



**UDAAN**  
EDUCATION TRUST

Mount Litera Zee School, Surat

# Student Code of Conduct

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## **STUDENT CODE OF CONDUCT**

**This code of conduct helps to foster a positive and conducive learning environment, promoting respect, responsibility, and accountability among students. The school may also provide specific guidelines and measures for violations of the code of conduct to ensure consistent enforcement and accountability. Students must comply with all school policies, rules, and regulations as mentioned hereinbelow:**

### **UNIFORM**

1. Neat ironed school uniform including the designated Tie, Belt, Socks, Shoes, Bags, and ID Card is mandatory for daily attendance.
2. Wearing the designated school winter attire is mandatory during the winter season for all students; girls can wear navy blue stockings underneath during winter season.
3. All boys till Grade 3 are expected to wear school pants falling at knee length during summer, and full-length pants during winter; whereas all boys from Grade 4 onwards are expected to wear full-length pants.
4. Sports uniform consisting of respective house t-shirts and track pants is to be mandatorily worn on designated PE class days.
5. All the girls are expected to have oiled and plaited hair and all the boys are expected to have a short haircut.
6. Application of Henna (Mehendi) will be approved for events like wedding of an immediate family member or Arangetram of girls. Please note that even for those events, the Henna will be only allowed on the palm.
7. Nail paint, temporary or permanent tattoos of any sort whatsoever is strictly prohibited.
8. All the students are expected to wear neatly polished school shoes with the school socks only.
9. All the students must have trimmed nails and hair at all times.

10. Students up to Grade 6 are not allowed to wear wristwatches. Smartwatches are not allowed for any student.
11. Students are not allowed to wear any expensive jewellery to school. Sikh Students wearing Kada must ensure that the Kada is lightweight. Girls wearing earrings must ensure that the earrings are simple, lightweight and not expensive. Wearing and/or carrying bracelets, rings, chains, necklaces and/or any other jewellery, whether expensive or inexpensive is strictly prohibited. The school shall not be held responsible for any valuable piece of jewellery if lost and misplaced.

### ACADEMICS

1. All students are supposed to carry their school almanac mandatorily to school every day.
2. Grade 1 & 2 students must use dark pencils only; Grade 3 & 4 students can use mechanical pencils, while Grade V to XII students are recommended to use gel pens.
3. Fancy pencil pouches / boxes, water bottles, and lunch boxes are prohibited.
4. Paper cutters, small scissors or any sharp objects, and staplers are not allowed for Grade 1 & 2 students. Grade 3 and above students carrying items such as paper cutters, scissors, staplers and/or any such sharp stationery will use the same only in presence of a teacher and for all the rest of the time, the items should strictly be in their school bags only.
5. School bags and water bottles should be properly tagged for Pre-Primary to Grade 2 classes.
6. Books and notebooks must be appropriately covered and labelled.
7. For the short break, students are allowed to bring fruits, dry fruits, and dry homemade snacks only. No junk, unhealthy and/or packaged food items are allowed.
8. Homework and worksheets should be completed and submitted on time.
9. Strictly adhere to fair means only, while appearing for examinations, tests, competitions and/or assessments.
10. Attendance at all school events and performing arts as calendared is highly encouraged, but not mandatory.

11. Leave for more than 2 days has to be informed and sanctioned by the Principal.
12. Re-examination for students of Grade 3 and above will be conducted for students who have not performed well and/or have not appeared in the school exams, in case of approved reasons, which shall be at the discretion of the school.
13. Students should use technology responsibly and in accordance with school policies. They should not engage in cyberbullying, unauthorized use of electronic devices, or accessing inappropriate content.
14. Students should demonstrate responsible citizenship by actively participating in school activities, respecting the environment, and contributing positively to the school and local community.
15. Students are encouraged to involve their parents or guardians in their academic and personal development by keeping them informed about their progress and seeking their support when needed.
16. Students are strictly instructed to use only English language as mode of communication within or outside the school premises, while conversing with peers, classmates, students, teachers, mentors, helpers and/or any school authorities.

