



D. GOENKATM
SCHOOL

CODE OF CONDUCT

G.D. GOENKA PUBLIC SCHOOL, JAMMU

GOVERNED BY OM PRAKASH BANSAL CHARITABLE TRUST

OPP NAGBANI PANCHAYAT GHAR, GAJANSOO- MARH ROAD JAMMU. 180002

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Important Information for Parents

1. Parents are requested to read the contents of the school Almanac carefully and in the interest of the child abide by the rules & regulations laid down by the school. Parents are requested to send the perforated sheet (Student's Personal Record) duly filled and signed to the class teacher.
2. Kindly ensure that all the details in the almanac are completed
3. Any urgent message may be communicated at the school reception telephonically. Phone calls from parents for any teacher or student during the school hours will not be entertained.
4. Parents are requested to switch off their mobile phone in school premises.
5. Parents are requested to sign the reports, test papers, teacher's remarks in the notebooks/school almanac so that they are abreast with the progress of their child. They are also requested to visit the teachers whenever called or on PTMs and orientation programme.
6. Please do not send your child to school if he/she is feeling unwell. A proper application or Medical Leave must be submitted in writing by the parents.
7. Apart from the training given by the school, students are expected to devote some time regularly at home.
8. Parents are requested to bring their ward's almanac during PTMs for registering their presence in it. (Refer to pages at the back of the almanac) Parents should carry out their responsibilities as joint educators in instilling in their children respect and strict adherence to all school rules.
9. The safety and security of our students is the prime concern and responsibility of the school and the schools will take all steps to ensure the same. However, there are certain unforeseen incidents which are beyond the reasonable control of the school when students take part in any indoor and outdoor activities including all Sports, Riding, Tracking, Excursions, Camping, Cycling etc. or any other activity that is usually conducted by the school as a part of learning and if some untoward incident occurs for that the onus will not rest with the school alone.
10. The school or any teacher, or any staff will not be held responsible for any loss or damage or injury of whatsoever nature caused to the student inside/outside the school due to his/her own act or expression, negligence or any inter-se dispute between the students, intentionally or unintentionally creating any circumstances which would lead to causing hurt/injury/damage to such student by any object or human being.
11. The interaction of students, parents/guardian and management, besides being a source and way of redressing grievances of the students/parents(guardian) helps exploring talents and capabilities of the students. The management has appointed Saturday as "Interaction Day" for the interaction of the students, parents/guardians, with teachers and management. Parents/guardians are advised to bring to the notice of the management on the "Interaction Day" grievances of their child in cool and cordial manner and avoid harsh and offensive language. Harsh and offensive language creates indiscipline and adversely affects the wholesome all round development of the child, his character and personality.
12. Management provides the best possible amenities and facilities to its students and staff but may be compelled by circumstances to withdraw/discontinue any of the facilities e.g A.C, swimming pool, mineral water etc ,at any time at very short notice. Working of AC in class rooms is subject to availability of electricity.
13. Any kind of association(s) of the parents/guardians of the students shall not be entertained as per the rules of school.
14. In case of any dispute or proceedings, an arbitrator appointed by the school will entertain and determine the same before proceeding to the courts having jurisdiction over Jammu.

Our Expectations from Parents and Guardians

Parents must realize that school is a second home for children. They need all the considerations in their favor by way of safety and security, love and co-curricular work. It is from this point of view that we expect parents and guardians to follow the norms, given below, extremely meticulously.

