



SCHOOL CODE OF CONDUCT

AND ATTENDANCE POLICY

School Code of Conduct

- Students are expected to be punctual and regular to school every day.
- Students are expected to come in their school uniform, neatly ironed and clean.
- Wearing bindi, jewellery, mehendi and other accessories to school is not permitted. This is done so as to ensure simplicity and uniformity amongst all students. A pair of simple earrings preferably studs may be worn to school every day.
- All children are expected to wear the school ID card every day.
- Care should be taken of the school property. Students are liable to make good all the damages they cause to school property.
- Use of abusive language and misbehavior with classmates/school mates will call for strict disciplinary actions.

- Students are discouraged from offering presents to their teachers.
- Students are not allowed to receive visitors in school. They are not allowed to make or attend to phone calls unless the school deems it necessary.
- Aggressive behavior/use of physical violence like pushing, kicking, hitting and stone throwing, slapping and boxing is prohibited.
- No student is allowed to indulge in any kind of unfair means during assessments.
- Students are expected to give due regard and respect to all teachers.
- Students are expected to keep their classroom/building/campus as neat as possible.
- Movement of a class from one classroom to another for PE/library/, music/dance should be done in an orderly manner.
- Students should observe polite standards of behavior wherever they go. It is expected from students that the juniors be treated with love and affection while juniors respect their seniors.
- School diary should be brought to school every day.
- Books must be brought according to the daily schedule.
- Bags, sweaters, water bottles, tiffin boxes, shoes and other articles brought to school should have the name of the student and class marked on them.
- Any property found on the premises may be handed over to the reception counter. Students should take good care of their belongings. The school will not be responsible for money, articles or any other valuables lost or stolen in the

School premises. Pupils are held responsible for their belongings.

- Mobile phones are strictly prohibited in the school for students. Students using the mobile phones will be accountable for the consequences and the phone will be confiscated.
- Students are prohibited from bringing cameras, CDs, iPods, slam books, picture magazines, comics video games, audio tapes, change of clothes or shoes without specific permission from the class teacher.

Attendance Policy

- Students are expected to put 95% of attendance.
- Any leave of absence from the school needs to be submitted to the principal in writing indicating the GR no/class/section of the child and the reason for the leave of absence.
- The student must also present a leave note from the parents when she/he returns to the school. Medical certificate must always be produced for illness exceeding three days.
- Students will not be exempted from PE or games unless and until a valid doctor's certificate accompanied by the parent appeal is submitted to and approved by the principal.
- During school hours if a student needs to leave the school campus, she/he must get a written note from the Principal and the Class Teacher. No student is allowed to leave the school premises unless accompanied by the parent/guardian.

- Students should abide by the holidays as granted by the school and not prolong vacations and holidays without urgent need. Attendance on the opening day and closing day of every term is compulsory.
- Student's name will be struck off the rolls and re-admission will be required for any unaccounted absence from school.
- Leave application for serious sickness or other crucial need must reach the school office prior to the opening day.
- Students joining back after suffering from an infectious disease must produce a fitness certificate from a registered medical practitioner.
- Any correspondence with the school should be addressed to the principal.
- The full name of the child along with class, section and GR Number should be included.

Dr. Rishikesh Padegaonkar
School Principal

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