

Progressive Heights.

Code of conduct.

Responsibilities towards school- General.

- ➔ To protect and promote the sanctity of the school.
- ➔ To maintain peace, order and harmony in school.
- ➔ To preserve and safeguard school property.
- ➔ To be socially responsible in the society.
- ➔ To respect elders, teachers and friends.
- ➔ To treat the helpers and drivers of the school with respect.
- ➔ To maintain cleanliness in the campus and also help in making our school an ecologically “green” school.
- ➔ To attend and maintain the dignity and sanctity of the school assembly.
- ➔ To maintain regularity in academic and non-academic activities.
- ➔ To follow the general instructions given in the school by teachers and leaders.
- ➔ To uphold the dignity of the school programmes by organizing, participating and helping.
- ➔ Students should speak softly and only English while in school and on school bus/van.
- ➔ Student needs to attend all activities organised by the school such as Literary Fest, Independence Day celebration, Sports Day or any other activities.

Responsibilities towards school in the class.

- ➔ Students should regularly submit school work.
- ➔ Students should go to their respective classes on time.
- ➔ While changing classes, students should maintain corridor discipline.
- ➔ Students should seek the permission of the teachers to leave class early.
- ➔ To ensure safety, students are not allowed to play in the classroom.

Responsibilities towards Friends.

- ➔ Students should help a friend in need-studies or otherwise.
- ➔ Students should not resort to bullying on the bus/van or in school.
- ➔ Students should use appropriate language in school with friends and others.

- Students should not meddle with the personal belongings of others.
- Students should take care of juniors in school and on bus/van.
- Students should help friends or classmates to follow the right direction if he or she wavers.

Dress Code/ Uniforms.

- Students must be dressed in school uniform whenever they are in the school premises.
Students need to be in complete school uniform when:
 - They represent the school in any inter-school event even if it is conducted during holidays.
 - When they accompany their parents in parent-teacher meetings.
 - When they come to school for any reason even if it is during their study holidays.
- Students studying in Class X need to come in school uniform even after the graduation ceremony. They need to come in school uniform to collect their hall tickets or meet the teachers to clarify doubts.
- Students have to wear the prescribed uniform of the school especially the shoes and socks.
- Sports uniform need to be worn on the sports day every week.
- Students should wear clean and well ironed dress including tie, belt and socks along with polished shoes every day. It is very important that the ties are washed regularly.

Girl Students.

- Wear only one small stud or small earrings.
- Girls who have very short hair are allowed to wear their hair loose. Other girls have to wear a single plait every-day to school.
- It would be preferred if girls wear a small bindi to school if their culture permits them to do so.

Girl Students Are Not Permitted To

- Have streaked hair, fancy hairstyles, leave shoulder length or long hair untied.
- No layered haircut for girls which makes them look unkempt.
- Eye make-up or any other kind of make up during school hours.
- Wear gold earrings, bangles, chains, colourful and fancy jewellery, long or hanging earrings.
- Adorn their hair with flowers or colourful clips.

- ➔ No painted nails. No applying mehendi on hands during school days.

Boy Students Are Not Permitted To

- ➔ Wear caps and headgear in the school.
- ➔ Have streaked hair, long hair, long side burns or fancy hairstyles.
- ➔ Wear bracelets/chains/friendship bands or other bands.

Entering And Leaving The Campus

- ➔ Students are expected to reach school 5 minutes before school time and to remain in school for the full working day. They are not expected more than 15 minutes earlier to school time. If they arrive earlier school will not be responsible for their security and deeds
- ➔ Those who are making their own transport arrangements should reach the campus on time.
- ➔ The time of leaving the premises depends on the extra activities carried out by each student. Parents should get prior information from the children on these activities so as to avoid any concern or anxiety regarding their delayed return from school.
- ➔ Parents have to report to Security, get a visitor's badge and sign in a register while entering the campus.
- ➔ Prior appointment should be obtained from the office, for parents to visit if other than for planned meetings such as Parent-Teachers meeting.
- ➔ If a parent has been called by the school, it is very important for them to report in the front office. No parents are allowed to go directly to meet the teachers.
- ➔ Parents on other days other than the PT meetings have to report at the reception before they want to meet the coordinators or teachers.

Tardiness

- ➔ If a student reaches school after school time, the physical education teacher will record his or her late entry in the student record of the school diary.
- ➔ If a student reach late for more than 3 days in a month, marks may be deducted in exams.

