

STUDENT CODE OF CONDUCT POLICY

Code of conduct

This code of conduct outlines the expected standard of student behaviour. It is based on cooperation, consideration, courtesy and common sense.

- All individuals are to be valued and treated with dignity and respect.
- Students have a right to expect that they can learn in an environment where without intimidation, bullying or harassment, they are able to fully develop their talents, interests and ambitions.
- Teachers have a right to expect that they will be able to teach in an orderly and cooperative environment.
- All individuals have the right to learn in a safe and secure environment where care, courtesy, and respect for the rights of others are encouraged.
- Parents/guardians have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.

REDBRICKS SCHOOL: GENERAL RULES

1. Treat others with respect
2. Keeps hands, feet, and other objects to yourself
3. Use appropriate language
4. Walk quietly throughout near the academic/office buildings
5. Follow all classroom rules
6. Use materials judiciously and respect property

The behaviour and decorum of a Redbricks School student should characterise at all times:

A respect for all people as shown:

- in language, behaviour and decorum which is a reflection of home, school and societal values;
- in courteous, kindly and friendly greetings between adults and fellow students;
- in dealing with each other within or away from the school; and
- in normal courtesies, expected when dealing with the public, parents and visitors to Redbricks School

UNIFORM

1. The formal Redbricks School uniform consists of:
 - School T-shirt/Formal Shirt
 - Shorts/ Pants/Skirts
 - Grey socks
 - School black shoes
 - School ID card

2. T-shirts/ Shirts must be tucked in at all times, buttons closed and uniform presented clean and tidy each morning. Students must wear their full formal uniform to all school events and excursions. The shoes should be well polished and laces tied at all times.

3. The Physical Education uniform consists of:
 - Regular School T - shirt (for class 1,2) / House T-shirt (for class 3 onwards)
 - Track Pants (only on Saturdays for class 1,2) / (all outdoor sports sessions for class 3 onwards)
 - Black cycling shorts under skirt for outdoor sports sessions (Only girls of Class 1,2)
 - Grey socks
 - Regular School shoes (black)

4. The Physical Education uniform can only be worn on days that students are participating in Physical Education lessons and on designated sports days. The House T-shirt can be worn only on designated outdoor physical sessions for respective classes (refer pt. 3) and on 1st, 3rd and 5th Saturdays/ other House Activity designated days.
5. Students need to change from Sports uniform to regular uniform after sports periods (for Class 3 onwards, except on Saturdays)
6. Free dress is allowed only on Birthdays and/or announced celebrations. Students should carry a napkin everyday in their school bag. Students should carry a handkerchief in the pocket.
7. One Extra pair of clothes to be brought by Class 1 students and kept in the school for the first 3-4 months.
8. Students are expected to wear their uniform to and from school each day and/or as directed by the Principal.
9. For students who are joining the school mid-term, a week's grace period will be given to wear free dress in case of non-availability of school uniform on time.
10. For girls, the length of the skirt should fall right above the knee. It should not be too high or too low in length. It is recommended that girls wear cycling shorts beneath their skirt as the activities at school require sitting on the floor / bending for various purposes.

SCHOOL ATTENDANCE & BEHAVIOUR ON CAMPUS

1. Students are to be in attendance at school no later than 7:55 am. Any lateness must be explained by a note from home or a telephone call from a parent or guardian.
2. Permission to leave class must be obtained by the teacher.
3. Permission to leave the school grounds during school timings must be sought from the School Principal. This permission must be accompanied with a note from a parent or guardian.
4. Students are not allowed in activity rooms, infirmary, library, art studio, Labs, kitchen, offices, etc., without the attendance of a teacher, lab incharge, librarian, nurse or administrative staff member. Students must obtain a permission slip from their respective subject teacher to go to any of the activity rooms listed above during their regular subject period.
5. For use of computers in the library/ICT lab or any room of the school campus, students should have obtained a permission slip from the respective subject teacher who has assigned the task. This slip should be presented to the room in charge for gaining access to the computer.
6. Running and chasing games are not allowed in common areas of the School with the exception of external designated playing areas.
7. Care of the environment is important. All rubbish is to be placed in bins and care of all campus environment and equipment should be taken.

8. Chewing gum, smoking, sweets (except birthdays) and electronic devices are not permitted at the school. The consumption of prohibited substances by students is expressly forbidden at all times.
9. If mobile phones, MP3s or any electronic devices are seen or heard during the school day they will be confiscated by teachers and placed with the Principal. If for any official reasons, a student is carrying any electronic device, a permission slip from the concerned teacher is required to be submitted to the Principal.
10. No unnecessary articles like slime, toys, etc., can be brought to school.
11. Students are not allowed to bring money to school, unless sealed in an envelope for an official purpose. The amount of money in this case should not exceed Rs. 1500.
12. Parents should not send cheques of school fees with students. The school's fees should be submitted directly by the parent at the school's satellite or santej office.

STUDY

1. Each student/class has a timetable for the day. He/she must adhere to this and be punctual after breaks. A spirit of dedication should be a part of every student's attitude to their learning.
2. Homework is set as per schedule and is to be completed with due care and attention.

ABSENCE FROM SCHOOL

A minimum yearly attendance of 75% is required for promotion.

Students may be absent from school for a variety of reasons. The information given below will help students and parents to do the right thing.

