

**BHAWANI DAYAL ARYA COLLEGE**  
**CODE OF CONDUCT**

**PREAMBLE**

*The purpose of this school Code of Conduct is to have uniformity amongst the students conduct unique to Bhawani Dayal Arya College Culture.*

*The rules are written in accordance with the Ministry of Education guidelines, APS Policy guidelines and the Child Protection Policy guidelines.*

**A. RIGHTS AND RESPONSIBILITIES**

All members of the school community have the **RIGHT** to:

- a. be treated with courtesy and respect.
- b. enjoy a safe, clean and secure environment in learning.
- c. achieve their educational potential
- d. be proud of their achievements
- e. to have their property respected

All members of the school community have the **RESPONSIBILITY** to:

- a. show a duty of care through respect and courtesy towards each other
- b. contribute to the overall safety and security of the school environment
- c. develop their potential and to assist others in doing the same
- d. ensure that their actions enhance the images and ethos of the school.
- e. respect student, staff and school property

**B. COLLEGE RULES / CODE OF CONDUCT**

Appropriate rules do not inhibit people rather, they are there to protect the rights of individuals. Rules established by the school act as the boundaries for students' behavior. It also reflects the responsibilities of the school's community.

(School community consist of students, teachers, parents, guardians, APS, MEHA)

**1. Student compliance**

- a. All students should observe and strictly abide by the Bhawani Dayal Arya College Code of Conduct at all times.
- b. All students should always strictly abide by the specific rules laid down for classrooms, Laboratories, Hawan Room, Playground, Staff Rooms, Book Bank, Library, Canteen and other specialist rooms.
- c. All students must co-operate and follow instructions as given by any member of staff or a member of the Student Council.
- d. Any child who persistently breaches the school code of conduct will face disciplinary procedures as per College Behavior Management Policy and MEHA Policy and Guidelines.

## 2. College hours and Prayer times

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|-------------------|--------------|---|
| a. College hours: | Normal day   | - 8.00am to 3.20 pm (Monday - Thursday) |
|                   |              | - 8.00am to 3.00pm (Friday)             |
|                   | Extended day | - 8.00am to 4.00 pm                     |

*Note: as per MEHA guidelines*

- b. Students arriving early must wait until classrooms are opened by the school care-taker. Once inside the classroom, they must settle down and carry out school work or reading and they should not leave the college compound.
- c. The Morning Prayer siren shall be sounded at 8.00 am and everyone is expected to respect, stand still and/ or participate in the prayer.
- d. The meal time prayer siren shall be sounded at the end of period 4. Everyone is expected to observe this prayer - respect, stand still and/or participate.
- e. The last siren of the normal day shall be sounded at 3.20 pm (Monday to Thursday) and 3.00pm (Friday) to mark the end of the 6<sup>th</sup> period and everybody shall respect, stand still and/or participate in the 'shanti path'.

## 3. Attendance and punctuality

- a. All students are to be regular and punctual to school unless instructed to do otherwise. All students must be in their classroom before morning form time, otherwise fill the late arrival form. In the event of sickness or for any other legitimate reason a student is unable to come to the college, he/she must inform the Year teacher in writing. Parents/Guardians must write explanations for absence up to 2 days. The letter must be signed by the parents/guardian. Medical Certificate must be attached if a doctor has been consulted. Year teachers reserve the right to call the parent / guardian if need arises.
- b. All Year teachers shall keep a record of all students arriving late or departing early from school. Students Leave Application forms are to be filled and signed by the students and parents if departing early. These forms are to be returned to the Year teachers. The student will only be allowed to leave if accompanied by a parent/consented guardian.
- c. Late arrival forms are to be collected from the Assistant Principals Office. The signed late arrival forms should be given to the Year teachers/Year prefects.
- d. If a child is frequently late or absent the parent/guardian will be called. If parents fail to come despite the reminder is deemed as parental negligence.
- e. All students shall be required to come directly to the college in the morning and depart directly for home in the afternoon. Students found loitering before or after school or during school hours in school uniform will face disciplinary action. No student is to loiter around the Plaza, Malls, Supermarkets and other Public place in uniform unless accompanied by parents or consented guardians.
- f. If a child is absent during exams, then a parent/guardian must personally come and explain the reason for absence.