Early dismissal

- ➔ Students should not leave school early unless there is a very important reason. If a student needs to leave early, the parent should send a note to the teacher in the diary explaining why he/ she needs to leave early and what time he/she needs to leave. When parents arrive at school to pick up the student, he or she must go to the school office to sign out the student. The student will then be called to the office to leave.

Parents should make every effort to schedule doctor and dentist appointments outside school hours. If a parent sends somebody else to pick up the child, the child will not be sent home if an authorization letter is not sent through the concerned person.

Leave of absence from school.

The school does not surely permit children to go on vacation during school hours. Parents need to plan their vacation only during school breaks and vacation and not otherwise. Attending marriages and other social functions while the school is in session needs to be kept to the minimum and prior permission should be sought to avail leave. If a child has not attended school even for a single day, the leave record in the diary should be filled and should have the parent's signature when he or she returns to school and also the child should ensure that it is signed by the class teacher. If a child has a medical condition and has not reported to school for more than a week, the leave letter should be accompanied by a medical certificate.

Birthdays.

The staff and students of the school are happy to offer their best wishes on a student's birthday. However, since learning time at school is very important, no birthday parties will be allowed in school. No birthday parties for teachers may be held during or after school hours. It is very important that no gifts are distributed. Moreover, no expensive chocolates like chocolate bars should be offered either to students or teachers.

Telephone.

Students need to come to the front office, to make a phone call to contact their parents if they are sick after informing the class teacher. **Students of any class are not allowed to carry cell phones to school and the same will be confiscated by the school if it is found in the student's possession and not returned.**

Policy against Violence.

We emphasize the importance of no-violence. Pushing, swearing, shoving, biting, hitting and Kicking each other are unacceptable, even if done in fun. Physical assault will be dealt with severely, by suspension. It is very important discuss this policy with their child(ren). The school needs parental support in this Endeavour.

In the Assembly.

- ➔ Students must move from the gate in a single line, keep their bags in class, and join the assembly in time. They must maintain silence. They need to move and stand in a single line, as per class and section.
- ➔ If late due to unavoidable circumstances, they must keep the bag to their left.
- ➔ Be sincere during the prayer and national anthem.
- ➔ Close your eyes and sing the prayer aloud as a team.
- ➔ Listen carefully, to all announcements and act accordingly.
- ➔ During specific announcements, be attentive and sincere in expressing your appreciation for others in the assembly so that others in the assembly to the same when your turn comes.
- ➔ Give respect to the student leaders, who are performing their duties and follow their instructions. Your turn also may come, for the role of a leader when you would want others to listen to you.
- ➔ After the assembly, students must silently move in a single line to the classrooms.
- ➔ No one is allowed to miss assembly & this should be strictly followed even during tests & examinations.

Excuse from Physical Education.

- ➔ If a student is unable to participate in the weekly PT because of illness, a note must be recorded by the parent to the physical-education teacher in the diary explaining illness, and she/he will be excused. In the event of prolonged illness, a student must produce a medical certificate and seek exemption from PT or swimming.
- ➔ If a child is suffering from any serious medical condition, a letter to the class teacher at the beginning of the year is essential and important.

Tests/ Worksheets/Examinations.

If a student misses a unit test/worksheet/exam, no retest will be permitted unless the student is absent for a school-sponsored activity, for example travelling with a sports team, drama club, etc. This decision can be taken only by the Principal.

Homework Policy

- ➔ Research has shown that when homework is regularly assigned and marked, students show higher levels of academic success. Homework contributes significantly to academic growth and achievement.
- ➔ Homework shall be assigned as often as it is applicable or as an enhancement of the daily preparation for a completion of learning of concepts.

- ➔ A record of instances where students report to school with assigned homework not completed will be maintained by the teachers and recorded in the diary. Parents are requested to check the diary weekly and sign the diary if a note has been sent by the teacher.
- ➔ Parents of students who routinely do not complete home assignments will be informed to enable them to take corrective actions and the expectations of the school reiterated. Their co-operation is sought to ensure that all assigned homework is completed to the best of the student's abilities.
- ➔ Teachers have the right to detain students for a reasonable period during the lunch break in order to complete unfinished homework assignments.

In Case of Misconduct and Miss behaviour.

Please remember that discipline, rules and regulations should be followed as a habit, without supervision and enforcement. These have been framed considering the students' future. We expect students to follow the various rules and regulations with minimal supervision.

However, if a student violates acceptable standards of behaviour, the school may have to take some disciplinary action if the school does not find any positive change in behaviour.

