

DEFINITIONS

Code of Conduct

1. **Definition.** Code of conduct is a set of conventional principles and expectations that are considered binding on any learner.
2. **Need for a Code of Conduct.** A code of conduct is established to foster and protect the core missions of the school, to foster the scholarly and civic development of the learners in a safe and secure learning environment, and to protect the people, properties and processes that support the school and its missions
To create a stable and predictable environment as this would ensure that the learners take charge of their own behavior...

Rules and Regulations

3. **Definition.**
 - a) Rules and Regulations are a set of guidelines/ instructions that help learners have a balanced and just life. It ensures a proper harmony and synchronization with our surrounding without causing any trouble willingly.
 - b) Rules and Regulations are in a way a set of terms which are made so that a school should run smoothly. The management sets terms for learners to follow.
4. **Explanation.** The Rules and Regulations at school help make school a safe place for learner to learn. They are set by the school based upon experience and law. A Learner / Parent must know the Rules and Regulations and what will happen if they are broken. If we respect them, it will solve most of the problems faced. Therefore, a learner is given a handbook on the Code of Conduct which contains the Rules and Regulations.
5. To help learners be pragmatic based on sound ethics and values which the staff of the school shall help them uphold. The School Code of Conduct Committee is available to any learner seeking clarity, help or guidance in all matters relating to school code of conduct.

Corrective Measures

5. **Definition.** Effective preventive and intervention techniques applied against learners' misbehavior vis-a-vis punitive actions are known as corrective measures.



6. **Explanation.** Good school discipline is best achieved by preventing misbehavior before it occurs, and using effective interventions after it occurs. The most successful discipline policies are those that take a non-punitive approach to addressing learner misbehavior and promote the development of a positive school culture. The policies focus more on the behavior to be encouraged than on behavior to be avoided.

Punishment

7. **Definition.** Penalty imposed by the judgment and command of competent school authorities, warranted by rules and regulations of school, inflicted on a learner for the commission of a misdemeanor or for the omission of the performance of an act required by rule and regulations.

8. Explanation.

- a) The greatest art in punishment is to do without it! Whenever possible, the object should be achieved by persuasion rather than punishment.
- b) The main object of punishment should be improvement and not retribution i.e. the punishment should be applied to change the individual's behavior and not out of vindictiveness or a desire to hurt.
- c) Punishment should be as per the offence. Inadvertent errors should be treated differently from deliberate breaches of norms.
- d) Punishment should not degrade the person punished. The punishment should not disgrace. Ordinary errors of omission need only be punished by measures causing inconvenience. Punishments should cause remorse, not resentment.
- e) Service to the community should not be used as a punishment since service beyond self must be held in respect.
- f) Punishments should always be recorded.

The learner punished is likely to take the punishment more seriously if s/he knows that it is recorded. The record will be of interest to the class teacher and others, and not only the record of those punished but of those who give punishments.



Code

Respect

- Respect yourself
- Respect others.
- Respect teachers & subordinates.

Care

- Care for school property.
- Care for environment.



RULES

9. Every Learner must join the School on the notified date at the beginning of the term.
10. A fine per day may be imposed for joining late, unless the Principal is informed before the beginning of the term and the Principal is satisfied with the reason for late coming.
11. No Literean is allowed to carry cash with him/her.
12. No learner is permitted to buy or sell or exchange goods or lend and borrow money. Violation of this rule will be dealt with severely.
13. Have respect for the environment and treat the property of school i.e. gardens, fences, furniture, technological equipments etc. with care. Inculcate a feeling of ownership for them.
14. Converse in English at all times.
15. All activities are compulsory including Morning Assembly. Any absence from them while being present in the campus shall be treated as an offence.
16. Use of personal motorized means to commute to School is not permitted unless by prior written sanction.

Dress and Turnout

17. The Council of Monitors and Prefects, class teachers / teachers, must guide the learner about proper dress and clean turn out. The pride to dress up neatly and smartly must come from within the learner. The designated dress code for specific days must be strictly adhered to.

18. General Points.

- a. Learner will wear the prescribed school uniform only to ensure uniformity.
- b. Fashionable designs and fancy variations in shades are not permitted. Learner will buy all clothing items from the designated Stores to avoid variations of shades.

19. **Dress Code.** Dress for various occasions is informed through notices. Learner must familiarize themselves with it.

Academic Block

20. Every Learner must
 - a) Be punctual for all school and related activities.



- b) Conduct himself/herself in a manner conducive to the teaching.
- c) Be respectful, courteous, and cooperative towards school authorities and visitors.
- d) Attend classes on time with proper and complete study material.
- e) Maintain silence in the corridors during teaching hours.
- f) Visit Stock Store only during break time.
- g) Move out from class rooms during break time.
- h) To move out of the class only with the permission of the teacher and with the class pass.

