

Code of Conduct

General Rules and Regulations:

1. The school timing for the month of April is from 8.10 a.m. to 1.00 p.m. and from June onwards 8.10 a.m. to 3.00 p.m. Students must report to school before 8.10 a.m. Students reporting late will not be permitted for classes. Parents should refrain from arguing with the security staff. Assembly will start sharp at 8.20 a.m.
2. Kindly make sure the child comes in clean, neat and proper school and sports uniform according to days.
3. All the belonging including tiffin and water bottle of your ward should be labelled with name and class.
4. Students to refrain from bringing sharp objects, toys, electronic gadgets, money to school. Smart Watches and expensive watches are not allowed. Students can wear basic regular watches.
5. Students can wear coloured clothes on their birthdays. Distribution of chocolates, cakes, gifts of any sort are strictly not permitted. Instead parents can distribute sweets in any orphanage or plant trees.
6. Every student should take pride in keeping their class, surroundings and school campus clean.
7. Attendance on the last day (before vacation) and first day (after vacation) is mandatory. Attendance during Independence Day, Republic Day and Khadi Day is mandatory. No leaves will be granted on these occasions.
8. Half days are strictly not permitted for any reason. If the child is unwell, keep the child at home to avoid spreading infection to other students. Let the child come to school only after he/she is absolutely well.
9. Parents should sign the almanac daily and fill in the leave record in case of absenteeism.
10. Parents should maintain a record of the circulars.

11. Students are expected to speak only in ENGLISH in the school premises.
12. Classwork, Homework, Projects and Worksheets are to be submitted within the stipulated time.
13. The Management, Principal, Teachers, Office Staff, Support Staff all are to be treated with respect at all times by students and parents.
14. Parents can pick and drop their child to school or avail bus facility provided by the transport vendor appointed by the school. No private transport will be allowed. Students will not be allowed to leave the school premises alone and will not be handed over to anyone else other than parent.

School Uniform: Regular/Sports

The uniform consists of :

| Girls | Boys |
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| Regular | |
| 1. Red checkered Shirt, Beige pinafore, cycling tights, Belt. | 1. Red Checkered Shirt, Beige Shorts, Tie, Belt. |
| 2. Red Hairband | |
| 3. Black Velcro Shoes and Red Socks. | 2. Black Velcro Shoes and Red Socks. |
| 4. School I-Card. | 3. School I-Card. |
| 5. During Winter from Dec – Feb, girls can wear beige leggings | 4. During winter from Dec – Feb, boys can wear full length Beige school pants. |
| Sports | |
| 1. House colour T-Shirt and Black track pants. Black Hairband. | 1. House colour T-Shirt and Black track pants. |
| 2. Black Canvas lace shoes(for Primary) ,Sports shoes (for Secondary) and Black Socks. | 2. Black Canvas lace shoes(for Primary) ,Sports shoes (for Secondary) and Black Socks. |

1. Students are expected to come in proper and complete school uniform to school at all times.
2. Students should wear the school caps in summers.
3. During PTMs or on any other occasions when children are called to school they have to come in uniform unless told.
4. Uniform needs to be well maintained and clean.
5. Boys' hair should be trimmed short. Nails to be clean and cut.
6. All girls to wear Hairband. Girls with short hair can tie 2 ponytails with red rubber bands. Girls with Long hair to wear plaits with red rubber bands.
7. No nail polish/ mehendi/ tattoo rings/ watches will be allowed.
8. Any fancy items bought to school will be confiscated.

Attendance:

1. 75% attendance in school is mandatory.
2. For leaves more than 2 days, prior approval should be taken from the Principal.
3. In case of any absenteeism, parents should fill in the leave record.
4. In case of medical leave, a medical certificate is to be submitted.
5. Absence from school for merely social functions are strongly discouraged.

Library Rules:

1. Books will be issued to students during the library period.
2. Book record is to be maintained.
3. Student is expected to take proper care of the books and return the book on time.
4. A fine will be levied on the books not returned in time.
5. Book charges need to be paid in case the book is misplaced.