# CODE OF CONDUCT

## PARENTS

- **Parents are NOT ALLOWED to walk into Campus with mobile phones. Kindly adhere to orders as Mobile Phones are not allowed in school campus.**
- **Parents must not visit school wearing Shorts / Pyjamas / Patkas / Slippers and Bandana etc.**
- **Please visit the School in proper dress attire, adhering to our dress code to maintain respectful and professional environment.**
- **Photography / Videography is not allowed in the school premises.**

## FEES

- Parents are required to pay the fee every month but for their convenience they can also pay **Quarterly Fees** at the counter of **South Indian Bank, E-6, Rajouri Garden Branch, New Delhi – 110027, on or before 10th** of every month. **FEE CAN ALSO BE PAID ONLINE VIA NEFT.**
- Working Hours of the Bank Counter is between 10.00 am to 1.00 pm.
- **Fine of Rs. 10/- per day** would be levied from **11th** of every month in case of non-payment of fees till the final payment is received.
- **From 10th onwards of the next month**, due to non-payment of tuition fee/ funds, **STUDENT'S NAME WOULD BE STRUCK OFF** from the School Records.
- Students will not be allowed to sit in the class from the beginning of the next month in case of non-payment of fees and even his/her result result will be withhled.
- Thereafter the charges for **RE-ADMISSION amounting to Rs 1100/- (that too on availability of the seat)** shall have to be paid along with the pending charges.
- Caution money is refundable in full after settlement of all dues. Rest Refund as per the school rules.
- For a dishonoured cheque, heavy penalty along with the late fee charges has to be paid. Thereafter, the fees will be accepted only in cash.
- **Students whose Parent's income is less than Rs 120000/- per annum and if he / she achieves minimum 90% marks will only be eligible for Fee concession.** Fee-concession may be given only to a few deserving students who achieve distinction in CBSE, International, National and State Level Sports events. Therefore the parents are advised to fill the form only in the month of April (beginning of the session).
- **NO EXEMPTION / RELAXATION WOULD BE GIVEN IN DATES MENTIONED TO DEPOSIT FEE/FUNDS.**
- **APPLICATIONS PUT UP FOR EXTENSION OF DATES OR RELAXATION FOR FEE DEPOSITION WOULD BE REJECTED.**

### TRANSPORT FEE

- The bus fees shall be paid along with the other charges **on or before the 10th** of every month.
- Heavy fine, according to school rules shall be levied in case of non-payment of transport fees.
- Transport facility once availed can't be withdrawn. Even later on if the student does not uses it, the Transport Fee will still be charged till the end of that session.

### WITHDRAWAL

- At least one calendar months' notice must be given before a student can be withdrawn.
- One month's fees will be charged in lieu of one month's notice.
- The **TRANSFER CERTIFICATE** will be issued only after all dues to the School have been cleared.
- Caution money is refundable in full after settlement of all dues. Rest Refund as per the school rules.

### LATE ARRIVALS

Late arrivals in the School are totally prohibited except in an emergency on a particular day with proper reason/proof of the situation. Parents must ensure their wards reaches School at least 10 minutes earlier than the given School timings.

## BUS & TRANSPORTATION RULES

- The transportation facility is available on first come first serve basis. Though providing school bus service is not obligatory for the school, a written request may be made to avail the same.
- All students using the school bus are expected to be on the Left side of the bus stop at least five minutes before the arrival time of the bus.
- The students should stay away from the main road until the bus arrives.
- The buses will not wait for the late comers.
- All students must occupy seats immediately after boarding their buses.
- When the bus is in motion, students must not move around in the bus and no part of their body should be outside the bus.
- Parents are free to arrange alternative transportation but even if the student opts for the discontinuation of the school bus service, the Transport Fee will still be charged till the end of that session
- Students will be held responsible for any damage caused to buses by negligence or vandalism.
- Unruly behaviour like shrieking and shouting is prohibited. Courteous behaviour is expected at all times.
- The student bus monitor, the bus attendant and the teachers on duty are responsible for maintaining discipline in the bus. Any serious offence must be reported to the Principal immediately.
- The teacher must mark the attendance of the students present in the bus and must maintain a detailed list of the student's names, address, phone no. etc.
- On receiving a complaint of any student indulging in disobedience or indiscipline, the bus facility shall be withdrawn without refund of transport charges.
- If the parents are arranging private transport for their child to commute, they must ensure that all rules laid down by the Honorable Supreme Court are adhered to.
- Parents must ensure that the vans or auto rickshaws arranged by them are not over loaded and their drivers have proper police verification.

