



BANYAN TREE SCHOOL, JAIPUR

Code of Conduct for Students:

1. General Behaviour:

- a. *Respect for Others:* Treat fellow students, teachers, and staff with respect, kindness, and courtesy. Greet teachers and staff courteously upon entering the school premises.
- b. *Bullying and Harassment:* Engaging in any form of bullying, harassment, or discriminatory behaviour will invite stern disciplinary action.
- c. *Language and Communication:* Use appropriate language and communication both in person and online. Conversation in English is mandatory on the school premises.

2. Attendance and Punctuality:

- a. Attend all classes regularly and punctually.
- b. Notify the school in advance of any planned absences and provide a valid reason.
- c. Minimum 75% attendance is mandatory to meet CBSE criteria.
- d. Students are expected not to take frequent leaves or half days and no early leaves will be allowed during school hours other than on medical grounds.

3. Morning Assembly:

- a. Arrive on time for the morning assembly and assemble in the designated area.
- b. Maintain silence and attentiveness during the assembly.
- c. Follow any specific instructions provided during the assembly.

3. Academic Integrity:

- a. Regular class and home assignments to be completed regularly.
- b. Do not engage in cheating, plagiarism, or any form of dishonesty.

4. Uniform and Dress Code:

- a. Adhere to the school's uniform and dress code policies.
- b. Ensure that the uniform is clean, well-maintained, and in good condition.
- c. Wear the designated sports uniform during physical education classes and sports events.
- d. Take responsibility for your uniform and ensure it is kept in good condition.
- e. Report any damages or issues with the uniform promptly.
- f. Wear the designated school shoes or footwear as specified in the uniform policy.
- g. Expensive accessories and jewellery are not allowed.

5. Grooming and Personal Hygiene:

- a. Students are required to maintain good personal hygiene.
- b. Keep hair clean and neatly styled within the guidelines of the school policy.

6. Technology Use:

- a. Use technology responsibly and per the school's policies.
- b. Electronic devices are strictly prohibited during class.
- c. Use of mobiles will be allowed only on restricted grounds.

7. Respect for Property:

- a. Take care of school property and the property of others.
- b. Report any damage or loss promptly.
- c. Switch off the lights and fan/A.C. when not in use.
- d. Scribbling on walls and furniture is a punishable offense leading to a penalty.

8. Extracurricular Activities:

- a. Participate in extracurricular activities positively and responsibly.
- b. Follow the rules and guidelines set by the school for such activities.

9. Health and Safety:

- a. Follow health and safety guidelines to ensure a safe learning environment.
- b. Report any safety concerns promptly to the school authorities.
- c. Students are allowed to bring two-wheelers only if they are issued with a learning or driving license.
- d. Students are not allowed to bring any sharp or harmful objects to school.
- e. Unhealthy and harmful liquids will not be allowed.
- f. Ordering food online during school hours is prohibited.
- g. In case a child is under medication, the same should be informed to the class teacher beforehand.

10. Walk in an Orderly Manner:

- a. Avoid running, pushing, or engaging in any behaviour that may cause disruption.

11. Maintain Quietness:

- a. Keep noise levels to a minimum to ensure a conducive learning environment for others.
- b. Save conversations for designated areas to minimize disruptions in the corridors.

12. Keep Corridors Clear:

- a. Do not block or obstruct the corridors, doorways, or stairwells.
- b. Allow free passage for others by keeping backpacks and belongings close to the body.

13. Respect Personal Space:

- a. Give others ample space to walk comfortably without feeling crowded.
- b. Maintain a safe distance from others during dispersal and arrival.
- c. Be mindful of personal space and avoid unnecessary physical contact.

14. Use Designated Pathways:

- a. Follow marked pathways and designated routes when moving to labs, washrooms, or drinking water areas.
- b. Avoid cutting through classrooms or other restricted areas.

15. Use Staircases Safely:

- a. Ascend and descend staircases in an orderly manner, using handrails when necessary.
- b. Allow those descending to have the right of way.

16. No Running in the Premises:

- a. Refrain from running or engaging in horseplay within the school premises.
- b. Running increases the risk of accidents and disrupts the learning environment.

17. Queue at Water Dispensers:

- a. Form a single-file queue when waiting to use the drinking water area.
- b. Use water dispensers efficiently and promptly, allowing others to access them as well.

18. Dispose of Trash Properly:

- a. Use designated trash bins for disposing of wrappers, empty bottles, or any other waste.
- b. Contribute to maintaining a clean and orderly school environment.

19. Be Mindful of Lab Equipment:

- a. When moving to labs, be cautious around lab equipment and materials.
- b. Follow specific guidelines provided by teachers to ensure safety in the laboratory.

20. Dispersal at the End of the Day:

- a. Wait for dismissal in an orderly manner, following teacher instructions.
- b. Avoid pushing or crowding while exiting classrooms or designated areas.
- c. Move quickly and efficiently to the exit points.

21. Arrival at School:

- a. Arrive at school on time to ensure a prompt and organized start to the day.
- b. Follow designated entrance points and avoid creating congestion.
- c. b. Be prepared for the start of the day's activities.

22. Ground to Classroom Transitions:

- a. Walk quietly and orderly when transitioning from the ground to classrooms.
- b. Follow designated pathways to avoid congestion.
- c. Allow teachers and staff to guide the transition process.

