



# BOSCO PUBLIC SCHOOL

Sunder Vihar, Paschim Vihar, New Delhi - 110087

[www.boscoshool.com](http://www.boscoshool.com)



## CODE OF CONDUCT FOR STUDENTS

*Students of Bosco Public School should stand out as smart, confident, disciplined, cultured and fluent individuals. The school expects the students to imbibe discipline as a second nature.*

*The school follows certain norms rather rigidly in the best interest of the learners.*

Chapter 1 : General

(I) Attendance

(II) Conduct

(III) Punctuality

(IV) Decorum

Chapter 2 : Library

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Chapter 3 : Sports Field

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Chapter 4 : Medical Aid

Chapter 5 : School Uniform

Chapter 6 : School Property

Chapter 7 : Examination

Chapter 8 : Transport

Chapter 9 : Bunking/Verbal and Physical Abuse

Chapter 10 : Electronic Gadgets and Mobiles

Chapter 11 : Social Media Sensitivity

Chapter 12 : Harassment/Offences

## **1. GENERAL**

### **(I) Attendance**

#### *DECORUM*

- (a) Students are expected to attend school on regular days as per their academic calendar and for the full day. Half day applications will not be entertained.
- (b) The school does not allow parents to take their child out during school hours. Permission will be given by the authorities in case of 'exceptional circumstances' only.
- (c) Every student must attend school regularly. Absence from school for reason other than illness or serious unforeseen circumstance will not be excused.
- (d) It is mandatory for the students to be present on the reopening day after a break/vacation and the last day before a break/vacation so as to not miss on important announcements.
- (e) If the student has to take leave from school for a day , a leave application, addressed to the Class Teacher must be submitted to the class teacher at least two days prior. In case, student is absent due to ill-health or any emergency and could not submit the application prior, at least information should reach the concerned teacher the same day and application may be submitted on joining.
- (f) If the student is absent from school for three days or more, a leave application, addressed to the Principal must be submitted at the school Reception.
- (g) Students suffering from contagious diseases like Chicken Pox , Measles , Mumps, Conjunctivitis , Whooping Cough , Dengue, Covid etc. will be allowed to attend their classes only after the doctor certifies that they are fit to do so. Submission of Medical Certificate and application for the absence of leave is necessary, in case of illness for three days or more.

## **MANDATE**

(h) Frequent absence without permission or unexplained absence for long duration renders the student liable to have his/her name struck off. Continuous absence from school for 10 days without permission may lead to the striking off of student's name from the school records. Re-admission may be granted at the discretion of the school authorities and only after the payment of the fresh admission fee.

Re-admission cannot be claimed as a matter of right. The school authorities will have full discretion in this matter.

(i) The students of all classes shall abide by CBSE bye-laws w.r.t. attendance. They must make sure that their attendance must meet the criteria as set by CBSE for appearing in the examinations. It will be the responsibility of the parents/guardians to ensure that this criterion is met to sit in the Board Examination. The school will inform and report to CBSE in case students of X and XII do not meet attendance as per the CBSE Exam bye-laws.

(j) The school reserves the right to suspend/expel a student who is irregular in attendance, whose academic progress is repeatedly unsatisfactory, whose conduct in the school or outside is harmful to other students.

## (II) Punctuality

### *DECORUM*

- (a) **Students should reach school at the scheduled time.**
- (b) In case a student arrives late to school for some valid reason, he/she must obtain due permission of school authorities to attend the school.

## **MANDATE**

- (c) **Students reporting to school within five minutes after the scheduled time will be considered latecomers.** Gates will be closed five minutes after the scheduled time and **NO ENTRY WILL BE** permitted after that.

- (d) Suitable disciplinary action will be taken against late comers. After three late comings in the academic year, the student will not be allowed to attend the school and parents will be called to take their ward back home.

