



Code of Conduct

Students of Classes V to XII are required to make a serious note of the following code of conduct and abide by the same during their tenure in school.

Attendance and Punctuality:

- The students are expected to arrive at school on time each day, by 7:55 am. The school gates will be shut everyday at 8:00 am. The students will be sent back home on late arrival.
- Early departure from school is arranged in case of medical emergencies and passport/ visa appointments only. Please make all regular doctor's appointments after school hours.
- In case of a passport/ visa appointment, please email the appointment letter to the group facilitator.
- Parents are required to send a diary note to convey if there is any change in the mode of dispersal for the day. No emails regarding change in the mode of dispersal will be entertained on the day of the dispersal. The information needs to be conveyed at least a day before if it is being sent by email.

Assessment:

- Absenteeism during examination is strongly discouraged. The Assessment Policy can be found on the school website for a thorough understanding of our policies pertaining to assessments.
[Assessment and Promotion Policy](#)
- Using unfair means during assessments would lead to the applicable consequences ranging from reduction in marks to the assessment being considered null and void.

Dress Code and General Behaviour in School and Outside:

Shikshantar takes great pride in not having a uniform dress code for students and acceptance for all. As a school, we have always encouraged students to dress simply and comfortably to emphasise on the functional aspect of clothing. It has also helped our students respect individuality, personal choice and space. At the same time, time and again, we have had circle time discussions about appropriate clothing for school. Please note the following about dress code and general behaviour in school:

- Students must be mindful of their behaviour towards everyone in school- juniors, peers, seniors, facilitators and support staff. They are expected to be polite and respectful.

- Bullying or intimidating others, aggressive or intentional and repeatedly offensive behaviour is unacceptable and will lead to punitive action.
- Foul/abusive/indecent language is strictly not allowed.
- Students are to maintain decency in their conduct with their peers. Unnecessary physical proximity is not only inadvisable post Covid due to hygiene reasons but is also unbecoming in an educational institution and while using school transport. A student may be called out by any responsible adult around them for the same.
- Extremely tight, short skirts/shorts/dresses (shorter than mid thigh), low waist or torn trousers/ party/ cocktail dresses, transparent/see-through fabric and plunging necklines are not allowed as they restrict movement. Children are not to wear sandos/ tank/ tube/ crop/ spaghetti tops in the classroom.
- Appropriate clothing is to be worn for sports activities.
- Make-up is not to be worn to school. No make-up articles are to be carried to school. A mild deodorant may be brought to be used after strenuous outdoor activity.
- Students are strictly advised against wearing expensive watches and any kind of flashy jewelry, chains etc. to school. They are advised against the excessive use of chemicals on skin and hair. This is in keeping with our philosophy of dressing up simply and comfortably.
- When going outside for an inter-school event, students and parents are required to be extra mindful of their attire. In a different city or school, students are representing Shikshantar, in a milieu which may be completely different from ours. In such a scenario, it is expected of the students to **respect and follow the dress code/norms of the host school**. They will be oriented regarding the same in advance.
- In case of any violation of dress code or inappropriate dressing during regular classes or during events in school/outside, the child may be sent home or debarred from the school activity/event.

School Property and Transport:

- Students are expected to respect school property and treat the school spaces with care. This includes the trees and plants as well as the building, the furniture, library books and everything else around them.
- Scribbling/drawing on the walls, furniture or seat covers in the school bus will be considered a wilful act of destroying school property.
- Students using the school transport are expected to behave responsibly in the bus, showing appropriate respect to the individuals and things around them. Intentionally damaging the bus seats or rude behaviour towards co-passengers or didis or bhaiyas on duty may result in the student being debarred from using the bus. Go through the Transport Policy shared on the school website.

[Transport Policy](#)

In case of deliberate damage to the school property on the part of a student, the parents are expected to replace or repay the loss incurred.

Gadgets and Expensive Articles in School:

- Students are strictly prohibited from carrying mobile phones, smart watches/ fitness bands, laptops, tablets, kindles, cameras, i-pods, i-pads, earphones or any other device with internet access to school.
- If a student is found carrying an electronic gadget in contradiction to the above rules, the gadget will be confiscated without exception. The child's parents would be required to collect it from the Head of School's office after the child graduates from the school.
- Phones are not to be used by students in school premises even when they are accompanied by their parents. This is applicable during Parent facilitator interactions as well as school events such as Hamara Manch.
- In case a child is required to carry a laptop/camera or any other gadget to school, there will be a written communication sent from the school. If you are not in receipt of such a communication, do *not* allow the child to carry the gadget to school.
- When bringing a gadget to school, students are not allowed to record audios, videos or photographs of any school student/team member or school property, unless authorised to do so by the authority. Misuse of the gadget/ camera outside the designated area will result in confiscation. The student may be disqualified from participating in the said or future such events.
- Students are not to carry cash to school. In case a child needs to bring money for a specific purpose, it should be sent in a sealed envelope with the details written clearly on it. A diary note should be sent by the parent regarding the same, mentioning the amount and the purpose.

Social Media and Cyber Ethics:

- Parents are strongly advised to supervise their children's online activities. Children under 13 years of age should not create social media accounts on platforms like Facebook, Instagram etc.
- Children should be watchful of their conduct online. Cyber bullying, hacking, posting offensive or defamatory content or deliberately spreading misinformation may fall within the purview of cyber crime and could lead to serious situations, including legal action.

Substances Banned in School:

- It is unacceptable to carry and/or indulge in cigarettes, vapes, alcohol and non-prescribed drugs and intoxicants of any kind to school.
- Encouraging or coercing to arrange/use/store any of the substances banned in school will be considered a serious violation of the school rules.
- The parents of the student found in possession of the above or coercing others will be called and the student will be sent home immediately. Further disciplinary action may be taken depending on the nature of the violation.

- Students are not to carry aerated drinks, energy drinks like *Red Bull*, caffeinated drinks like cold/hot coffee, iced tea, chewing gums etc. to school. They may carry water, fruit juices, lemonades and other healthy drinks for hydration and nourishment.

The above mentioned code of conduct is applicable in school premises as well as when the children are representing the school in any inter school competition/ event or are on any excursions/ trips organised by the school. There is constant dialoguing taking place between the facilitators and the students about the above. In addition, the facilitators are conducting regular checks, which includes searching the bags and lockers of the middle and senior school students. Accordingly, in case of any misconduct, the school will be bound to take suitable disciplinary action. This may include:

- Oral/written warning issued to the student
- Stayback after school for completion of neglected work
- Suspension from attending classes/school for a specified period
- Debarred from going on school excursions/ trips
- Recovery of loss of school property due to wilful damage through replacement or payment
- Withdrawal of recommendation for college admission when the student is in Class XII
- Expulsion from school for students of Classes VIII to XII