

OPG World School – Student Code of Conduct

A Guide for Respect, Responsibility & Safety

Our Shared Understanding

At OPG, we believe every child deserves a safe, respectful, and supportive learning environment. To maintain this, each student must follow certain rules that help everyone learn, feel secure, and grow into responsible individuals.

These rules are not just restrictions—they help build good habits, strong values, and a positive school community.

Our Core Values

All school rules are based on four simple principles:

1. **Respect** – For yourself, others, property, and the environment.
 2. **Responsibility** – For your actions, your learning, and your belongings.
 3. **Safety** – Ensuring physical, emotional, and online safety for all.
 4. **Kindness** – Treating everyone with care and building an inclusive community.
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SECTION 1: GENERAL RULES & REGULATIONS

A. Attendance & Punctuality

- Students must come to school regularly. If absent, parents must send a written note or official message with the reason.
- **For preplanned events parents should take permission from the Principal and not just inform.**
- Late arrival disrupts learning. Students should be on time for school, classes, and assemblies. If parents drop their ward then parents should take the responsibility for their child's punctuality/tardiness.
- Move quietly and responsibly during class transitions—no running, shouting, or loitering in corridors.
- **There are no half days. No picking up of children is allowed during school hours except in case of an emergency, in which case the parent has to share the reason with the school.**

B. Dress & Appearance

- Students must wear the complete and neat school uniform every day.
- Hair should be clean and tidy. **For boys the hair should be short. The nape, ears and forehead should be free of hair. Girls with long hair should keep it tied or pinned neatly.** No extreme hairstyles or colours are permitted. Nails must be short and clean.
- Only school-approved shoes and socks are allowed.
- Jewellery should be minimal (small studs only for girls). No visible tattoos or body art is permitted.

C. Personal & School Property

- Students must take care of school property—furniture, books, lab equipment, sports gear, etc. Damaging property is a serious offence.
- All personal items like bags, water bottles, sweaters, etc. must be clearly labelled.
- **Strictly prohibited items:**
 - Mobile phones, smartwatches with calling/internet, electronic gadgets (unless allowed by the teacher).

- Expensive jewellery, large amounts of money, or valuables.
- Sharp objects, weapons/toy weapons, explosives, or harmful items.
- Tobacco, vaping products, alcohol, drugs, or any intoxicants.
- Chewing gum, junk food, canned/fizzy drinks.

D. Health & Hygiene

- Students must maintain personal cleanliness. Uniforms should be clean and ironed. **Students should have at least two sets of each uniform.**
 - Students with contagious illnesses should not attend school.
 - Students must eat only in designated areas, throw waste in bins, and use reusable water bottles.
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SECTION 2: BEHAVIOUR & CONDUCT

A. In the Classroom

- Come prepared with books, stationery, and completed homework.
- Be ready to learn when the teacher enters.
- Listen actively and do not interrupt.
- Raise your hand to speak.
- Follow instructions and complete work on time.
- Keep your desk and classroom clean.

B. With Teachers & Staff

- Speak politely and use proper titles (Mr., Ms., Mrs., Dr., **Ma'am, Sir**).
- Follow instructions the first time.
- Be honest. Share concerns respectfully.

C. With Peers

- Bullying of any kind—physical, verbal, social, or online—is strictly prohibited.
- Use kind and respectful language.
- Include others and be supportive.
- Solve conflicts peacefully or seek help from a teacher.
- Celebrate others' achievements.

D. In Common Areas

- **Cafeteria:** Wait in line, use good manners, clean your area, and avoid wasting food.
- **Playground:** Play fairly, include everyone, use equipment safely, and report unsafe behaviour.
- **Library:** Maintain silence, handle books with care, and return them on time.

E. Digital Conduct

- Students must not harass or spread rumours about anyone online.
 - Students must remember that their online behaviour reflects on the school.
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CONSEQUENCES FOR MISCONDUCT

Consequences are applied fairly and consistently, depending on the seriousness and frequency of behaviour. Please remember facing consequences is an essential part of rectifying behavior.

Level 1 – Minor Issues

(Forgetting materials, minor disruptions)

Consequences: Reminder → Diary note → Short detention/reflection time

Level 2 – Moderate Issues

(Repeated disruption, disrespect, uniform violations)

Consequences: Meeting with teacher → Parent communication → Temporary loss of privileges → Reflective task

Level 3 – Serious Issues

(Cheating, damaging property, physical fights)

Consequences: Referral to Section Head/Principal → Meeting with parents → Internal suspension → Restitution for damages

Level 4 – Severe Issues

(Bullying, theft, possession of banned substances, serious cyber-misconduct)

Consequences: Immediate suspension → Investigation and counselling → Possible report to authorities → Possible expulsion

PARENT PARTNERSHIP

Parents play a key role in ensuring children follow the Code of Conduct.

1. **Read the rules yourself**
2. **Discuss** the rules with your child.
3. **Reinforce** respect, responsibility, and kindness at home.
4. **Model good behaviour**—children learn by observing. They learn not from your instructions but from your actions. They are observing you all the time.
5. **Communicate** regularly through the diary and attend PTMs.
6. **In case of a misdemeanor/aberrant behavior the students should learn to face consequences in order to rectify behavior. Facing consequences is essential to reform. Parents must refrain from arguing with the school about the corrective measures taken, their type or magnitude. Corrective measures are well thought out and not decided randomly. If the school and parents are on the same page regarding this, children will learn to take things in their stride and be accountable. It's always important how we put things across to them.**

By enrolling your child in OPG World School, you agree to support these guidelines to ensure your child's holistic development.

STUDENT PLEDGE

“I have read and understood the School Code of Conduct. I will do my best to follow these rules, respect everyone, act responsibly, and help keep my school safe and positive.”

Student's Name _____ Sign: _____ class/sec _____

PARENT ACKNOWLEDGEMENT

“I have gone through the School Code of Conduct with my child. I understand my role in supporting these guidelines and will work with the school to ensure my child follows them.”

Father's /Mother's Name: _____

Father's /Mother's Sign: _____
