

Mount Litera Zee School, Haridwar



Code of Conduct

Mount Litera Zee School, Haridwar is committed to providing a safe, disciplined, and nurturing learning environment that supports the academic and personal growth of every student.

This Code of Conduct aims to foster a positive and conducive learning environment by promoting respect, responsibility, honesty, and accountability among students. All students are expected to follow the values and behavioural standards that contribute to a harmonious school community.

Students must comply with all school policies, rules, and regulations mentioned below. The school reserves the right to take appropriate disciplinary action in case of any violation of these rules to maintain order, discipline, and accountability within the school premises.

Parents are requested to guide and support their children in understanding and following these guidelines so that a respectful, safe, and productive learning environment can be maintained for all.

1. School Uniform

1. **For Class Nursery**, the months of **April and May** will be considered **as the settling period**. During this time, **students may come in home clothes**. From **July onwards**, students must come in the prescribed school uniform. **For Jr. KG to Class XII**, the prescribed school uniform must be worn from **April onwards**. Strict action will be taken if the **uniform policy is not followed**.

A **neatly ironed school uniform** including the designated **belt, socks, shoes, bag, and ID card** is mandatory for daily attendance.

2. **House / Sports Uniform**

- The **House/Sports Uniform (House T-shirt and track pants)** must be worn every **Wednesday and Saturday**.

3. **Tie Policy**

- Students from **Pre-Primary Nursery to Sr.kg** are **not required to wear a tie**.
- Students from **Grade I onwards** must wear the prescribed school tie daily.

4. **Shoe Guidelines**

- Students must wear **clean and polished school shoes with prescribed socks**.
- Students are required to wear **Sports PT shoes on Wednesday and Saturday**.
- **Nursery to V: Velcro shoes only**
- **Class VI Onwards:**
Girls: Black regular shoes with buckle.
Boys: Black regular shoes with laces.

5. **Hair and Grooming**

- Girls are expected to have **neatly combed, oiled, and plaited hair**.
- Boys must maintain a **short and decent haircut**. Sikh boys are permitted to keep their hair uncut but must ensure it is neat, tidy, and properly covered with a **plain black or white turban (patka) only**.

6. **Personal Appearance**

- Students must maintain **trimmed nails and proper grooming**.
 - Nail paint is **not** allowed for students.
7. **Henna / Tattoos**
- **Henna/Temporary or permanent tattoos are strictly prohibited.**
8. **Jewellery**
- Students are **not allowed to wear expensive jewellery**.
 - Sikh students wearing **Kada must ensure it is lightweight**.
 - Girls may wear **small, simple earrings only**.
 - Bracelets, rings, chains, necklaces, or other jewellery are **not permitted**.
 - The school will **not be responsible for any loss of jewellery or valuables**.
9. **Watches**
- Students up to **Grade VI are not allowed to wear wristwatches**.(Analog, Digital, Smart)
10. **Uniform Size Guideline**
- Parents are requested to ensure that the **school uniform purchased for their ward is of the correct size and proper fit**.
 - The uniform should **not be too small or too large** so that students maintain a **neat and comfortable appearance**.

2. Academic Discipline

1. **Nursery to Sr. KG:**
Books and notebooks will be **kept and managed by the class teacher**.
2. **Students from Class I onwards** must carry their **school bags strictly according to the timetable**.
3. **Writing Materials**
 - Grade **I & II** – Dark pencils only
 - Grade **III & IV** – Mechanical pencils allowed
 - Grade **V to XII** – Gel pens OR ball point pens recommended
4. **Fancy pencil boxes, water bottles, and lunch boxes are not permitted**. Students are strictly advised not to bring unnecessary **writing materials, extra stationery, correction fluid, correction tape, or any other unrelated items to school**. If any such items are found in a student's possession, they will be **confiscated and will not be returned**.
5. **Sharp objects** such as cutters, scissors, and staplers are **not allowed for Grade Nursery to II students**. Students from **Grade III onwards** may carry such items but must **use them only in the presence of a teacher**.
6. **School bags and water bottles must be properly tagged** for students from **Pre-Primary to Grade V**.
7. **Books and notebooks must be properly covered and labeled** as prescribed by the school.
8. **Homework, assignments, and worksheets must be completed and submitted on time**.
9. Students must **strictly follow fair means during examinations, tests, competitions, and assessments**.
10. **Leave exceeding two days must be approved by the Principal**.
11. In case a student is on **long leave, parents are requested to coordinate with the class teacher regarding the pending work**, which should be **completed once the child resumes classes**.
12. Attendance in school events is mandatory. In case a student is unable to attend, parents are requested to inform the class teacher through a handwritten application.
13. **Re-examination or rescheduling of examination**