### BEHAVIOUR

1. Greeting and respecting all school authorities, teachers, mentors, and elders at all times is mandatory for all students.
2. All students are supposed to keep left while walking in the corridors, displaying uniformity with their hands laid back in a straight queue. In any event, no noise should be made in the corridor.
3. Commuting between classes should be done quietly and in an orderly manner, avoiding unnecessary movement.
4. Running and shouting in school premises is strictly prohibited. While using staircases and corridors, all must keep to the left.
5. Loitering in the lobby and the office areas is strictly forbidden even during recess.
6. Maintaining discipline in the classroom is mandatory.

7. Students should not write, scratch, and/or engrave graffiti on desks, chairs and other surfaces.
8. Bullying, using abusive language, or engaging in rude and offensive behaviour in and out of the school premises is considered serious misconduct and students will have to face consequences for the same.
9. Students engaging in violent or destructive behaviour will face disciplinary action as determined by school authorities.
10. Students should maintain cleanliness in classrooms, school buildings, and campus, disposing off leftovers in designated bins.
11. Switching off the lights and fans before leaving the class is a moral duty of all the students.
12. Mobile phones, laptops, electronic gadgets, and/or smartwatches are strictly prohibited in school premises; if found, items will be confiscated and result in punitive measures.
13. The school promotes and expects secular behaviour from all students.
14. Students are forbidden to consume chocolates, candies, toffees, chips, and/or any edibles during the classroom hours.
15. A uniform and decent code of conduct is expected out of the students while on their buses.
16. The students are instructed to be present on their designated bus stops prior to their allotted time, so as to avoid bus delay. The buses shall not wait for more than 2 minutes in case the student is late.
17. The students are strictly instructed to not infringe privacy of any other student and not misuse personal details of the fellow students, teachers, mentors, and/or school authorities.
18. Carrying, consuming or exchanging intoxicants and/or illegal substances are strictly forbidden.
19. Students must treat all members of the school community with respect, kindness, and consideration, including teachers, staff, fellow students, and visitors.

20. Students should respect school property, personal belongings of others, and public property. They must not engage in vandalism, theft, or damage to school property.
21. Students are expected to demonstrate honesty and integrity in their academic work. This includes avoiding plagiarism, cheating, or any form of academic dishonesty.
22. Students should attend school regularly and arrive on time for classes, assemblies, and other school activities. They should inform the school in advance in case of any unavoidable absence. As per the CBSE norms, 75% attendance is mandatory.
23. Students are expected to behave in a manner that is conducive to learning and conducive to the well-being of themselves and others. This includes refraining from disruptive behaviour, bullying, harassment, violence, and/or any form of misconduct.
24. Students should prioritize their safety and the safety of others while on school premises or participating in school-related activities. They must follow safety guidelines and report any safety concerns to school authorities.
25. Students should resolve conflicts or disagreements with peers or school staff peacefully and respectfully, seeking assistance from teachers or counsellors when necessary.
26. Students should maintain personal hygiene and follow health guidelines to ensure their well-being and prevent the spread of illness within the school community.
27. Leave Policy for Students:
  - Half Day leave is not permitted on an ad hoc/immediate basis
  - Regular attendance is essential. Students must achieve a minimum attendance of 75% of the total working days in the academic session. Leave of absence will only be granted with prior application from parents/guardians for plausible reasons. Registration of Classes IX to XII will not be done if the student's attendance is less than 75% in the previous and/or the subsequent year.
  - In case of illness, a Medical Certificate must accompany the leave application.
  - For frequent and extended unapproved absences, the school reserves the right to retain the student in the same class for the next academic session as per government norms.

- For leave exceeding seven days, parents must schedule an appointment with the Principal to obtain approval.
- Students suffering from infectious diseases must adhere to prescribed quarantine periods. Upon returning to school, a fitness certificate permitting re-entry must be provided.
- Students should rest at home and avoid attending school for any text, event celebration or culmination if they feel unwell.