Administrative Block

- 21. No learner is permitted to visit the Administrative Block during teaching hours unless asked to meet the Principal or the CEO.

Cafeteria

- 22. The Cafeteria is a place for learner to take light snacks and is not a restaurant or a replacement for a mess.
- 23. Learner must follow the decorum in the Cafeteria. He/she must be courteous to the Cafe Staff.
- 24. Learner is not permitted to borrow or lend canteen coupons.
- 25. All eatables will be consumed in the Cafe itself unless carry away items.
- 26. The effort to maintain cleanliness in the cafeteria is the duty of each Learner.
- 27. Running around in the Cafeteria is strictly not permissible.
- 28. Any Learner trying to use cash in the cafeteria shall be strictly dealt with.
- 29. Coupons can be purchased by the parents in cash or by sending written application at City Office /School. No cash transactions by learners shall be entertained.

Breaking Bounds

- 30. Learners at all times are expected to stay within the designated school campus. Breaking bound constitutes an offence and invites a consequence.



Not Permitted Items

31. The learner is not permitted to be in possession of the following:-
- a. Money
 - b. Expensive watches/shoes/clothing/camera.
 - c. Mobile phone.
 - d. Cigarettes/ liquor/ drugs.
 - e. Medicines unless with specified prescriptions
 - f. Gadgets with which they can download videos.
 - g. Jewellery.
 - h. CDs for exchange among learners.

Any of the above items found in the possession by a Literatean shall be confiscated.

Lost and Found Items

32. Learners must inform his classroom teacher or duty teacher whenever his/her item is lost.
33. When an item is found, it should be given to the classroom or duty teacher to find the owner and return it.
34. In case the items are left behind in the buses, the respective conductors / transport department must be informed.

Academic Practice

35. Integrity, honor & discipline should form the basis of all academic practices. The following acts of non compliance / violation will invite consequences if deemed fit by the relevant authority.
- Plagiarism
 - Non – meeting of deadlines for submission of assignments.
 - Willful destruction of fellow learner's work – both academic & non academic.
 - Passing off a fellow learner's work as one's own.
 - Using unfair means during examination. The person found copying and the one willfully aiding it will both be held responsible.



Language

36. Use of obscene language or profanities is not permissible for the learners of the school.

Coercion

37. Forcing fellow learners to do acts which violates their own space or the code of conduct of the school, constitutes coercion. This will be viewed very seriously and dealt with accordingly.

Physical Violence

38. Learners need to conduct themselves with dignity at all times. The school has zero tolerance policy for physical violence.

Library Books

39. Books are a treasure house of information and a shared legacy of the school. They need to be cherished. Defacing, stealing of library books is an offence and will invite a consequence.

Misconduct and Corrective Measures

40. The aim of the School is to groom a learner of character and equip him/her with academics, sports and co-curricular excellence. However; there would be occasions where a few learner deviate. On such occasions corrective measures are implemented which need to be taken in the right spirit both by the learner and their parents in the overall/long term interests of the learner and the School. These are given at Appendix A and B.

41. Misconduct may lead the learner to denial of certain privileges, issue of 'cards' and the parents being informed through a formal letter: Details are as under-

(a) Cards.

- i. **Subject Card.** Subject cards can be issued by the subject teacher to the learner who is either not performing well or is found 'not serious' in the class. Learner will get the Subject Card signed by the parents.
- ii. **Yellow Card.** Issued by class teacher for a mistake with reason stated.
- iii. **Blue Card.** Issued by Class teacher for repetition of the mistake.



- iv. **Extra School Card.** Issued by CEO with reason stated. This may be followed by a term of suspension if repetition of the offence takes place.
- v. **Principal's Card.** Issued by Principal with reason stated and may lead to termination of admission.

Letter to the Parents. In case a learner repeatedly commits mistakes. The parent will be informed and he/she will be asked to leave **Mount Litera Zee School** to join a school elsewhere where he will be under parental care, happier and start life afresh.

CORRECTIVE MEASURE

BREACH OF GOOD CONDUCT

Misconduct	Corrective Measures
Possession of Money	1 st Time – 1 week school physical drill (PD) at games time
Possession of Pornographic Material	2 nd time - 1 week school physical drill at (PT) and games time 3 rd time – 3 day suspension 4 th time – Rustication IN ALL CASES LETTER TO PARENTS
Improper and/or invalid usage of IT facilities	1 st Time – 1 week school physical drill (PD) 2 nd time - 1 week school physical drill at (PT) and games time
Pecuniary Dishonesty	1 st Time – counseling, letter to parents & Pecuniary penalty 2 nd time - letter to parents & Pecuniary penalty 3 rd Time – suspension, letter to parents & pecuniary penalty
Academic Dishonesty	1 st Time – Zero to be awarded in that particular test + letter to parents 2 nd time – Zero to be awarded in that particular test + parents will be called followed by suspension. 3 rd time – Rustication.