- **From Nursery onwards**, requests for **re-examination or rescheduling of examination dates** will **not** be entertained **if a student is absent from the examination** for any reason
 - **For students of Class V and Class VIII** who have performed poorly, a **re-examination** will be conducted as per the **provisions of the RTE Act** to determine their promotion to the **next class**.
14. Students must **use technology responsibly** and avoid cyberbullying or accessing inappropriate content.
 15. Students must **communicate in English within the school premises while interacting with peers, teachers, helpers, and school authorities**.
 16. **For any emergency early pick-up** or other urgent matters, parents are requested to inform the Reception Incharge only, as teachers will not be able to attend calls during class hours. In case of planned early pick-up, kindly inform the class teacher a day prior. The student will be handed over only to an authorized person; no unknown person will be permitted.

3. Behaviour and Discipline

1. Students must **greet and respect teachers, mentors, school authorities, and elders at all times**.
2. Students must **walk in corridors keeping to the left in a straight line and maintain silence**.
3. Movement between classrooms must be **quiet and orderly**.
4. **Running, shouting, or pushing** in school premises is strictly prohibited.
5. **Loitering in the lobby, corridors, or office areas** is not allowed.
6. Students must **maintain discipline in the classroom at all times**.
7. Writing, scratching, or **engraving graffiti on desks, chairs, or walls is strictly prohibited**.
8. **Bullying, abusive language, rude behaviour, or harassment** will be treated as serious misconduct.
9. Any form of **violent or destructive behaviour** will result in strict disciplinary action and penalties in accordance with school policies.
10. Students must **respect school property and personal belongings of others** and must not engage in vandalism or theft.
11. Students must **maintain cleanliness in classrooms and school premises** and dispose of waste in designated bins.
12. Students should **switch off lights and fans before leaving classrooms**.
13. **Mobile phones, laptops, electronic gadgets, and smartwatches are strictly prohibited in school premises**.
If found, the items will be **confiscated and disciplinary action will follow**.
14. The school promotes **secular values and mutual respect among all students**.
15. Students are **not allowed to consume chocolates, candies, toffees, chips, or similar items during classroom hours**.
16. Students must **maintain discipline while travelling in school buses**.
17. Students must **reach their designated bus stops before the scheduled time**.
The bus will **not wait for more than two minutes**. - Parents availing the schooltransport facility are advised to make optimum use of the **Pompom App**(<https://play.google.com/store/apps/details?id=com.pompom>)to track the **real-time location** of their child's bus.
18. Students must **respect the privacy of others and must not misuse personal information**.
19. **Carrying, consuming, or exchanging intoxicants or illegal substances is strictly prohibited**.
20. Students must **prioritize safety and follow all safety guidelines while in school or participating in school activities**.
21. Conflicts must be **resolved peacefully and respectfully**, and students should seek help from teachers or counsellors if needed.
22. Students must **maintain personal hygiene and follow health guidelines**.

4. Food and Health Guidelines

1. Students may bring **fruits, dry fruits, and homemade snacks** for short breaks.
 2. **Junk food, chips, chocolates, candies, and packaged food items are not permitted.**
 3. **Nursery to Sr. KG students must bring the prescribed apron from the school on a daily basis.**
 4. Students must maintain **cleanliness and proper hygiene during meals.**
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5. Attendance and Leave Policy

1. **In case of a need for half-day leave, prior approval from the class teacher or school administration is required. Half-day leave is generally discouraged and granted only for genuine reasons such as medical appointments or emergencies. Parents must submit a written request in advance, and students will be marked absent for the portion of the day they miss. Frequent requests may not be entertained as per school policy.**
 2. Students must maintain **minimum 75% attendance as per CBSE norms.**
 3. Leave must be **applied in advance by parents/guardians with valid reasons.**
 4. **Medical leave must be supported by a medical certificate.**
 5. For **frequent or extended unapproved absences, the school may retain the student in the same class as per government norms.**
 6. **Leave exceeding seven days requires prior approval from the Principal.**
 7. Students suffering from **infectious diseases must follow the prescribed quarantine period and submit a fitness certificate before rejoining school.**
 8. Students who are **unwell should remain at home and avoid attending school for tests, events, or celebrations.**
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6. Disciplinary Measures

The school reserves the right to take **appropriate disciplinary action**, including **warning, suspension, or expulsion**, in cases of serious misconduct or repeated violation of school rules.

