

## **CONDUCT AND DISCIPLINE FOR STUDENTS:**

Mount Litera Zee School, Bihta lays special emphasis on the holistic development of the student, especially on the moral, ethical and social development of each child entrusted to us. Every student is, therefore, expected to behave in a manner befitting the true values and spirit, while on the premises and outside school, especially when they are in school uniform.

Disrespecting school regulations, disobeying and disrespecting teachers and ancillary staff, and indiscipline of any form will be dealt with, according to the seriousness and gravity of the offence, in the manner outlined in the following sections:

### **SECTION A**

1. The use of unfair means and / or possession of unauthorized material in any examination will result in the annulment of a student's entire term results. Any student who renders unfair assistance to another is equally culpable and will therefore share in the punishment. Due weightage will be given to each term's assessments for deciding promotion to the next higher class, in respect of these students. Repetition of such an offence will result in the immediate and automatic removal of the offender's name from the School rolls.

2. Students are expected to be courteous and respectful towards the school and school authorities, including teachers and other ancillary staff members. Any misconduct in this regard will be dealt with in accordance with the procedure mentioned in Category 2.

3. Possession and use of electronic equipments like cameras, tablets, i-pods, i-pads, laptops, cell phones and Mp3 players is forbidden strictly in the school premises. If these electronic equipments are found in possession or in use without prior permission from the concerned authority for school related events, it will be confiscated and may be returned back at the end of the academic session subject to the discretion of the Principal.

### **SECTION B**

According to the gravity of the act, the various misdemeanours and offences have been categorised as under:

#### **Category I**

- i. Attending school in improper uniform and non-compliance with the school rules regarding grooming and uniform
- ii. Habitual absenteeism and late – arrival
- iii. Any attempt to undermine the sanctity of the School Assembly

iv. Improper maintenance of books and exercise books, untidy work, neglecting home works/tasks etc. (except in such instances where the student is diagnosed by a professional as having a kind of Learning Difficulty, supported by relevant documents)

v. Use of foul abusive / un-parliamentary language (in English or vernacular)

vi. Possession of any amount in excess of Rs. 50/- per day., except for a particular reason like ordering of uniform, purchase of diary, payment of club fee etc.

vii. Possession and / or use of electronic equipment like cameras, tablets , i-pods, i-pads, laptops, cell phones and mp3 players, except with prior permission from the concerned authority for a school related event.

viii. Possession and / or use of expensive watches, pens, pen drives, CDs, firecrackers, pen knives including Swiss Army Knives and other electronic device is strictly forbidden.

ix. Causing disturbances and disruptions during class hours, persistently quarrelling and / or fighting with classmates and other students

x. Consistent deterioration in academic progress

A first time offence will be documented in the school records with a 'warning' issued to the student. Subsequent misconduct will result in second warning letter, leading to possible suspension. Three warning letters may lead to expulsion, at the sole discretion of school authority.

## **Category II**

i. Defacing, tampering and/or tearing one's own or another pupil's school dairy, text book(s) or note book(s).

ii. Stealing

iii. Disrespecting and disobeying teachers, other superiors and staff members.

iv. Tampering with marks and comments in the Progress Report, Project Work and examination Answer Scripts

v. Forging parents' signature

vi. Defacing and / or damaging school property

vii. Leaving the school premises before official dispersal time without a gate pass issued by the competent authority.

viii. Missing a class / classes, without the knowledge and / or permission of the teacher concerned or competent authority

ix. Entering or attempting to enter, while in uniform, or otherwise, the MLZS school campus, is strictly forbidden, except with permission for attending a school programme, function or school-authorized event.

x. Any other conduct injurious to the ethical tone of the school or incompatible with the school rules on discipline.

xi. Riotous, indecent or unruly behaviour.

The offence will be documented in the school records and may lead to a direct suspension.

Two ‘‘Category II’’ warning letters in the same academic year OR one ‘‘Category II’’ warning letter in two consecutive academic years, may lead to expulsion.

### **Category III**

A student is liable for temporary suspension, for a period to be decided by the Principal, or expulsion, without issuance of any warning letter, for the following-

i. Causing discomfiture, injury or distress – physically and / or mentally – to anyone deliberately, inside or outside the school premises

ii. Wilful destruction of school property or utility services

iii. Violent conduct, including manifestation of criminal or suicidal tendencies

iv. Consuming or keeping in possession any drug, alcohol, tobacco or related / similar substances in the school premises or entering the school premises under the influence of any of the above and / or in an inebriated state.

v. Carrying into the school premises or keeping in possession any inappropriate or objectionable object, article, material, substance, picture etc-physically or by way of clippings, in a cell phone or any other electronic gadget or resorting to ragging, bullying or committing any immoral act within the school premises,

vi. Involvement in any prosecution under the Indian Penal Code

vii. Any concerted attempt to subvert the policies and practices of the school or any effort to undermine the school administration / operation

viii. Any other such act(s) and / or behaviour – inside the school and outside its premises – which, in the opinion of the school authorities, is deemed to be dangerous for the safety of the fellow students or is detrimental to the interest and image of the school.

ix. Any conduct / behaviour subversive of good discipline.