### (III) Conduct

#### **MANDATE**

##### ***(a) Students must abstain from the following:***

- i. Absence from classes without the permission of the respective authority
- ii. Misbehaviour towards teachers or any other employee of the school
- iii. Disobeying lawful orders of the school
- iv. Intentional disturbance of classes
- v. Bullying/Rowdyism and rude behavior
- vi. Eve-teasing/misbehaviour towards fellow students
- vii. Bringing unauthorized people/articles inside the school
- viii. Smoking/Vaping/Chewing Gum and other socially unacceptable things are not allowed in school campus as it impacts learning environment and creates distractions
- ix. Use of non-prescribed medicines or intoxicant (except on prescription by a registered Medical Practitioner)
- x. Any form of gambling
- xi. Theft/pilferage of school/students' property
- xii. Spitting in or near school building
- xiii. Casteism, communalism or practice of untouchability
- xiv. Propagating a strike/disruption of classes
- xv. Association with banned organization
- xvi. Any sort of misconduct, inappropriate celebrations or violent/aggressive involvement near the school gate after dispersal. Students are advised to head towards their residence immediately

*If any of the above points i to xvi are identified, the school has the right to suspend/expel student as deemed fit to the extent of circumstances.*

**(b) To be eligible to attend outsourced sessions, workshops, visits, picnics and school trips, students are expected to**

**display basic etiquettes and practice right conduct at all times.**

With reference to the above point, a student may not be allowed to participate if he/ she has been:

- i. Suspended during the session.
- ii. Involved in misbehaviour or indiscipline.
- iii. Displayed insensitive or aggressive behaviour in records.
- iv. A defaulter of tuition fee.

#### (IV) Decorum

Being a student, decorum and discipline is significant as it helps instill important values and behaviour that are essential for their academic and personal growth. Decorum and discipline help create a safe and orderly learning environment where all students feel valued and respected.

(a) It is expected that the students:

- i. Turn off taps and switch off electricity when not in use. Always use energy resources economically.
- ii. Shut down the smart boards, computer systems if not in use or before leaving the respective class/ lab.
- iii. Leave the washroom clean as a courtesy to the next student.
- iv. Dispose off litter in the bins provided.
- v. Be mindful of others who need to use the facilities like washrooms and water taps.
- vi. Changing of rooms between periods, going to attend Games Period or Activities must be done in an orderly manner. When using staircases and corridors, all must keep to the left.
- vii. Formal body language must be observed in the school campus at all times. Display of any kind of closeness with other students by way of walking hand in hand or putting hand on the shoulders is not allowed.
- viii. Canteen facilities are permitted only during the break time.
- ix. During all the PTMs the students, coming along with their parents shall wear complete school uniform.

- x. No monetary collection for any purpose can be made in the school without the prior permission of the Principal.
- xi. The school advises the parent not to allow the children to drive two wheelers/four wheelers without valid driving licence.  
School does not provide any parking space to the students commuting to the school on their own vehicles. If anything untoward happens, the school shall not be held responsible.
- xii. Students are strictly prohibited from using school's Lift (elevator). They may be permitted to use the lift facility with the due permission of the authorities if they have a medical concern. Student must be accompanied by an attendant and is not allowed to use lift alone.
- xiii. Do not waste time standing in groups.
- xiv. Decorum must be maintained while talking to teachers and seniors. Extend courtesies to everyone including equals and juniors. Soft words of praise, sorry or thanks can prove magical.
- xv. Parents/Guardians are not allowed to meet their wards or teachers during the school hours. (Though appointments could be requested to meet the teacher)
- xvi. Expensive watches, pens or large amounts of cash should not be brought to school.
- xvii. The school has the right to suspend/expel any student whose conduct is harmful to other students.
- xviii. Child can wear colourful apparel on his/her birthday only till class V. Students are welcome to celebrate their birthday by distributing chocolates or toffees (of not more than 20 rupees) to their classmates, but no formal exchange of gifts or cake cutting is permitted.

## **2. LIBRARY**

### **(I) Use of Library**

All students of the school are members of the library.

#### *DECORUM*

- (a) Strict discipline and silence should be observed in the library.
- (b) A clearance certificate is to be obtained from the librarian before applying for Transfer Certificate.

- (c) Library books should be taken care of and returned on the due date.

(II) Late Fine

**MANDATE**

- (a) In case a student returns the book after due date, late fine will be payable by the student as applicable.
- (b) In case of loss of book by the student, it has to be replaced with the same book or current cost of book.
- (c) Marking, underlining, writing or damaging pages of the books are strictly prohibited. If identified, student would be charged the fine to the extent of the damage caused.

**3. SPORTS FIELD**

(I) CONDUCT ON FIELD

*DECORUM*

- (a) Sports are to be played with the correct spirit of sportsmanship.
- (b) Selected sports students are allowed to wear Black Sports shoes instead of school shoes after due permission from the authorities.
- (c) Students interested to play Badminton and Table Tennis shall bring their own racquets and take responsibility of the same.