### IMPORTANT NOTICE: PROHIBITION OF TWO-WHEELERS & FOUR-WHEELERS FOR STUDENTS

In compliance with the Motor Vehicles Act and traffic regulations, students under 18 are NOT PERMITTED to drive or operate two-wheelers or four-wheelers. It is not only unsafe but also ILLEGAL. Please note the following:

- Students are strictly prohibited from bringing their own vehicles to school.
- Any student violating this rule will have their vehicle impounded by the school.

- Students found absent from school and later seen around school gates at the time of dispersal on two-wheelers can be stopped by school staff, and the vehicle may be confiscated. Indisciplinary action will be taken against the student by the school authorities.

- Parents must not allow their children to drive to school.

- Parents permitting their children to use their own transport will be held responsible for any accidents or incidents.

- The school is not liable for theft, damage, or accidents outside the school premises.

We urge parents to cooperate by ensuring their children adhere to these guidelines for their safety and well-being.

## USE OF TWO WHEELERS BANNED

**KINDLY NOTE AS PER TRAFFIC RULES (MOTOR VEHICLES ACT) STUDENTS BELOW 18 YEARS ARE NOT PERMITTED TO DRIVE TWO WHEELERS AND IS EXTREMELY RISKY ON DELHI ROADS. ANYBODY FOUND COMING TO SCHOOL ON TWO-WHEELERS, HIS / HER VEHICLE WOULD BE IMPOUNDED BY THE SCHOOL AUTHORITIES. PARENTS TO COOPERATE.**

**STUDENTS FOUND ABSENT IN SCHOOL AND LATER SEEN AROUND SCHOOL GATES AT THE TIME OF DISPERSAL ON TWO-WHEELERS, WILL BE STOPPED BY THE SCHOOL STAFF ON DUTY AND INDISCIPLINARY ACTION SHALL BE TAKEN AGAINST THEM AND VEHICLES WILL BE CONFISCATED.**

## USE OF MOBILE PHONE IN SCHOOL PREMISES BANNED FOR STUDENTS

PARENTS MUST ENSURE THAT THEIR WARD DOES NOT CARRY MOBILE PHONE / TABS / IPAD etc IN THE SCHOOL AND IF IT IS FOUND IN POSSESSION OF THE STUDENT, **THE MOBILE WILL BE CONFISCATED AND THE MINIMUM FINE OF RS. 1000 (ON FIRST INSTANCE & DOUBLE ON REPEATED INSTANCE) SHALL BE IMPOSED & IT WILL BE HANDED OVER ONLY TO THE PARENTS.**

## DISCIPLINE

**The following disciplinary measures can be adopted by the School for various offences.**

***Oral warning, Counseling.**
*** Written warning and fine**
*** Suspension * Expulsion**

**Harassment, Bullying and/or Victimization**: Bullying is a breach of the school's disciplinary policy and is strictly prohibited in the school premises including the school buses. Any case of a student found harassing, victimising, discriminating on the basis of Gender, Caste, Colour, Ethnicity, Nationality, Religious Belief or bullying shall be brought to the attention of H.O.S. / Supervisor and will be acted upon with severe action.

**Cyber Bullying via social media sites is also strictly prohibited**. Students resorting to accessing, submitting, posting, forwarding, downloading, scanning or displaying any defamatory, inaccurate, obscene, vulgar, threatening, discriminatory, harassing or illegal materials or using offensive language/text messages/pictures etc via emails or on social media sites will be acted upon with severe action by the H.O.S. / Supervisor

**Any untoward incidents like violence/quarrels/thefts/vandalism are strictly prohibited at the school premises and the school buses. Such practice will lead to severe action by the H.O.S. / Supervisor.**

