

Code of Conduct for Educators

Code of Conduct serves as a guiding compass for teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

- 1) Teachers should be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success.
- 2) Acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development.
- 3) Seek to develop positive relationships with pupils/students, colleagues, parents, school management and others in the school community, that are characterized by professional integrity and judgement
- 4) Work to establish and maintain a culture of mutual trust and respect in their schools.
- 5) Act with honesty and integrity in all aspects of their work.
- 6) Respect the privacy of others and the confidentiality of information gained in the course of professional practice.
- 7) Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.
- 8) Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
- 10) Work within the framework of relevant legislation and regulations.
- 11) Report, where appropriate, incidents or matters which impact on pupil/student welfare.
- 12) Ensure that any communication with pupils/ students, colleagues, parents, and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites. Also take the consent of authorities before initiating communication with the parents.
- 13) The teacher treats pupils with dignity and respect and is considerate of their circumstances.
- 15) Corporal punishment and student abuse is strictly banned and a punishable offence.
- 16) Counselling may be used to guide students who deviate from the norms of desired behavior.
- 17) Use language that motivates and encourages students.

CODE OF CONDUCT FOR Class Teacher

- 1) Ensure that students wear proper and complete school uniform and report to school on time.
- 2) Regular checking of bags for any objectionable material.
- 3) Instill positive values in children and encourage them to keep the furniture in an orderly manner. Breakage if any should be brought to the notice of
- 4) Motivate children to keep their classroom neat and tidy.
- 5) Maintain the attendance and leave records of students. Care must be taken to fill student details in the attendance register accurately.
- 6) Student diary should be effectively used as a means of communication between parents and the school. Language should be respectful and courteous.

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2/4/24

7) Confidential files of students should be maintained carefully. All entries with regard to student achievement must be entered regularly in the file.

8) Circulars should be sent to the parent at appropriate time.

Code of Conduct for Parents

As valued members of our school community, parents play a pivotal role in shaping the educational journey of our students. We believe that fostering a culture of respect, empathy, and collaboration is paramount for the holistic development of our children. Therefore, we humbly request all parents to adhere to the following code of conduct:

- 1) **Respect and Courtesy:** Treat all members of the school community with kindness, respect, and courtesy, fostering an environment of mutual appreciation and understanding.
- 2) **Punctuality and Participation:** Ensure punctuality in dropping off and picking up your child from school, and actively participate in school events, parent-teacher meetings, and volunteering opportunities that enrich the school community.
- 3) **Supportive Learning Environment:** Create a supportive and conducive environment at home that encourages your child's academic growth, fosters a love for learning, and reinforces the values taught at school. Provide help in completing assignments, and participating in extracurricular activities.
- 4) **Bag Checks:** Regularly inspect your child's school bag for any inappropriate materials or items that may be inconsistent with our school's values and guidelines.
- 6) **Language and Behavior:** Encourage your child to refrain from using objectionable language or engaging in behavior that may be disrespectful or harmful to others, fostering a culture of kindness and understanding.
- 7) **Cyber Awareness:** Monitor and guide your child's online activities, checking their cyber footprint and sensitizing them about responsible internet usage, online safety, and the consequences of cyberbullying.
- 8) **Bullying Prevention:** Educate your child about the importance of standing up against bullying, promoting empathy, tolerance, and acceptance of diversity. Encourage them to seek help from trusted adults if they encounter bullying behavior, either online or offline.
- 09) **Participation and Engagement:** Participate actively in school activities, parent-teacher meetings, and volunteering opportunities that contribute to the school community's welfare and enrichment.
- 10) **Respect for Policies and Procedures:** Familiarize yourself with and adhere to the school's policies, procedures, rules, and regulations concerning attendance, discipline, dress code, and academic expectations.
- 12) **Privacy and Confidentiality:** Respect the privacy and confidentiality of sensitive information shared by the school, teachers, staff, and other parents concerning students and school matters.
- 13) **Safety and Security:** Cooperate with the school in maintaining a safe and secure environment for all students by adhering to safety protocols, following traffic rules around the school premises, and supporting measures to prevent bullying and ensure child safety.

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2/4/24

CODE OF CONDUCT FOR STUDENTS

Students have a right to feel safe in the school, learn in a challenging environment to the best of their ability, be treated with respect by other students and teachers and be listened to. However, they must also adhere to the following code of conduct:

Respect for the Institution

A) Keep the buildings, class-rooms, corridors and grounds clean in good condition. Spend five minutes prior to beginning of every class cleaning your surroundings.

