

## **General Code of conduct**

This is to provide you with a general overview of the school's code of conduct policy. The information in this document cannot be assumed as complete as it is subject to change and review on a case and time basis.

1. **School Timings:** All students should come to school on time. Latecomers will not be permitted to enter.
2. **School Assembly:** There is no exception for not attending or participating in the school assembly. Concessions will only be made in case of physical inability or sickness (letter from parent citing the reason to be excused is a must).
3. **School Uniforms:** Uniforms must be neatly maintained at all times. There should not be any scribbles, stains or tears on them. It should be worn during school outings or field trips. School uniforms are an extension of the school and therefore any act committed while wearing the uniform can come under sanctions. Improper wearing/modification of uniform will lead to disciplinary strikes.
4. **School ID:** School ID must be worn to school every day. It must be worn during outings, field visits and external exams.
5. **School Diary:** It is an important mode of communication and log. It should be brought to school every day.
6. **School Attendance:** Attendance in school should be a priority for parents and students. Student's should strive to achieve 95%, unless due to chronic health conditions or genuine unavoidable reasons. CBSE regulations will be strictly adhered to in case of low attendance without cause.
7. **Student Movement:** Once inside the school, students will not be let outside without the parent or without a consent letter from the parent that the student. All movements will have to be signed in or out in the movement register with a justified cause such as Dr appointments.
8. **Leave/late Policy:** Leave of absence or lateness needs to be intimated immediately via phone to the school office. No leave of absence will be granted to students without a written application signed by the parents. All leaves should be supported by leave letters and medical certificates as required. The next day after the leave the student should bring leave letters from their parents. In case of planned leave, parents should communicate in advance via a leave request letter stating the date of and the reason for leave.
9. **Medical Exemptions:** Exemption and considerations can only be availed on the production of medical reports and certificates at the beginning of the year.

10. Academics: Students are expected to show diligent attitude towards their education. Students should not take a lax attitude towards homework or assignments. Copying of assignment, homework and projects are strictly not allowed. Notebooks, textbooks, records and portfolios should be neatly maintained. Students will not resort to destruction of works or books of other students. Students will follow exam guidelines to the letter. Willfully poor attitude towards academics will reflect in students disciplinary record.
11. Technology & Internet: Misuse of technology will not be tolerated in any way as it is the mission of AWS to educate and promote responsible tech/ media use. Misuse will be considered on a spectrum starting from classroom disturbance, recording, watching objectionable materials, cyberbullying, affiliating with Government of India outlawed groups, and many others which come under the same classification. Students are not allowed to record lessons/teachers/other students' audio or video in classrooms/school premises. Filming/uploading of fights or other criminal behaviour involving students during activities at school or public places and using such materials to threaten or blackmail or vigilantism etc will also incur serious disciplinary sanctions. Using technology to bully, intimidate, harass, shame or abuse a person through transfer/downloading/storing objectionable and prohibited material through SMS or text messaging, video, images or any other type storing or other data transfer systems/apps/ forums, websites, social networking sites available on the phones, notepads etc while at school or away will be considered as a breach of policies of the school. Under such circumstances, the school will resort to legal recourse.
12. Mobile Phones: The basic policy is that mobile phones are not allowed in school. Considering the fact that parents prefer that students carry one with them for safety and emergency we strongly advise students to use a basic inexpensive model.
13. Personal Property: Personal property is the responsibility of the student. Students are not allowed to bring to school any books or items other than their texts, notes or books issued from the library. Novels, magazines etc are not allowed in the school. Students should ensure that they don't bring prohibited items to school.
14. Library: Library books like many other school properties are legacy materials and have to be treated with respect. Books from the Library will be issued only during the library period. The books must be examined before issuing and any damage must be brought to the notice of the librarian. The borrower will be held responsible for any damage done to the book while in his/her charge. In case of any damage done to a book, a fine will be charged. If a book is lost, the librarian must be notified immediately and it must be replaced with similar edition within a week or the cost of the book will be charged. No personal books, bags, lunch boxes etc are allowed inside the library. Only notebooks are allowed inside the library. Discipline and silence must be maintained inside the library