1. Parents are expected to go through the school calendar carefully and make a note of important dates and events, especially parent-teacher meetings, tests and examinations. We expect the parents to come in large numbers and meet the concerned teachers to discuss not only the academic progress but also other areas of personality development like attitude, aptitude, confidence building etc.
2. Parents must register a permanent mobile phone number/ landline number with the school on which SMS and other alerts may be sent. In case of change, the parents MUST notify the changed number in writing within 3 days.
3. No student of class XI or XII will be allowed to leave the school early on the plea of attending private coaching classes.
4. Parents may please see that their child adheres to the school uniform strictly. Children accompanying their parents during PTM days must also come in school uniform
5. Wearing of fancy shoes, jewellery, unruly hair and fancy haircuts like mushroom cut etc., streaking/highlighting of hair by fashion hair colours is not permitted. Skirt hemlines are to be knee-length.
6. Parents/Guardians are not permitted to enter class rooms to meet their children or to seek unscheduled interviews with teachers during school hours. Prior appointment for meeting the staff must necessarily be taken through green appointment cards given at the back of the almanac
7. In case of emergency, parents/guardians must meet the Principal/ VP/respective Coordinator and adopt a course of action in consultation with them.
8. No Strangers Are Allowed To Meet Children.
9. Pick up point for private commuters are outside the school. No stranger, driver or family friend is allowed to pick the children up.
10. Once the child has come to the school, parents and guardians are not permitted to take him/her back home during the school hours unless there is a major emergency. In such cases, the permission of the Principal/VP is mandatory. Lunch boxes and water bottles are not allowed to be sent for students once they have entered the school premises.
11. Parents and guardians must immediately inform the school in case there is a change in their address and/or telephone number.
12. Any communication that parents wish to make with the school must be addressed to the Principal/ Vice Principal only and not to the class teachers.
13. Last but not the least, we expect parents and guardians to be cordial and polite with the staff of the school even in the most taxing situations. Parents misbehavior in the school will be treated as an offence. Parents are also requested to maintain a proper dress code at all times while entering the school premises.

School Discipline Policy

Discipline is the law of nature. Without it, nothing works. Inculcating discipline amongst children is the most significant aspect of education and is not confined to school alone. Parents, too, must co-operate with the school in observing these norms:

1. Irregular attendance, unjustified or unexplained absence from school, habitual late coming, leaving the school premises without permission, disobedience and any type of unruly and objectionable behavior are considered to be grave acts of indiscipline on the part of a student which can lead to his/her expulsion from the school.

2. The school uniform, only in prescribed school colour, should be immaculate, clean and smart, and should be worn on all working days and functions. Actions will be taken against students who are habitually improperly dressed.
3. Students on their way to and from the school are expected to conduct themselves in a responsible manner. Being on the road in any mode of transport entails caution, care and attention to safety rules.
4. Students who expect to reach home late after the school due to personal reasons must inform the school with an application duly signed by their parents in advance.
5. Students are expected to take proper care of the school property. It is for their convenience. They should not break any item of furniture and fixtures within the school.
6. They should not write, scratch or engrave graffiti on desks, chairs and other surfaces.
7. They should not damage or remove things belonging to other students.
8. Damage done even by accident must be reported at once to the Principal/ VP/Coordinator/Class Teacher. Anyone who notices something damaged must report the matter to any of the personnel mentioned above.
9. If a student causing damage to the school property is identified, he/she will be charged with a fine.
10. In the event of collective damage to school property in a classroom, the entire class occupying that classroom will have to bear the cost of damages.
11. The school is not to be held responsible for the loss of personal belongings. It is not advisable for students to bring valuables to the school.
12. Parents are requested not to give more than Rs. 100/- to their ward. If for some reason, he has to bring more, written information must be sent to the class teacher.
13. Running and shouting in the school premises is not allowed. While using staircases and corridors, all must keep to the left. Loitering in the lobby and the office areas is strictly forbidden even during recess.
14. No money collection for any purpose is allowed to be made in the school without prior permission of the Principal.
15. Bus monitors and teacher escorts are responsible for orderly behavior in the bus. They must ensure that only those students who hold a valid bus pass travel in the bus. Any unruly and in disciplined behavior while travelling in the bus will result in withdrawal of the bus facility.
16. All our students should observe high standards in their general get up, deportment and conduct.
17. Use of foul, unparliamentarily language is a punishable offence.
18. In order to acquire competency in spoken English, all students must converse in English while they are in school.
19. Using unfair means in a test or examination is a grave offence. A student who is found using unfair means will be awarded zero in the subject and will be issued a strict warning. Repetition of the same offence will result in his/her expulsion from the school.
20. Students are not permitted to carry Android/Smart phones to the school. If a student brings a mobile phone to the school, it will be confiscated and will be handed over to parents after signing an Undertaking. They are not allowed to use school phones without permission. They cannot be called to the school offices to attend to phone calls during school hours. However, in case of emergency, the telephone at the reception may be used by the students.
21. Misbehavior inside the school premises or in the school conveyance may also lead to disciplinary action against the concerned student. Objectionable behavior, use of abusive language, discourtesy and disrespect to the teachers, disobedience and irregular attendance will also lead to strict disciplinary action.
22. Students are not allowed to drive motorized vehicles such as cars, scooters and motorcycles within or outside the school.
23. Under no circumstances will crackers, fireworks, firearms and any other inflammable material be permitted in school. A student indulging in any act of indiscipline could be given severe punishment, as severe as suspension from the school.
24. Bunking classes or school is strictly prohibited.
25. Writing on shirt/uniform is a punishable offence.