**MANDATE**

- (d) If a student damages sports equipment, he/she may be subject to fine, suspension or expulsion depending on the extent of the damage caused.
- (e) Aggression, fighting on the field and using abusive language will invite strict disciplinary action from the authorities in the form of suspension, case reporting, expulsion or rustication to the extent of circumstances.

## (II) ALFRESCO CLUB

### *DECORUM*

- (a) Selection of the students in the Sports Club of the school – Alfresco, will be subject to the selection in the trials taken by the respective sports coaches.

### **MANDATE**

- (b) It is mandatory for the students to carry Alfresco Club Card if the Club is scheduled on Saturday. In case, the student does not carry the Alfresco Club Card , he/she will not be allowed to enter the school premises.

## **4. MEDICAL AID**

The school has a well-equipped medical room.

### *DECORUM*

- (a) A medical card to record the health status and growth of the child is maintained and a report thereof is sent to the parents for information and necessary action.
- (b) While the school assures all possible precautions and care, the school authorities will not be responsible for any adverse consequences.
- (c) In case, child is having any medical ailment/prolonged illness or precautions to be observed, it must be submitted as request by parent in writing and re-submitted in new session. First aid treatment is given by a medical team in case of accidents and emergencies.
- (d) In case of any medical issue that requires parents' attention, parents are informed immediately and may be intimated to take their ward home.

## **5. SCHOOL UNIFORM**

### *DECORUM*

- (a) Students should come to school in correct and prescribed school uniform and shoes at all times.



- (b) Students are not allowed to wear any jewellery to school (no chains, rings, bangles, bracelets). Girls may wear one pair of small earrings or studs only with due permission of the authorities.

#### **MANDATE**

- (c) Students **should wear their identity card at all times and** will not be permitted inside the school without the same. In case the student is not wearing I Card in the school, he/she will be treated as uniform defaulter.
- (d) In case student is uniform defaulter thrice, he/she will be sent back home.

### **6. SCHOOL PROPERTY**

#### *DECORUM*

- (a) All students must take care of the school property and responsibly use the same.

#### **MANDATE**

- (b) No student should scratch, scribble or spoil the desks or tables or damage school furniture.
- (c) If a student damages any lab equipment(s), he/she may be subject to fine, suspension or expulsion depending on the extent of the damage caused. This rule is in place to ensure that students are held accountable for their actions and to encourage responsible behaviour when using the lab equipment. (The term Lab includes Atal Tinkering Lab, Math Lab, Composite Science Lab, Biology Lab, Chemistry Lab, Physics Lab and Computer Labs.)
- (d) **The extent of damage to the school property will have to be paid for by the concerned student(s).** It may also lead to suspension/expulsion.

Disciplinary action will be taken if any student defaces or scribbles the school walls.

## **7. EXAMINATION**

### *DECORUM*

- (a) It is mandatory to appear in all the assessments as per the schedule announced by the respective teachers.
- (b) In case the student is unable to appear for any examination due to ill-health, information should reach the School Reception on the very same day through telephonic call, application or official school email ID.
- (c) In case the student is unable to appear for any examination due to ill-health, supporting medical certificate should be submitted within next three working days.

### **MANDATE**

- (d) No student shall use unfair means or indulge in disorderly conduct at or in connection with examinations. Here Student means an examinee taking an examination. Examination means any examination, mid-term, unit test, end term, quizzes, practical which are considered as part of assessment/evaluation by the teacher while awarding grades in a subject.  
No marks will be awarded if unfair means are used. Further, disciplinary action may be taken which includes disqualification from ongoing exam, record of misconduct, detention, suspension or expulsion depending upon the severity of offense.

### **Unfair means shall include the following:**

1. During examination time having in possession or access to :
  - i. Any paper, book, note or any other unauthorised material which has relevance to the syllabus of the examination paper concerned.
  - ii. Mobile Phones or any electronic gadget, even in switch off mode, which can potentially be used for communication or copying.
  - iii. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.