4. a. **College Assembly**  
Every child has to participate in all College Assemblies except children with medically certified conditions.
- b. **Conduct of College Assembly**  
Every child is expected to standstill wherever they are during a prayer or National Anthem. Absolute silence is to be maintained.

5. **DRESS CODE**

**Boys**

- a. Black shorts and white short-sleeve shirt shall be worn. **No** drop shoulder shirts or round neck T-shirts are permitted. Shirts to be tucked in at all times. School monogram must be firmly attached on to the shirt pocket. Only white vest is allowed.
- b. Shorts must not be more than 2 inches above the knees. Tight fitting shorts are not permitted.
- c. Shorts must not have more than 3 pockets – two on sides and one at the back.
- d. Only black belts with simple, appropriately sized buckles are permitted (to be worn at all times). Shirt must always be neatly tucked in.
- e. No form of jewellery is allowed for boys.
- f. If a boy is shaving, must shave regularly.
- g. **Only black school sandals or shoes must be worn with plain white socks.** Socks should be ankle length. During Cold weather, only plain coloured/ no prints cardigan or jacket should be worn. **No scarf/ shawls** are permitted.
- h. Hair must always be dressed and cut in school style. Side beard/band should be square and half way to the ears. No excessive hair gel is allowed. No bleaching is permitted. Hair should be neatly combed, no spikes.
- i. Physical Education Uniform-**white T Shirt and black shorts** is to be worn in all PE classes.
- j. Simple / Plain wrist watches are permitted. Coloured belt wrist watches are not permitted. Only black/ silver/ gold or leather belt wrist watches are allowed.
- k. Personal hygiene to be maintained at all times.

**Girls**

- a. A sleeve-less navy blue dress with a white shirt worn inside is permitted. The dress should not be tight on the body and must be **three inches below** the Knee. The monogram should be firmly attached on the dress.
- b. The waist-line is normal and the belt must **not be worn low on the hips.**
- c. Fancy hairdos are not permitted. Bleaching of hair is not allowed. Hair must always be neatly plaited in the normal pattern in single plait. Single simple French plait is allowed. Hair must always be fastened with black / white ribbons/ hair fasteners: no loose pony tails/ fringes/ buns/ hair puffs. Simple black hair bands (maximum of 1cm thickness) is allowed for girls having very short hair.

- d. **Only black school sandals or shoes must be worn with plain white socks.** Socks should be ankle length. During cold weather, only black/white/brown/cardigan or jacket should be worn. **No scarf/ shawls** are permitted.
- e. Only simple studs for ears and nose are to be worn. Colour of studs should be silver/gold/black/white.
- f. **No** make-up e.g. lip gloss, kohl, eye liners, mascara etc. is to be worn. No Mehndi, Nail Polish and threading/plucking of eye brows to be done.
- g. Simple / Plain wrist watches are permitted. Coloured belt wrist watches are not permitted. Only black/ silver/gold or leather belt wrist watches are allowed.
- h. Physical Education uniform- **white T - shirt and black shorts** is to be worn in all PE classes. Shorts should be of decent length no more than 2 inches above the knees. Tights if worn should be with skirts.
- i. Personal hygiene to be maintained at all times.

## 6. Safety

For the safety of students, the following rules apply:

### a. Occupational Health and Safety

All the students are to observe the Occupational Health and Safety notices placed around the premises. In case of emergency, every child is to follow the school's **Evacuation plan**.

### b. Designated student access areas.

Students are only permitted in designated areas of the school. Some out-of-bounds areas are:

- The ground behind the hawan room block.
- The ground behind Industrial Arts workshop and Home Economics Room 2.
- Primary school area including primary school playground, canteen and convenience apart from foot path that leads to the main road. The footpath is to be utilized only in the morning and afternoon unless authorized to do so at any other time.