B.) Students are expected to treat school property with care and respect. This includes school playfields, lawns, buildings, equipments, books, transportation vehicles and possession of others. Don't cause destruction, defacement or damage to school properties. Graffiti on walls, doors or furniture is strictly prohibited.

c) Carefully handle the equipments, fixtures and appliances of the labs. Careless handling/misuse of the above could result in personal injuries or damage to property. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.

D). No student shall enter or leave the class room when the session is on without the permission of the teacher concerned. The students are not permitted to leave school campus during school hours without prior parental and administrative permission.

E). Share information with school officials regarding matters which may endanger the safety/health or welfare of the school community.

F)Care must be taken to observe the "green rules" in order to maintain clean, green surroundings. That is, school premises will not be littered with disposable tumblers,papers or polythene bags.

G)Students are expected to conserve water and electricity.

Respect for Learning

1)Be punctual and regular in attendance and make efforts to maximise achievements in all areas of Education.

2)Enter or leave the class with prior permission.

3)Take progressive responsibility and ownership for your own learning. Complete tasks as allotted.

4)Complete class work and homework assignments on time.

5)Keep library books in good condition.

6)Assemblies are planned and scheduled for educational and informational throughout the school year. Students must adhere to guidelines as mentioned:

a) Stand to the assembly in an orderly manner.

b)Be respectful to guests and speakers.

c)Upon dismissal, leave the assembly in an orderly manner.

7)Inform parents of educational progress and to ensure that all school communication is effectively delivered.

8)Show respect to teachers & elders & consideration for peers.

9)Seek clarification or guidance in a polite manner. There should be no rowdiness or shouting.

10)Do not use unfair means during assessments/examinations.

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21/4/24

Respect for Self

- 1) Dress neatly and properly as per schools' norms.
- 2) Highlighting and dyeing of hair, permanent tattoos, jewelry items, fancy nails, eye or face makeup, fancy shoes are not allowed.
- 3) Carrying mobile phones, Smart watches, iPods, electronic equipment, valuable articles and cash more than Rs. 500/- to school is prohibited. (Items confiscated will not be returned).

Respect for Others

- 1) Be tolerant and respectful of diversity.
- 2) Behave in a manner which does not endanger the health and safety of self or others.
- 3) Behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying, violence, verbal intimidation and harassment.
- 4) Students must strive to resolve all conflicts by peaceful means.
- 5) Demonstrate respectful behavior in classroom. Refrain from behavior which would disrupt classroom instruction.
- 6) Do not instigate other co-students or juniors to indulge in any misbehavior or any form of anti-school activity which will bring disrepute to the school and could spoil the career of the concerned student.
- 7) While using Internet based technology the following guidelines need to be adhered to:
 1. Privacy - Users shall not intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.
 2. Passwords Users shall not seek passwords or use passwords belonging to another person unless authorized and users shall take precautions to secure access of their personal password from others.
 3. Security: Users shall not attempt to infiltrate a computing system or network or alter the software components of a computing system or network or import files, which will jeopardize the security of the computing system or the network; and users shall not load software on computers without permission of a Computer Teacher.
 4. Unauthorized use of wifi to download any videos/documents is not allowed.
 5. Uploading any objectionable material on social media or circulating such material through mobile networks is a serious offence.

The following, if observed, shall be liable for **strict disciplinary action**

- 1) Substance Abuse/Possession or smoking/Physical abuse
- 2) Truancy
- 3) Display of aggression and violence
- 4) Bullying, use of foul language, vulgar behavior and eve teasing
- 5) Driving any two wheeler/ four wheeler to school
- 6) Any form of gambling
- 7) Association with banned organizations
- 8) Possession of any weapon or use of any implement as weapon causing injury to a person or damage to property.
- 9) Deliberate damage to school property or infrastructure.

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10) Theft/Pilferage of Schools'/Students' property.

Specific case of indiscipline

a) Long absence without intimation

(i) If a student remains absent for more than a week without informing the school, attention of the parents would be drawn to it in writing, asking the reason for absence.

b) Using unfair means

In case cheating is noticed, the Answer sheet(s) shall be cancelled. Fresh answer book will be given. Parents would be notified about the incident and action taken. For repetition of cheating, more drastic action shall be considered.

Dasjeet
2/4/24