23. Carry Necessary Items:

- a. Ensure you have the day's necessary items, such as books and materials.
- b. Avoid returning to classrooms or other areas after dispersal without proper authorization.
- c. Metallic scales are not allowed. Only plastic and wooden scales are allowed in the school.
- d. Fountain/ink pens are not allowed. Carry gel and ball pens only.

24. Report to Authorities:

- a. Report any safety concerns or incidents during dispersal or arrival to school authorities.
- b. Be proactive in maintaining a safe and secure school environment.
- c. Report any safety hazards, spills, or issues in the corridors to school staff immediately.

25. Emergency Evacuation Procedures:

- a. Familiarize yourself with emergency evacuation procedures.
- b. Follow the guidance of teachers and staff in case of emergency drills or actual emergencies.

26. Social Media and Online Presence:

- a. Refrain from posting inappropriate images or comments related to the school, school faculty and any school student and inappropriate matters related to politics or religion on social media.
- b. Uphold a positive online presence that reflects the values of the school.

For any act of breaking the school rules and policies by the students, the recommended consequences are as follows (wherever applicable)-

- *Confiscation
- *Conference with parents and school administration
- *Apology letter (in writing) duly signed by the parents
- *Suspension
- *Extended suspension
- *Penalty
- *Expulsion

Code of Conduct for Parents:

1. Supportive Environment:

- a. Encourage a positive and supportive environment for your child's education.
- b. Communicate openly and collaboratively with teachers and staff.

2. Attendance and Participation:

- a. Attend parent-teacher conferences and school events to stay informed.
- b. Encourage and support your child's attendance and participation in school activities.

3. Communication:

- a. Maintain open and respectful communication with the school.
- b. Inform the school of any concerns or issues that may affect your child's performance.

4. Involvement in Education:

- a. Encourage a love for learning and support academic efforts at home.
- b. Monitor and assist with homework and assignments.

5. Behaviour and Discipline:

- a. Reinforce the importance of respectful behaviour and adherence to school rules.
- b. Cooperate with the school in addressing any behavioural concerns.

6. Respect for School Policies:

- a. Familiarize yourself with and adhere to the school's policies and procedures.
- b. Support and reinforce the school's code of conduct with your child.

7. Financial Responsibilities:

- a. Ensure timely payment of fees and financial obligations to the school.

8. Collaboration with School Authorities:

- a. Collaborate with the school authorities to address any challenges or concerns.
- b. Attend parent workshops or meetings as needed.

9. Encourage a Healthy Lifestyle:

- a. Promote a healthy lifestyle by ensuring your child gets adequate sleep, nutrition, and exercise.
- b. Encourage balanced screen time and limit excessive use of electronic devices.

10. Foster Independence:

- a. Encourage your child to take responsibility for their learning and homework.
- b. Teach them organizational skills and time management to foster independence.

11. Attend Parent Workshops and Seminars:

- a. Participate in parent workshops and seminars organized by the school to stay informed about educational trends and parenting strategies.
- b. Take advantage of opportunities for professional development and parenting support.

12. Volunteer and Contribute:

- a. Consider volunteering your time or skills to support school events, activities, or committees.
- b. Contribute positively to the school community, fostering a sense of unity and shared responsibility.

13. Stay Informed:

- a. Regularly check school communications, including newsletters, emails, and updates on the school website, MS Teams and SchoolPad.
- b. Stay informed about your child's academic progress, attendance, and any important announcements.

14. Be a Positive Role Model:

- a. Demonstrate positive behaviour and a strong work ethic to set an example for your child.
- b. Emphasize the importance of honesty, integrity, and empathy in daily life.

15. Collaborate with Teachers:

- a. Establish open lines of communication with your child's teachers.
- b. Attend parent-teacher conferences and proactively seek feedback on your child's academic and social development.

16. Foster a Love for Reading:

- a. Encourage a love for reading by providing a variety of books at home.
- b. Set aside time for family reading and engage in discussions about the content.

17. Monitor Online Activity:

- a. Be aware of your child's online activities and maintain open discussions about internet safety.
- b. Set guidelines for screen time and monitor the content your child engages with online.

18. Support Special Needs:

- a. If your child has special needs, work closely with the school to create a supportive learning environment.
- b. Advocate for any necessary accommodations or modifications to ensure your child's success.

19. Attend School Events:

- a. Attend school events such as performances, sports competitions, and parent-teacher meetings.
- b. Demonstrate your interest and involvement in your child's school life.

20. Foster a Growth Mindset:

- a. Encourage a growth mindset by praising effort, persistence, and resilience.
- b. Reinforce the idea that learning is a continuous process, and mistakes are growth opportunities.

21. Social Media and Online Presence:

- a. Refrain from posting inappropriate images or comments related to the school, school faculty and any school student and inappropriate matters related to politics or religion on social media.
- b. Uphold a positive online presence that reflects the values of the school.

Kindly note:

- In case of any query or complaint, parents are requested to meet the principal or the teacher with a prior appointment.
- Interference in the school administration and criticism of the school faculty in the presence of the students are to be strictly avoided.
- Use of abusive language or inappropriate code of conduct leading to damage (materialistic or repute) to the school may result in the issuing of a transfer certificate immediately by the school authority.

These guidelines are designed to promote a culture of order, respect, safety, and efficiency within the school premises.