The following activities are considered as misconduct and must be avoided.

This is only a part of the list

- ➔ Falsification of records.
- ➔ Misrepresentation of the school.
- ➔ Coming late and leaving early without permission.
- ➔ Continuous failure in wearing proper uniform, neatness and in doing home works.
- ➔ Will full destruction, sabotage and theft of school property or that of other students.
- ➔ Failure or refusal to follow the instructions of the school and teachers.
- ➔ Carrying mobile phones or any compact discs / iPod either in school or while representing the school in various inter-school activities.
- ➔ Disorderly or indecent behaviour, use of inappropriate language with fellow students and teachers/staff/ visitors.

Positive reinforcements for Good behaviour in School

- ➔ Motivational certificates are given in class to appreciate all kinds of learners-art, reading, good behaviour, good in academics, best class award and improvement in academics.
- ➔ Merit certificates are given to students of classes VI to X for their performance in term exams.

- ➔ On Sports day, all sports stars who have done well at State and national levels are appreciated with a certificate and medals
- ➔ Every achievement of the child in any competition is acknowledged in the school assembly.
- ➔ Children who constantly display good behaviour will be appreciated with their names entered in the appreciation record that is available with the coordinators.

We request parents' cooperation for the following:

- ➔ Do not send expensive and excess stationery or send things that are not allowed by the school and if found with the child, same will be confiscated.
- ➔ Parents are not allowed to give personal gifts to teachers and other staff members of the school.
- ➔ Parents are requested to approach the school for any student related incidents or queries.
- ➔ If there is a misunderstanding or fight amongst children, the same has to be brought to the notice of the school and please do not approach or deal with the issue directly with parents. We are doing this solely to avoid conflicts.
- ➔ Parents should report to the front office if they need to pick up their children in case of emergency. Parents are not allowed to go to the classrooms directly.
- ➔ There will be no refund of money (excursion, external exams etc) after the last date for withdrawal.
- ➔ No last minute request for leave will be entertained unless it is an emergency. Three days notice to avail leave is required.
- ➔ Attendance of students is compulsory on the first day and last day after and before vacation.
- ➔ Parents are hereby informed that carrying of mobile phones or any other electronic gadgets is strictly prohibited in school and confiscated if a child has it and will never be returned.
- ➔ If a student choose to break a rule, the following consequences have been established by the school.
 1. The child's non-compliance of the rules agreed upon will be informed to the parents
 2. Regular poor behaviour by the child will cause for suspension from the School.

Fees Rules.

- ➔ Annual fees are payable in one stroke as prescribed by the school on or before the scheduled dates.

- ➔ If opted for monthly scheme it is compulsory to deposit the fees before 10th of every month.
- ➔ Fees will be deposited only on Monday, Wednesday and Friday of the week.
- ➔ Deposition timing 9.30 AM to 2.00 PM.
- ➔ A late fees of Rs.10/- per day will be charged after the last date of fee payment.
- ➔ All the payment should be made at school office at Progressive Kidz, Sudama Nagar, Biaora.
- ➔ If payment is done by cheque the cheque should be in favour of "Progressive heights,"
- ➔ If a cheque is dishonoured, fees should be deposited in cash with a fine of Rs 250/- + late fee charges.
- ➔ **If payment is to be done by NEFT / Net Transfer bank details are Account holder name - "Progressive heights" Account no.:50100166118770 Name of bank-HDFC Biaora IFSC code-HDFC0002111**
- ➔ If fees is not deposited for 3 months, name of the student will be struck off from the School rolls. **Readmission Fee Rs 5000/-** will be charged in addition to previous dues.
- ➔ No student will be allowed to appear for any examination unless he/she has paid all the school dues up to date.
- ➔ Fees once paid are not transferable/ adjustable or refundable under any circumstances.
- ➔ Parents will be expected to pay separately to the school for Outstation tours, Entry Fees for various competitions.
- ➔ Transport Fees, (if opted for) will be payable monthly Service Tax as applicable will be payable
- ➔ Bonafide Certificate will be issued after one week of application. Rs. 100/- will be charged for such certificates,
- ➔ Duplicate I-card / extra I-card etc. will be provided@ Rs 300/- after 15 days of receipt of such payment
- ➔ If Admission is cancelled in the midterm, No Dues Certificate and Leaving Certificate will be issued only after clearance of the fees for the whole year.
- ➔ Service Tax and other statutory taxes as and where applicable will be payable separately.
- ➔ School management reserves the right to modify the fees from time to time.