15. Labs: Health safety rules are to be strictly followed in the lab. Students will not endanger themselves or the lives of others while using the labs. All items must be carefully used and replaced. Rough records and other instruments must be brought on practical days as per timetable.
16. Classroom Behaviours: Once in the classroom students should get ready for their lessons and take out required materials. Perfect discipline will have to be maintained in between classes. Going into other classrooms between periods is strictly not allowed. Any kind of gathering or celebration in the classroom will be not allowed without the teacher's or Principal's consent.
17. Special Classes/ After School Classes: Saturdays are holidays unless otherwise specified for middle school and higher classes. There will be no Saturday classes for Kindergarten and Primary. Second Saturdays will be a holiday for the school.
18. Behaviours & Language at school: School is a formal setting, where shouting, whistling, loitering and littering is not allowed. Students should never use abusive, foul or discriminatory language or acts while in school.
19. Attitudes and conduct towards teachers: Students should greet teachers and visitors whenever they meet them. Students should not disrespect or use any foul language while talking to teachers inside or outside of school. Students and parents are strictly prohibited from befriending teachers on social networking sites. Students are prohibited from bad-mouthing, using derogatory terms or insulting comment about teachers either in person, to each other or online. Such actions will invite stern legal sanctions.
20. Behaviours outside school/public areas/ outside school gates: Students should be polite and well behaved wherever they go. Outside the gates/ public spaces they should never use abusive, foul or discriminatory language or acts. The school is judged by its students. Any such reports will result in stern actions.
21. Organised Activity: Student's are strictly prohibited from any form of organised activity without the expressed consent of the school. This rule applies to outside competitions, events and accepting membership to groups banned by the Institute/Government of India. Advocating certain customs, communalism or social evils will lead to immediate expulsion.
22. School Bus: The school bus is an extension of the school premises. The bus driver and attender are responsible for discipline. Misconduct in the school bus can lead to disciplinary sanctions. Read transportation guidelines.
23. Own Transport: Students who commute to school by their own means (walking/bicycle) should not roam around and make their way home immediately. Students who use vans/rickshaw services/ designated persons (maids/drivers) should patiently wait for them to arrive and report to the office in case of delays when they leave.
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- 1. Physical Violence** Splashing water or colours without consent even during festival times or extending support is punishable negative conduct certificate expulsion
- 2. Ragging & Bullying negative conduct certificate expulsion** Ragging / bullying is a serious offence. Any student found to be indulging in or encouraging the same would be met with strict disciplinary action. If any student is caught for the first time, a written as well as a telephonic complaint would be sent to the parents. If a student is held guilty for the second time, the student will be suspended/dismissed.
- 3. Substance Abuse** Any kind of substance use or abuse is prohibited The list is not limited to tobacco, alcohol, drugs (prescription or otherwise), paans, glue, whiteners etc. Any student found in possession or indulging in any of these substances will be given a negative conduct certificate and will be expelled from school. The possession, consumption or dealing in drugs is an offence under the Indian Law and will lead to immediate expulsion.
- 4. Monetary transactions:** There is no need for students to carry around large amounts of money with them. Parents are to take care that they send only the required amount for transport, snacks or stationary. Using the school premises (includes school bus and situations while in school uniform) for any kind of commercial activity is strictly prohibited. Lending or borrowing of money is strictly prohibited. The school is not responsible for any loss due to such transactions.
- 5. Lending and Borrowing:** Lending and borrowing of valuable articles is strictly prohibited. The school is not responsible for any loss or damage due to such transactions.
- 6. Sexual Harassment:** Sexual harassment is a serious offence and it involves comments (verbal/written/online), gestures, actions that are intended to hurt, offend, shame or intimidate another person. Students (boys and girls) might experience it themselves or might be witness to such incidents. Students should note that sexual misconduct or harassment encompasses a range of conduct, depending on the offence disciplinary action will be taken. Students are encouraged to speak up for themselves and others if they witness such conduct. The school will take strict actions against them and take measures to protect the victim.