- c. Students will utilize the incinerator area for no other purpose but only to dump the rubbish from their classroom/ gardens.

## 7. Student Movement

### a. Recess and Lunch

- (i) Students are expected to stay out of the classrooms on a fine day during recess and lunch. On rainy days, they must stay in their allocated areas only. Junior students stay in the junior blocks and senior students are to stay in the senior blocks.
- (ii) Students are not to sit on/ crowd up the stairs.
- (iii) Fifteen minutes is given to students for lunch after which students move out of the classrooms.

**b. Changing classrooms**

When moving from one class to another for change of lessons students must move quietly and walk on their **right hand side** in the corridors. Students must walk in a single file, when moving from one place to another and this must not obstruct the movement of others. One Year prefect is to lead the students while the other would be the last to leave and lock the classroom.

Before classroom is locked, all light and fan switches must be turned off.

**c. Students out of class during lesson**

Students out of class during lesson time must carry an appropriate permission note signed by a teacher.

Students may only leave the school premises during the school day after obtaining and filling a permission note (Leave Application form) from the office and be accompanied by a parent/guardian.

**8. Behaviour of Students**

**a. Students should not:**

- Use vulgar or abusive language
- Scream, push or play in learning areas, corridors and in canteen area.
- Litter in the compound
- Misbehave with a staff member, prefects or other students.
- Bring any item which is prohibited in school. These items are mobile phones, i pods, palm tops, lap tops, camera etc.
- Scribble on the walls of the school premises (GRAFFITTI)
- Practise stealing / theft
- Damage school resources, IT facilities and infrastructure

**b. Students should:**

- Report to school before 7.55am
- Do all the work given by the teachers.
- Be responsible to maintain the school property at all times.
- Always be in proper attire when in school.
- Follow the road safety rules while on the road.
- Address staff members using their surnames.

**9. Prohibited Substances**

a. Illegal drugs are not permitted in the school.

b. Matter will be referred to the higher authorities (MEHA, SAAC, Social Welfare and Police) in events involving student's possession/use of prohibited substances on the school premises. These include cigarettes, marijuana, alcohol, illegal drugs, petrol, contact glue and other substances which may be used for illicit purposes.

c. The school practises vegetarian culture so use of meat, fish etc. is prohibited for both consumption and practical class use.

## 10. General

- a. Students should communicate in English at all times except when in Vernacular classes or cultural or religious activities.
- b. Students should not communicate with outsiders during college hours without the permission (in writing) of the Year teacher or any other member of staff.
- c. Students should not wear rubber bands, tattoos, friendship bands and the like.
- d. Parent/Teacher conference is an important event in the school calendar. All the students are to bring their parents/guardians to the school on this day to discuss their reports, and any other issues.
- e. Participation in all the school programmes is compulsory unless the child is prevented by illness (certified by a parent's note or medical certificate). All subjects that make a student's course of study as decided at the beginning of the year must be attended to.
- f. Dancing is not part of this school culture.
- g. Children caught in vandalizing or writing graffiti **will have to pay the cost of the item damaged/defaced.**
- h. Bullying and fighting inside and outside school is strictly prohibited. Disciplinary actions will be taken against the offenders.
- i. No intimate relationship will be tolerated. Disciplinary action will be taken against the offenders.
- j. If on a particular day a student genuinely needs to bring the mobile phone, he/she needs to bring a letter from parents and give the mobile phone to the Year teacher in the morning and collect it at the end of the day.

## 11. Parents Obligations

- Actively support the efforts of the College and its staff.
- Participate in the learning process and assist their children with homework, provide encouragement and monitor results. Parents are welcome to discuss with the college Principal any issues pertaining to the child/ward.
- Support the disciplinary structures and procedures of the college in the interest of maintaining an orderly and positive atmosphere.