



MARIA'S DAY SCHOOL

STUDENT CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the school campus. They shall abide by the rules and regulations of the school and should act in a way that highlights the discipline and esteem of the school.
2. A five/six day's working schedule from Monday to Friday/Saturday is followed. The first period will begin with a prayer. The students shall stand in attention till the prayer ends.
3. All the students are expected to be present in the class well - within time and late coming will attract a suspension and other action taken by the school/authority. Late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Student having lab sessions have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class to be present for the entire session.
9. All students shall leave the classes immediately after School hours. No students shall wander or gather in veranda, corridor, and staircase etc. Nobody shall be found loitering aimlessly.
10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Class Teacher/Head teacher and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
11. Students shall come to the school in approved uniforms with formal shirts tucked into trouser/skirts with belt and black shoes. Besides those who are in laboratories shall wear their respective lab-coat. Students must not make any alterations to the school uniform.
12. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and authorised non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
13. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms values will be referred to the disciplinary committee.
14. As per the Govt. order, students without licence shall not bring powered vehicles inside the campus.
15. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

- 16.** Students are encouraged to make use of the library, common computing facilities and to involve in academic body activities or any program authorized by the school beyond class hours. However the schedule shall be approved by the school authority.
- 17.** Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a fine.
- 18.** Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, panmasala etc. are strictly prohibited.
- 19.** It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the school and destroy the academic ambiance.
- 20.** Carefully handle the furniture, school equipment's, fixtures and appliances of the school and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- 21.** Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- 22.** Political activity in any form is not permitted in the school campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the school and outside the school.
- 23.** Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Honourable Supreme Court of India. Using filthy bad or abusive language shall not be tolerated.
- 24.** Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- 25.** Pay fees in advance or in time, which will avoid fines.
- 26.** Any violation of the above rules will invite penalty in the form of warning, fine, guardian call or any course of corrective measure as found suitable by authority of the school.
- 27.** In case of any instance of noncompliance of existing rules or any observed matter/behaviour that deviates from the vision and mission of the school, authorised staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

Mobile Phone Policy

Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students are not permitted to use mobile phones within the campus unless incase of emergency
- All the authorised staff members are empowered to confiscate mobile phones found with students violating the above rules.