26. **Bullying behavior:** Bullying behaviours include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs (i.e., insulting or making fun of someone).
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose, or trying to get other kids not to play with someone.
- Using any electronic communication device (texting, cell phones, social networks, etc.) to insult, threaten, or post untrue information or embarrassing photos about another student.

27. Use of all tobacco products shall be prohibited within any district building, facility, or vehicle.

28. **Retribution Card:** In order to maintain discipline in the school, the system of retribution cards is followed. Any of the below mentioned misbehavior or indiscipline can lead to the student being given a retribution card. The card is issued to the student in the presence of the parent. It will be issued by the coordinator for a period of 3 days and signed by the VicePrincipal/Principal. The card will be returned to the Coordinator on the 4th working day. 3 retribution cards will lead to one yellow card.

- a) Using abusive language
- b) Writing / scribbling on shirt/ uniform/ furniture
- c) Carrying costly articles, like, expensive watches, fountain pens, Cameras, jewellery, electronic gadgets etc. (*The school reserves the right to confiscate any items that are prohibited*)
- d) Carrying money more than Rs. 100
- e) Linking names and spreading rumors
- f) Bullying others
- g) Constantly interrupting the teaching process and indulging in rude and Unacceptable behavior in the class and school premises.

29. **Yellow Card:** Any of the below mentioned misbehavior or indiscipline can lead to the student being given a yellow card. It will be issued for a period of 5 days and signed by the Principal.

3 retribution cards will lead to one yellow card. Issue of the Yellow card will lead to immediate suspension/expulsion.

- a) Disfiguring or damaging school property
- b) Bunking classes
- c) Bringing a cell phone, I pad, I pod, PSP to school
- d) Use of violence in any form
- e) Harming / hurting any Person / Property / Self
- f) Damaging, scribbling or tearing pages from library books, text books or exercise books
- g) Bringing sharp and injury causing articles such as knife, scissors, paper cutters etc.
- h) Misconduct, indiscipline and misbehavior in school transport
- i) Using holi colours, bursting crackers will lead to severe penalty in the form of marks deduction and suspension from school.
- j) Roll numbers of students who do not follow the school rules or behave in an indiscipline manner may be withheld based on the code of conduct issued by the CBSE.

Grounds for Suspension

Caused, attempted to cause, or threatened to cause physical injury to another person.