**PARENTS ARE REQUESTED**

- to closely monitor their ward's progress by checking the School Almanac every day and paying attention to their punctuality, discipline and submission of school assignments.
- to inform the school if there is any change in address, telephone no. and bus-route
- to ensure that their ward does not bring expensive items, electronic items, cell phones etc. or large sum of money to school.
- The school bags should be according to the time table.
- to restrict pocket money to minimal.
- to explain to the child to look after his/her belongings. All articles belonging to the child must have identification details.
- to ensure that their ward is in proper School uniform. No fancy jewellery like danglers, trinkets, studs etc. should be worn by girls/boys.
- not to encourage absence or a half day leave.
- to ensure that during their ward's absence from school, work done in the class is made up for.
- to provide a supportive value-based environment to their ward at home and to keep a track of their ward's mental health and emotions.
- to monitor the internet sites being visited by their ward and limit television viewing to appropriate programmes and duration.
- parents and guardians are not allowed to go directly to the class room to pick their ward or to give anything or to meet the teachers. They should contact the Reception in this regard.
- to collect Report Cards and to meet the concerned teachers on the days of Parent-Teacher Meeting.
- to sign the circulars and the consent slips and send them back, immediately.
- must not give mobile phone to their wards and if it is found, **THE MOBILE WILL BE CONFISCATED AND THE MINIMUM FINE OF Rs. 1000 SHALL BE IOSED.**
- to contact school to discuss and decide a plan of action to handle the difficulties academic as well as behaviour of their ward and seek guidance and counselling.
- to ensure that their ward appears for all tests as per the schedule given in the Almanac.
- to send proper Application in case of an absence in any emergency and to submit Medical Certificate in case of their ward's sickness.
- not to send sick children to school for attending classes or for appearing in the examination.
- to send a fitness certificate duly signed and approved by Doctor not less than MBBS after suffering from an infection or contagious disease.

**FOR SIKH STUDENTS ONLY**
**PARENTS OF SIKH STUDENTS SHOULD GIVE AN UNDERTAKING THAT THEIR SON / DAUGHTER WILL NOT TRIM THEIR HAIR (BOYS & GIRLS) & BEARD (BOYS), OTHERWISE THE STUDENTS WILL BE EXPELLED FROM SCHOOL WITHOUT ASSIGNING ANY PRIOR NOTICE OR WARNING.**

## REMARKS

The school follows continuous and comprehensive evaluation scheme (CCE) to groom the overall personality and character of the children.

Besides assessing the performance in academics, it evaluates the students' achievements in co-scholastic areas which include discipline, punctuality, moral values and active participation in co-curricular activities. We request the parents to extend their full cooperation in nourishing these components as they help them to score good grades in co-scholastic areas. School provides congenial environment for the same. But the children spend most of the time at home. So parents should also contribute to develop positive attitude and values which groom the personality and character of the children in the right direction. Student's indulgence in misbehaviour and indiscipline will scale down the grades in co-scholastic areas. They should ensure that they are not labelled with any of the following remarks, as such remarks will adversely affect their achievements in co-scholastic areas.

Hence parents are suggested to keep an eye on their child's attitudes.

They should check the diary of their ward regularly and acknowledge the remarks by putting their signature.

## REMARKS REGARDING INDISCIPLINE AND MISBEHAVIOUR

**Points / Clauses undertaken as**

1. Your ward is often late for classes.
2. In-case of absence, your ward is not intimating the school authorities through a separate leave application to be written by parents only.
3. Your ward is in the habit of misstating the facts.
4. Your ward interrupts the teaching-learning process.
5. Your ward indulges in disobedience & violence.
6. Your ward moves outside the classroom without class pass.
7. Your ward brings mobile phone to school.
8. Your ward brings electronic items in the school.
9. Your ward disturbs other students in the class.
10. Your ward does not converse in English.
11. Your ward pushes / hits other students.
12. Your ward does not follow school rules.
13. Your ward is disrespectful to a teacher.
14. Your ward doesn't submit/do the class-work / home-work given by the teacher.
15. Your ward comes to school without required books/note books.
16. Your ward is not regular in studies.
17. Your ward uses indecent & vulgar language in the class.
18. Your ward is very talkative in the class.
19. Your ward is in the habit of tearing the notebooks / books.
20. Your ward is not regular to school or having short attendance.
21. Your ward bunks the school.
22. Your ward comes to school on scooty / motorbike/ car.