7. **Discrimination:** Any act against a student/teacher that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, a medical condition is discrimination. AWS strongly believes in equality and fairness and such instances by any student will lead to disciplinary strikes/suspension.
8. **Gender Discrimination:** No student has the right to discriminate a teacher or other students based on their gender. We will remain fair to both girls and boys. All students will refrain from making comments like, 'Boys don't cry', 'Be a man', 'Be a good Indian girl' etc. The school will take disciplinary actions against such actions by a student.
9. **School Property:** All kinds of school property (buildings, materials (electric/ furniture) or resources (books, software or lab items) are legacy properties (not restricted to above mentioned). Any act of destruction, vandalism or theft will be taken seriously. A strike will be made against the student, the loss will be appropriated, fine will be added and an entry will be made in the discipline register. The severity of the act will lead to other actions or sanctions. Any inadvertently caused accidents will have to be brought to the teacher's/ Principal's notice and a statement of events has to be submitted. The principal will take fair actions after due process. Any student who has noticed any damage to the school property will report it immediately to the teacher.
10. **Possession of harmful weapons:** No student has any reason for bringing any sort of weapons or sharp articles to school. Modification of any material to hurt anyone is also strictly prohibited if found it will lead to expulsion and a negative remark in the TC.
11. **Access to school premises:** The school premises is open only to AWS students/parents at allotted times. Loitering is not permitted during school working hours or otherwise by parents, designated persons, drivers, maids and others. They are to wait in the office reception and someone will be there to address their needs. Student's friends or siblings from other schools are also not allowed in the school without the invitation from the school itself.
12. **Students Drivers/ Underage Drivers:** AWS policy prohibits underage driving. Underage driving is strictly against the law and school will take necessary actions if students are found in violation. No student is allowed to enter the school on a motorcycle, scooter or car. Students who use bicycles are not allowed to ride doubles or triples. Bicycles should not be ridden inside the school. Students who possess a driver's license and who are above the age of 18 should take appropriate safety measures.

- 13. Eating out:** The school advises all students and parents to exercise caution while eating food from neighbourhood vendors. The school does not take responsibility for any food poisoning or allergic conditions which arise as a result of this.
- 14. Prohibited items:** Any form of valuable property or item not appropriate for the student of a particular age is considered as prohibited. We strongly believe students do not require these items in the school and henceforth they shouldn't be brought to school. The school will not take responsibility for the loss of such items (gold jewellery, pens, expensive gadgets, mobiles or tech and accessories). Fireworks, weapons, sharp instruments and whiteners are also prohibited items.
- 15. Spot checks & Confiscation:** The school reserves the right to conduct spot checks. Checks will be inclusive of uniforms pockets in the presence of the appropriate gender teacher and counselor. The school reserves the right to retain the confiscated material. The Principal will decide when to return the item/s. school reserves the right to conduct spot checks. Checks will be inclusive of uniforms pockets in the presence of the appropriate gender teacher and counselor. The school reserves the right to retain for a period of time the confiscated material. The Principal will decide when to return it.
- 16. Sanctions & Expulsions:** All disciplinary actions will be recorded in the disciplinary register along with evidence and student's self reflection and/or declaration letters from parents. A negative conduct certificate will be issued depending on the severity of the acts. Four warnings/ suspensions will lead to dismissal of the offending student on disciplinary grounds. Students will be removed from rolls due to poor attendance, failing a grade twice, unexplained absences, serious offences and unwholesome influence on his fellow pupils.
- 17. Readmission:** Readmission of a student after disciplinary issues will be considered only after deliberation on the severity of the offence/s and time elapsed. The governing body and Principal reserves the right to make this decision after the due process which includes fines and readmission fees.
- 18. Zero Tolerance Policy:** As our students and parents, we respect you. Our staff is here to help and support you, they are in no way inferior to anyone. We as a school will not tolerate any instance of shouting, intimidation or violence towards our employees. Such behaviour will lead to appropriate actions or sanctions.
- 19. Documentations and Attestations:** Photographs for attestations or ID cards should be in school uniforms. Certifications are made available on request after payment of processing fees. The processing time is 8 working days and collection time is after school. The principal and the governing body reserves the right to decide on the issue of certificates which they consider out of the norms. On

written request by parents transfer certificates are issued when all dues are cleared.

- 20. Oral Consent:** AWS policy on consent states that the entire consent process must be documented to safeguard children, reduce risk and lessen misunderstanding. We do not accept any oral requests or consents from the parent/designated persons. Oral consent given via third parties (grandparents or siblings) will not be accepted. Oral consent will be accepted during an emergency directly from parents. Parents should hand over the written consent the very next day.
- 21. Child Protection:** The school has a duty of care to safeguard children, the school with careful consideration and deliberation with advisor bodies will initiate such protocols if and when required..
- 22. Privacy & Confidentiality:** The School will observe strict confidentiality unless mandated by the legal agencies, previously signed agreements or waivers in written format. Students are warned against breaching the school's (inclusive all stakeholders) privacy and confidentiality. Students are strictly prohibited from interacting with media persons on/off campus without explicit written consent or making and uploading media content privately or by themselves. Such acts will lead to expulsion. Students need to understand that making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent is invasion of privacy and punishable by law.

Non compliance to these directions will lead to disciplinary actions or expulsion from the school. Student's need to bear in mind at all times that a misbehaviour that occurs in a particular situation is not just violation of a single code but upon deliberation violation of multiple codes, that being the case sanctions can end up being cumulative.