### **SECTION C**

Students may be referred to the in-house professional counsellors and / or special educators, or may be referred to similar experts outside the school (at cost to be borne by the parents), based on inputs and feedback received from Parents / Class Teachers / Subject Teachers / Section Heads and other school authorities. This is done solely for the benefit of the student and should not be regarded in any way as a request to withdraw the child from school. The advice of such professionals shall be binding on the parents / guardians.

The Principal may, in the interests of the School, have a student's name removed from the school rolls if, in the opinion of the Former, the student has failed to adhere to the interests of the other students and/ or the student fails to come up to the academic standard of his/her class when the detention of the student in the same class would make him too old for the class.

We at Mount Litera Zee School, Bihta believe that school is a place for teaching and learning and where students have the right to feel safe, secure and supported. To provide this supportive learning environment, students and others must foster respect among all members of the school community. We expect our students to maintain and encourage high standards of personal conduct. These include honesty, discipline, integrity and consideration, ethics and values.

I \_\_\_\_\_, student of Mount Litera Zee School, Bihta, promises to abide by the prescribed code of conduct and to consciously strive to contribute in all endeavors as a true 'Mount Literan'. I promise to conduct myself as a self-confident, well-groomed & well-behaved individual.

#### **I PROMISE I WILL –**

- Come to school on time & be regular
- Wear the prescribed school uniform & look neat, tidy & well groomed
- Keep my hair short (for boys) & tied (for girls)
- Not use any make up or accessories
- Keep the classroom & passages clean
- Not litter in the school premises
- Avoid unnecessary movement in the corridors
- Respect school property & take care of it
- Attend all classes regularly
- Behave well with teachers & fellow-students. Treat others with respect

- Not rush & push anybody at any time
- Show regard & respect to all teachers
- Use appropriate language & be honest
- Will behave in a responsible manner in the school bus while commuting to & from school
- Follow the queue system while boarding & alighting from the buses
- Uphold the respect & dignity of the school & avoid disruptive behavior
- Not carry mobile phones, cameras, iPods etc. to school
- Participate in class discussions, complete assigned work & prepare well for tests & examination
- Not indulge in verbal or physical bullying and abusing.
- Make judicious use of computer & other technology provided by the school
- Contribute to a safe, secure, clean school environment
- Maintain exemplary conduct in school, participate in activities & school programmes
- Be optimistic & enhance my growth with right speech, thought & actions
- Develop awareness of societal issues like environment, literacy, life skills in a positive manner
- Develop and use good judgment and be a sincere & creative member of my community
- Not carry any sharp object which can cause harm intentionally / unintentionally

\* I will stand up for the honour of my school & display loyalty for my institution. If I am found violating any of the above mentioned rules, the school management may take any action against me.

I have understood the implications & responsibilities of my promise and agree to follow all the rules Sincerely,

Name : \_\_\_\_\_ Class : \_\_\_\_\_

## **CODE OF CONDUCT FOR TEACHERS**

The profession of teaching is a vocation that calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and his / her conduct in a school environment has great impact on students. As responsible, educated adults, teachers need to shoulder certain norms.

Keeping this in mind it is expected that **No teacher shall...**

1. Knowingly or willfully neglect his/her duties.
2. Discriminate against any student on the ground of caste, creed, language, and place of origin, social and cultural background.
3. Indulge in, or encourage, any form of malpractice connected with examination or any other school activity.
4. Make any neglect in correcting class-work or home work done by students.
5. While being present in the school, excusing him/herself from the class which he/ she are required to attend.
6. During the period of your service, you cannot join any college or pursue any course of studies without the prior approval of the Head of Institution.
7. Remain absent from the school without sanction of leave or without previous permission of the head of the school. You cannot leave the town without prior sanction from the competent authority.
8. Leave cannot be claimed as a matter of right. When the exigencies of school service so require leave of any kind may be refused or revoked by the competent authority.
9. Accept any remuneration related job from any source other than the school or give private tuition to any student or other person or engage him/her in any business.
10. Prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication.
11. Enter into any monetary transactions with any student or parent; nor shall she exploit her influence for personal ends.
12. All teachers are responsible for maintaining their Class Attendance Register, Plan Book, Daily Diary and Examination Registers. For any loss of the same, the accountability rests solely in the hands of the respective teachers.
13. All teachers are requested to get their Plan Book signed every fortnight and Daily Diary every week.
14. All the teachers are strictly forbidden from inflicting any corporal punishment to any student irrespective of any compelling circumstances whatsoever they may be. Incidents of this nature will be viewed seriously by the school administration.
15. Teachers, especially those who are using their private mode of transport are required to leave from the school only after the departure of all students.
16. Mobile phones are strictly not permissible in the Classrooms, Labs and Corridors.

Non-compliance or violation of any of the above mentioned rules can lead to appropriate action being taken against the concerned individual.