Illness

1. Parents should notify the counselor of their child's absence by telephone 7:55 am each morning. If the student is absent for 2 days or more and the school has not received notification parents will be contacted by telephone regarding their child's absence.
2. If a student's absence is likely to be of a long duration due to Illness (a week or more) parents must contact the homeroom teacher, either by telephone or in person, so that work may be organised. We appreciate a day's notice for this.
3. Work may be collected from the homeroom teacher. On return to school, the student is to check with the subject teachers, who will help to organise work that has been missed during the student's absence. It is the student's responsibility to ensure that this work is completed as soon as possible.

Doctor, Dental, Hospital Appointments

Where possible, these should be organised out of school time. If this is not possible students should:

1. **Bring a note from parents.** This note is to be shown to the homeroom teacher and the Principal. Staff is not permitted to get students out of class at short notice except in the case of a family emergency.
2. Students need to report to the Principal to be signed out and again on return.

Longer Absences – Holidays

If family circumstances necessitate a longer absence, then formal permission must be sought from the Principal well in advance. Do be aware that permission is not granted automatically, especially if students are going to miss examinations. On returning students will be expected to complete any work missed during their absence in negotiation with their subject teachers.

The School **will not issue report cards early** for students taking extended school holidays under any circumstances.

HAIR AND GROOMING

Redbricks School requires students to maintain a high standard of dress and grooming so as to present an appropriate image of the school within and outside the community and to each other.

Hair Standards

- Hair should be kept neat and tidy at all times.
- Boys – Hair must be above the collar, ears and eyebrows at all times.
- Girls – Hair must either be above the collar or tied up. No decorative hair ties are allowed. Ties must be simple and of grey, red or black colour. No decorative headbands are allowed.
- Hair must be clean and combed on a regular basis.

The Principal and School Coordinator will make decisions as to the appropriateness of a hairstyle for Redbricks School.

Dress Standards

So as to maintain a high standard of dress, the following specific regulations must be adhered to:

1. Uniform must be worn appropriately at all times:
 - Socks up
 - T-shirts/Shirts tucked in
 - School black shoes (cleaned and polished)
 - Top button of T-shirt/Shirt done up
2. Students must maintain a high standard of personal hygiene. Their nails should be properly cut and clean.
3. Jewellery is not to be worn with the uniform:
 - Earrings – simple sleepers or studs only (not decorative)
 - No chains, wrist chains or bands
 - No rings
 - A religious symbol or jewellery may be worn.Unacceptable jewellery will be confiscated by staff.
4. Wearing of wrist watches will be allowed for Class 9 to Class 12 students. The wrist watch should be simple and not too fancy/flashy. Digital watches will not be allowed in the school.

PERSONAL CONDUCT

Language and Communication

1. Students are expected to use 'English' language in their formal and informal conversations with other students and staff on the school campus. (with support staff – Hindi can be used)
2. Certain occasions/events may require the use of Hindi or other languages, which is permitted as per the nature of the event
3. Students should use appropriate greetings to greet any adult in the school campus- "Good Morning", "Good Afternoon" "Good Bye".
4. Students are expected to not use "Hi" or "Hello" with Principal, Teachers, School Staff and other Adult Guests at school unless initiated by the other person.
5. Students should address the School Staff/Guest with appropriate titles- Ma'am/Sir/Didi, etc.
6. Other phrases to be used- "Excuse Me" when you need help or attention, "May I Come in?" while entering the class, "Thank You" when someone helps you.
7. Students are expected to use appropriate Body Language and Tone with all school members. They are expected to not use offensive or insulting body language/tone.

8. Students are expected to speak in softer tones and not loud voices in the school campus.

Respect for Diversity

1. Students should respect each and every religion, caste, creed, family, differences in looks, abilities and interests, and value each other unconditionally.
2. Students should be good listeners and respect ideas & opinions of others.
3. Students should have an open mindedness to help anyone in need.
4. Students should be open to give and receive feedback.
5. Students should cooperate and work collaboratively with others.

Anti- Bullying / Harassment

1. Students should respect every member of their class / School
2. Students should use non abusive/ non- derogatory language to maintain a culture of respect
3. Students should refrain from teasing others
4. Students should avoid physical aggression /bully others
5. Students should not use social media/Whatsapp/other online platforms to gossip about other students/staff and to tease/harass someone
6. Students should avoid deliberate exclusion on the basis of gender, religion, caste, creed, colour / looks and capacities
7. Students should avoid malicious gossiping about fellow students and staff members

Physical Movement

1. Students need to form a proper line (height wise) before going for the assembly and stand in a proper line.
2. The students who are standing in the front should check the line and arrange the students accordingly. Students should maintain proper physical distance and respect each other's space.
3. Students should not push or hit anyone in the class, common areas and corridors. Students should not play running or chasing games in the common areas of the school except designated areas.
4. Students are expected to walk with proper body balance and conduct without dragging their feet while walking.

Transport

1. Students should sit at their designated places in the school bus.
2. Students should not put their hands out of the moving bus.
3. Students should not stand up or move around in the moving bus.
4. Students should not be throwing any kind of article from the moving bus.
5. Students should refrain from eating anything in the bus (Dry fruits are allowed on the way back if students are very hungry).
6. Students should listen to the bus conductor's instructions and ensure his/her own safety.
7. Students should not use inappropriate words and indulge in physical fights while traveling in the school bus.
8. Students should report misbehaviour of other students in the bus to their class teacher on the very next day.
9. Parents/Students should not chase or block the bus.