1. Possessed, sold or furnished firearm, knife, explosive, or other dangerous object.

2. Possessed, used, sold, furnished or been under the influence of drugs, alcohol, a controlled substance or intoxicant.
3. Offered, arranged, or negotiated to sell look-alike controlled substances, alcohol, or intoxicants.
4. Committed or attempted to commit robbery or extortion.
5. Caused or attempted to cause damage to school or private property.
6. Stole or attempted to steal school or private property.
7. Possessed or used tobacco or product containing tobacco or nicotine.
8. Committed obscene act or engaged in habitual profanity or vulgarity.
9. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
10. Disrupted school activities, willfully defied valid school personnel in the performance of their duties.
11. Knowingly received stolen school property or private property
12. Engaged in an act of bullying, including, but not limited to, bullying committed by a means of an electronic act, directed specifically toward a pupil or school personnel.
13. Committed sexual harassment
14. Participated in an act of hate violence
15. Harassed, threatened, or intimidated another student.

Transport Policy:

1. Bus services is voluntary and not mandatory. The management reserves the right to withdraw the bus facility from any student without assigning any reason whatsoever, by giving notice co-terminus with the expiry of the quarter for which bus charges have been paid or 3 months, whichever is earlier. AC facility in buses is complimentary and not charged in bus fee.
2. The school requires one calendar month notice for discontinuation of bus service failing which bus fee for the month following the month of receipt of notice will also be payable
3. Management tries its best to comply with the rules and regulations of the authorities concerned. However, it will not be responsible for any disruption in the Bus Service due to any orders/instructions of the Transport Department or any authority.
4. Management follows all the roads safety regulations but will not be responsible for any mishap or accident on the way.
5. In case your ward is found to have been escorted to/from the bus stop by a servant or maid-servant who is minor (under age), the bus facility to him/her will be withdrawn immediately for the period which may extent upto 3 months at the sole discretion of the management. No refund of unexpired bus charges, if any, will be made.
6. Unauthorized travelling in the buses is viewed as serious offence and can lead to a fine of Rs.100 per day.
7. Parents are expected to co-operate with the school by ensuring that their children travelling in the buses report at their embarking points well on time, carry their identity card with them all the time and behave in a disciplined way, in the interest of their own safety as well as that of the other users.
8. In case of any problem or any mishap, the parents are advised to avoid any altercation with drivers and conductors. They should immediately contact the school authorities on the phone number given on the

bus, or the phone number given in the almanac. The school will ensure appropriate action in such circumstances. For any information whatsoever, parents are expected not rely on any information that they may get from drivers and conductors. For information related to their wards and academic process, timing or working days, they should contact the school directly.

9. Parents are requested to study the specified routes and opt for those which suit them best. Please remember that it is not possible to cater to individual requirements at the cost of time and distance.
10. Students are not allowed to travel in any other bus route except their own route. However, they can do so with permission from the respective bus in charge.
11. The bus drivers are authorized to stop the bus only at the designated stops. The bus will not wait for latecomers.
12. Application for request for Change in Transport in case of transfer/change of address should be submitted to the Transport officer atleast 15 days prior to the beginning of the subsequent month. Acceptance of Request for Change in Transport is based on Route and availability of Seats.
13. Application for availing transport facility should be submitted to the Transport/ Administrative officer at least 15 days prior to the beginning of the next month.
14. Full Quarterly Fee will be taken for availing transport in middle of the month. (Except for New Admissions).
15. Application forms for availing bus facility & discontinuation or change are available at reception
16. **Behavioral Practice**
 - a) Students are expected to behave in a courteous manner. Be seated when the bus is in motion. No student is allowed to stand on the footboard.
 - b) Unruly behavior, tearing of seat covers, breaking window panes or related offences will result in heavy penalty and withdrawal of bus facility.
 - c) Avoid throwing any thrash/food inside or outside the bus.
17. Follow the instructions of the teacher in charge. He/ She has the authority to report any offence to the Principal immediately

Leave Policy:

1. No Half Day Leave is permitted. In case of any family function or other programme, parents are requested not to send the child to the school
2. Children are expected to attend school regularly. Under affiliation Bye-Laws of the Central Board of Secondary Education, all students are expected to log in a minimum attendance of 75% of the total working days in the academic session. As such, no leave of absence is granted unless parents/guardians submit an application well in advance on plausible grounds for absence.
3. In case of sickness for any period of time, a Medical Certificate must be attached with the leave application.
4. If an unauthorized absence exceeds a period of 15 days it shall be presumed that the parents are not willing to continue their child's education at GDGPSJ and one month notice required for T.C. shall start

from the 16th day of such unauthorized absence and charges shall be levied accordingly. If the parents want the child to resume classes it shall be done only with the permission of the school management.

5. Student suffering from infectious diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping-Cough, Swine Flu and Jaundice must observe the prescribed period of Quarantine, and on returning to school, should produce a fitness certificate permitting him/her to do so.

Lost And Found Policy:

The school is not liable to pay or compensate for any articles lost by the students. Parents are advised not send expensive items with their wards. We make every effort to return lost items if names are on them. Please ensure that your child's name is on coats, lunch boxes, water bottles shoes, and other personal items that may be misplaced.

Fee Policy:

1. **SCHOOL DUES:** School dues are payable quarterly by the 10th of the first month of the quarter. If the 10th of the month in which the school dues are to be paid happens to be a holiday, then the payment is to be made by the previous working day of the month.
2. **LATE FEE CHARGES:** Late fee charges shall be levied from the 11th of the month in which the school dues are to be paid, till the end of the month. If the dues are not cleared by the 11th of the Second Quarter, bus service will get terminated with effect from that date as a First Warning. If the dues are not cleared even by 11th of the Third Quarter, the name of the student will be struck off the rolls. Re-admission may be allowed, at the discretion of the Principal, only after payment of all dues including late fee along with 25% of the normal admission fee, and subject to availability of a seat in the concerned class.
3. **DISHONORED CHEQUES:** In such cases, charges equal to 10% of the amount of the cheque will be payable over and above the amount of the cheque along with late fee charges if due, and the payment will be accepted only by Banker's cheque/Pay order.
4. **FEE REFUND POLICY:**
 - i) Refund of Fees will only arise in below mentioned cases where there is mid-Quarter withdrawal. In rest of the cases, mid-Quarter withdrawal will not be allowed.
 - ii) Refund on withdrawal of admission will only be done in below mentioned circumstances on submission of documentary evidence.
 - a) Transfers of Parent to different district/city/state – Parent have to submit proof of transfer viz. their transfer letter/appointment letter for new location and proof of admission of student in new school.
 - b) Health Reason- Doctor's certificate for justifying the withdrawal of student from school to be further certified by resident/nominated doctor.
 - c) Any other reason, if it justifies withdrawal of student in mid-quarter should be approved by the Management/Principal.

Norms relating to withdrawal of a Student from the school

1. If a child has to be withdrawn from the school, atleast three calendar months notice in writing is required. In case, of failure to do so, three months fee will be charged.
2. A student can also be asked, by the school, to be withdrawn on academic or disciplinary grounds including submission of false information to the school at the time of admission. Disciplinary action may even involve expulsion. The Principal's decision in such matters is final.
3. Misbehaviour on the part of parents/guardians with any member of the school staff may also lead to withdrawal of the student from the school.
4. Transfer Certificate (TC) on withdrawal is issued only after all the school dues are cleared by the parents/guardians and the duly completed clearance form needs to be submitted to Admission Incharge

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UNDERTAKING FOR CODE OF CONDUCT

I hereby state that I have read and understood all the points of **CODE OF CONDUCT** of G.D Goenka Public School, Jammu governed by Om Prakash Bansal Charitable Trust and I agree to abide by the same.

Father's Name & Signature: _____

Mother's Name & Signature: _____

Guardians Name & Signature: _____

Student Name: _____

Class/Sec: _____

Address: _____

Phone/Mobile: - _____

Date: - _____