

• CODE OF CONDUCT FOR STUDENTS •

"Excellence is not a singular act but a habit. You are what you do repeatedly" With this belief, a set of guidelines in the form of rules and regulations are framed for the students to be adopted as their way of life. These guidelines act as the refining fires helping the students to emerge as confident, promising and polished individuals.

1. The **School uniform is compulsory** on all working days and school functions. Every pupil should come to school neat, clean and tidy. Hair should be well trimmed and combed. Fashionable hair cut is totally banned in the school premises. Colouring / Dyeing hair and wearing ear pins / rings is strictly prohibited.
2. Every pupil must be **punctual** to the class on all working days.
3. Late comers should not enter the class without getting signature of P.E.T. in the diary. After two warnings they will be marked absent in the register.
4. The bell before the assembly is a signal for the students to go to the assembly. As soon as they are back in their classes, the students should get their books and note books ready for the first period. **They should also maintain perfect discipline.**
5. Change of classroom between periods should be done in silence and in an orderly mannner.
6. A student who absents himself from school for 5 days in succession without permission will be marked left.
7. Irregular attendance, habitual idleness, negligence of homework, disobedience and disrespect towards member of the staff or bad moral influence justify dismissal. Students are responsible to the school authorities for their conduct both in and outside the school.
8. It is forbidden to write or scribble on the Black Boards. Smart Boards, Walls, desks, or throw paper in the classroom or in any way damage Smart Boards or the school properties. **Damages done must be compensated.**

9. Students themselves are responsible for their own books, pens, stationery, cycles, tiffin carriers and other articles they bring to school. **Shouting or whistling is not allowed in or around the school building.**
10. It is not advisable to bring to school valuable articles like expensive watches, mobile phones, tabs, camera or any electronic gadgets and jewellery etc. The school is not responsible for any article lost. Lending or borrowing of money or valuable articles is strictly prohibited. In case of any loss, the school will not be responsible. No student should bring any weapon or sharp articles to the school.
11. School Property is your property and no one is allowed to scratch or spoil the desks and chairs or damage any school furniture, write or draw anything on the walls or in any way damage any article belonging to others. Any damage done to the school property will be made good by the concerned student together with a fine money imposed for such an offence.
12. Students must take part in all activities organised in the school. If a student is absent for any such activity, he will be fined ₹100/- Aim of this fine is to insist upon the seriousness to participate in all school activities. In case of necessity prior permission should be obtained.
13. **No student is allowed to enter/come to school on a motorcycle or scooter.** Students coming school by bicycle should refrain from double or triple riding. Students must not ride the bicycle in the school compound.
14. Students who come to school under the care of guardians/servants/rickshaw pullers should never leave the school before they arrive to take them back. In case of delay, they should report to the school office.
15. Those who commute alone must never roam around on the way but return to home straight without delay.
16. Students are warned not to buy any eatable from the street vendors.

17. Students should be very polite wherever they go. They should always remember that the school is judged by their behaviour and conduct. **Use of abusive language/passing filthy or vulgar comments will invite stern action immediately.**
18. All students should greet their teachers whenever they meet them. No student should use any foul language against any teacher, visitor or guest of the school.
19. Using filthy language is an offence against public decency and students using filthy language will be immediately suspended from the school for a week. Such students will not be allowed to participate in any extra curricular activity and they will not be eligible for any other award.
20. Bringing fireworks/bursting or extending any kind of support for exploding crackers or splashing water or colour in the school premises or outside in the vicinity of the school is strictly prohibited, even during festival time. Non-compliance of these instructions can result in expulsion from the school.
21. During periods no student is allowed to leave the class without valid out pass.
22. All school appointees should wear their respective badges daily.
23. Running in the verandas must be avoided. **Always keep left while walking.**
24. No student is allowed to visit the canteen during the periods.
25. **Any kind of gathering/celebration in the classroom/canteen or anywhere in or around school campus is not allowed.**
26. The **ALMANAC** is to be brought to the school by the student everyday.
27. No student will be allowed to leave the school campus during the school hours. However, in case of emergency, the parent/ authorised guardian as per "Parent's Declaration" should come to school with an application explaining the reason to take the ward. If the Principal is satisfied with the explanation, the ward may be allowed to go.