Students must **take pride in their school and uphold the values, discipline, and reputation of Mount Litera Zee School, Haridwar.**

7. Parents' Interaction with Teachers:

1. Parents are expected to attend all **Parent-Teacher Meetings (PTM)**, both **offline and online**, as scheduled.
2. Ensure that your **ward actively participates in all school activities, including games, sports, and other co-curricular activities.**
3. Parents are requested to **take a prior appointment** to discuss their child's progress or any concern if they wish to **meet the Principal, Coordinator, or Class Teacher**, to avoid any inconvenience.

4. Parents are requested to regularly check the **school almanac, school portal, and circulars for important updates and instructions.**
 5. Please ensure that your **ward completes homework, assignments, and project work on time.**
 6. Parents should **regularly check notebooks, school bags, and messages sent by teachers to stay updated about their ward's progress.**
 7. For **daily updates**, parents are requested to remain active on the **School Portal (EPFuture/Edunext), YouTube Channel, Facebook, and Instagram** pages of the school.
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8. Punctuality – Offline & Online Classes

1. School timings will be as per Winter/Summer schedule and will be updated on the school portal.
* Parents are requested to check the portal regularly.
* Ensure timely arrival and dispersal of your ward.
 2. Parents are requested to **ensure that their ward attends all classes regularly and on time.**
 3. Students are expected to be **punctual for both offline and online classes. Late joining or late arrival disrupts the learning process.** The e-learning module includes **videos, assignments, and question banks for the content taught.** Parents should ensure that their ward utilizes this facility to keep pace with the class.
 4. Students must **follow proper discipline, etiquette, and attentiveness during online classes, just as they do in offline classes.**
 5. Parents are requested to provide a **suitable learning environment at home during online classes, free from distractions.**
 6. Students should **complete assignments and tasks given during online or offline classes within the given time.**
 7. In case of absence from class, students are expected to cover the **missed work with the help of the e-learning resources or by coordinating with the teacher.**
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9. Health & Medical Information

1. In case a **student gets injured or feels unwell during school hours**, the school will **provide immediate first aid and basic medical assistance.** Parents will be **informed promptly if further medical attention is required.**
 2. While the **school takes all necessary precautions and care for students' safety**, it will **not be held responsible for any unforeseen injuries or accidents** that may occur during normal school activities.
 3. If a **student is medically unfit or has any specific health condition**, parents must **inform the school at the time of admission** and submit a **valid medical certificate from a registered medical practitioner.**
 4. Parents are requested to **inform the school about any medical condition, allergy, or special care requirement of their ward in advance so that necessary precautions can be taken.**
 5. In case of a **serious health concern during school hours**, the school will **inform the parents immediately and may arrange necessary support until the parent/guardian arrives.**
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10. Birthday Bash Rules

1. Children may wear home clothes on their birthday, **keeping in mind that the dress should be simple, decent and school-appropriate.**

2. **Decorations are not allowed** in the classroom or school premises.
3. **Return gifts, cakes, and outside food items are not permitted.**
4. **Only toffees or small packed chocolates** may be distributed with prior permission.

11. Safety Instructions (Self Pick-up / School Bus / Private Transport)

1. Parents are requested to **personally see off and receive their wards at the bus stop,**
2. Please avoid **collecting your ward during school hours.** In case of an emergency, **parents must come personally or send an authorized person,** along with a **written application.** The message must also be **communicated telephonically** to the **concerned In-charge.**
3. Parents are advised to **exercise caution while hiring auto-rickshaws or private vehicles** for their child's commute. The driver must have **proper identification, vehicle number, license details, and residential address.**
4. **For self pick-up,** only **parents or authorized persons** are permitted to drop or pick up the child. If someone else is coming for **pick-up or drop,** parents must **inform the reception in advance** and provide the **person's photograph along with their relation to the child.**
5. Parents are requested to **arrive for pick-up or drop-off only 10 minutes** before the scheduled time to ensure smooth school functioning.

Any violation of the code of conduct will be dealt with seriously as per school policies. Your cooperation in maintaining a safe and disciplined environment is highly appreciated.

Principal

NURTURING POTENTIAL, UNLEASHING BRILLIANCE.