100. Non-payment of these for two months will make the student names to be struck off the roles. Re-admission will be necessary for non-payment of fees more than 03 (three) months.

d. No progress Report of Transfer Certificate will be given unless the student has cleared all dues.

e. Tk 10.00 as fine, for remaining absent each day.

f. The school reserves the right to change the fees structure as and when necessary.

FOR THE RESPECTED GUARDIANS:

1. Guardians would kindly write down their identity and put model signatwe in the diary. Sometimes it is observed that though the parents are alive, house tutors, uncles or elder brothers become the guardians. These can not be accepted.

2. Have a look at the assignment/home tasks given for the next day and encourage and asses your sons/daughters to prepare those.

3. Whether your son or daughters comes to school regularly and punctually in the working days and returns home in due times after the break of school and studies regularly as long as he or she remains at home should be observed by the guardian.

4. Parents or guardians must check and sign the diary for home work, comments or announcements.

5. Guardians have to ensure their ward's presence in the class tests, monthly tests and Term Encl Exams.

6. Guardians are requested to have a minute 100k carefully at the Term End Exams, report before signing. Be on guard whether the students imitate their guardian's signature or make somebody else do the same.

7. Gardians Inust go through the rules and advice set for the students in the school diary and ask their wards to abide by those and assist them in this regard.

8. The guardians should keep in touch with the class teachers/school regarding the studies and conduct of their wards.

9. If a student remain absent from the school for more than one day, the guardian would come personally and grant leave by showing appropriate reason.

10. If a student fails to come to school due to sickness the guardian would submit an application to the Principal and after his/her recovery the guardian himself/herself would bring him/her to the school alone with a medical certificate.

Q 11. The guardians would see to it that their wards pay the tuition fees on the first day of the fixed date for fee collection very month. If any student adopt any sort of unfair means and if he is found to be guilty of misconduct or if he denies the roles of the school or if he violates the discipline of the institution then the decision of the institution would be considered as the final one.

12. If any student is unsuccessful in the final Term End Exam for promotion to higher class. No request will be entertained.

13. If any student fails to appear in the 1st Term or 2nd Term exam he/she can sit for the individually arranged exam with paying the exam fees and fine.

14. The guardians would look after their ward's health and cleanliness.

15. The guardians would keep their wards away from undesirable company or environment.

16. For building up a good character and making progress in the Students point effort of the guardians and leashes is required.

17. Regarding the progress in studies and character building of the children it is expected that the guardian would give active and spontaneous support to the teacher.

18. If the children do not take balanced food or take very little amount of food inform it to the institution.

19. Parents of guardians are requested to inform the school office in written if there is a change of address or telephone number.