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28. Every student must take part in school games and sport activities unless declared physically unfit or exempted by the principal.
29. Students should follow the safety regulation of the laboratories and take care of the equipments given to them.
30. The school accepts no responsibility, if the pupil is obliged to return home during class hours for not wearing Proper school uniform, for not bringing books to class, for not producing the signature of parents on remarks written by teachers or on the absence record in the calender, for
31. Rule of Language should be followed within the school premises. After three warnings, the violating students will be asked to bring their parents.
32. Progress Report will be given to the parents through the students midterm test. After the terminal exams, only **the parents** should come on the allotted day and discuss with class teacher regarding their wards' performance. Parents should take special care to make their wards to study those subjects in which they are lagging behind.
33. Students must be encouraged to develop the spirit of generosity and share with needy, poor and less fortune people.
34. Students should not give any gift to other students or teachers
35. A student copying or indulging in any malpractice, will not be allowed to write the subsequent examination until the Principal grants him written permission to write the other examination. Such a student should bring his parent to the principal; such students will not be promoted.

• **DISCIPLINE & DECORUM** •

1. Boys should have proper hair style according to the norms of the school.
2. **Monthly haircut and clean shave has to be done as per need.**
3. Dyeing of hair or using of hair gel is not permitted.
4. Low waist pants, pencil fit, tight pants is not permitted in our campus.
5. **Shirt button should not be kept open and the shirt to be tucked in properly. Belt to be worn tightly and visibly.**
6. Girls should not keep Flowers.
7. Students are not allowed to wear gold ornaments or any other costly items to the school and they are not allowed to bring any electronic items like pen drive, cd, mobiles etc to the school
8. **Tattooing, Applying mehendi is strictly prohibited.**
9. Nails to be trimmed weekly, Boys/Girls are not allowed to grow nails.
10. Personal hygiene is to be maintained.
11. Daily bath is compulsory for all students.
12. Students should wear ID card on all days.
13. Wish every teacher irrespective of the class handled.
14. Stand up once to wish a teacher or visit or when they enter and leave the class room.
15. Don't interfere when the teacher is conversing.
16. Be polite while speaking to teachers, elders in general.
17. Use "please" while requesting and "Thank you" while receiving.
18. Maintain silence in the absence of the teacher.
19. Students those who are coming before 7.50am. should sit on the stage.

• **EXAMINATION & TESTS** •

- ❖ There will be three terminal examinations conducted in a year in September, December and March in addition to the midterm tests.
- ❖ A pupil is promoted to the next higher class on the basis of the performance during the whole year. Hence regularity in attendance and studies is imperative.
- ❖ The school will not conduct any special test or examination or practicals for the absence during test or examinations.
- ❖ Results once declared at the end of the year are final for all classes and will not be reconsidered under any circumstance
- ❖ Skill based proficiency tests (LSRW) will be conducted during the month of June, Oct and Jan for Tamil, Eng and Maths for classes VI to IX.

• **ADMISSION AND WITHDRAWALS** •

- a. Student coming from a recognized school must produce the transfer certificate from the last school attended.
- b. The School authorities reserve the right to refuse admission to any pupil without assigning reason. They also reserve the right of refusing to continue the charge of any student whose conduct, in their opinion, is not satisfactory.
- c. A week's notice in writing is required for the removal of a Student. The requisition should be made by the parent or guardian of the pupil concerned.

• **SCHOOL CABINET** •

- ❖ Elections are conducted to the following positions in the school cabinet.
- ❖ SPL, COMMISSIONER, PROFESSOR, DOCTOR, SPORTS CAPTAINS.