**‘The Citizens Conduct’**

1. A minimum of 80 percent attendance, with all school dues cleared, is necessary before students are allowed to sit the O-Level, Matric and A-level examinations, at the discretion of the Principal.
2. Tuitions by school staff is forbidden.
3. Gifts or any form of gratuity must not be given to or accepted by any member of the school staff, i.e. teaching, administrative or domestic staff.
4. An environment of mutual respect and tolerance should be established in the school with all categories of staff.
5. The position of school prefect should be treated with respect, the holders of the position having the additional responsibility of earning the respect of their schoolmates.
6. Punitive measures will be taken promptly if profane language with teachers and disruptive behavior in class is confirmed.
7. Bullying and harassment will not be tolerated.
8. The consumption of food or drink in classrooms, libraries, science laboratories, computer laboratories and other specialist areas is not permitted.
9. The chewing of gum or any other substance is forbidden at school.
10. Students must endeavour to keep the school clean and tidy. Littering is prohibited.
11. Vandalism in any form will not be tolerated. Parents will be required to pay for any damage to school property made by their children.
12. Students should not bring expensive toys or other belongings to school.
13. No student may carry any kind of weapon, penknife or sharp instrument that could constitute a danger to others.
14. A student caught cheating in an examination will be marked zero for that examination.
15. The misuse of cell phones will incur a penalty.
16. Some offences may incur clear sanctions. These include bullying or harassment, fighting; the use of firecrackers etc.

#### Mehar Naz Hossain

Headmistress