- iv. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the syllabus of the examination paper concerned.
  - v. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
  3. Talking to another candidate or any unauthorised person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
  4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- (e) If the student is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator his examination in that paper may be cancelled and zero marks will be awarded in that paper with all the consequences to follow.
- (f) If the behaviour of the student on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions. The severity of the offence may lead to expulsion/ suspension depending on the gravity of the offence as deemed fit by the Examination Department.

## **8. TRANSPORT**

### *DECORUM*

- (a) School-provided transportation is a service that the school may offer to parents for the convenience of transporting their children to and from school. While the school recognizes that this service can be helpful, it is not mandatory for the school to provide

transportation. Students can avail the school transport subject to the availability of seats from any particular area.

- (b) The school provides transportation services for students during the academic session. To ensure the consistent provision of transportation services, parents must pay the transport fee for all eleven months of the academic session.
- (c) All the students must follow the instructions of the teacher incharge.
- (d) In case any student does not board school bus in the morning but reports to school on his/her own, it is the duty of the parent to inform the same at the school reception so as to avoid any confusion at the end of the school day.

### **MANDATE**

- (e) While using school transport students are expected to :
  - i. Behave in a courteous manner. In case of unruly behaviour, vandalism and damages caused due to negligence , students will be penalised depending on the extent of the damage caused.
  - ii. Avoid throwing food/trash outside the bus.
  - iii. Be seated when the bus is in motion. Students must keep their heads/hands inside the bus at all times. They must not peep out of bus windows. Protruding body parts can be at risk of injury from passing vehicles or objects, and can also pose a danger to other passengers or pedestrians.
  - iv. Do not stand on the footboard.
  - v. Do not indulge in conversation with peers using foul language or display violent/aggressive behaviour.

*If any of the above points i. to v. are identified, the school has the right to withdraw the bus facility without refunding fee with immediate effect. Further, depending upon the severity of circumstances, the disciplinary action may also be taken.*

### **9. BUNKING/VERBAL AND PHYSICAL ABUSE**

The school has a **ZERO TOLERANCE POLICY** for violent/abusive behaviour to ensure a joyful, secure and stimulating learning environment.

## **MANDATE**

- (a) **Violent and abusive behaviour within the school premises will not be acceptable.**
- (b) Bunking regular classes, indiscipline and abusive behaviour inside and outside the class room will not be tolerated.
- (c) For any use of foul language/aggression/violence student will have to fill a Reflection Sheet.

*For any of the above (a),(b) or (c), the student could be suspended or expelled from the school as the case maybe.*

## **10. ELECTRONIC GADGETS AND MOBILES**

### *DECORUM*

- (a) **Mobile phones and other electronic gadgets are not permitted** in the school premises.

## **MANDATE**

- (b) It is recommended that students must refrain from using social media and other websites as the sole source of information when working on assignments or projects that require critical thinking and creativity. By avoiding these sources, students are encouraged to explore different resources and develop their own unique ideas and perspectives.
- (c) If a student is found possessing a mobile phone in the school premises or school bus, the school will CONFISCATE the mobile phone/ any other electronic gadget and appropriate action will be taken after meeting the parent.

## **11. SOCIAL MEDIA SENSITIVITY**

*Online safety is as important as safety in the real world. Being mindful of the etiquettes will help Boscons be at peace. Boscons must be Social Media responsible.*

## **MANDATE**

- (a) School strictly enforces the policy that student(s) who defame school staff, teachers and fellow students on social media will

face suspension/expulsion/rustication. This kind of behaviour constitutes CYBERCRIME and poses a significant risk to the safety and reputation of the individual(s) involved.

- (b) School prima facie may suspend/expel/rusticate the student(s) in cases of any Cyber misconduct.

*School will take help of law enforcement if necessary to address/report any incidents of cyber-crime.*

## **12. HARASSMENT/OFFENCES**

*Offences are condemnable, reprehensive and repugnant reducing human dignity and rights of individuals.*

### **MANDATE**

- (a) Any kind of sexual abuse or harassment done to any child in the school will be addressed by the school authorities as per the guidelines mentioned in POCSO (Protection of Children from Sexual Offences Act, 2012).

*School will take help of law enforcement if necessary to address/ report any incidents of physical, emotional and/or mental harassment.*

**Note:** Please note that the school reserves the right to amend, modify, or update the rules and regulations outlined in this document of the Code of Conduct for Students. Any changes made will be communicated to the students, parents, and staff members in a timely manner. It is the responsibility of all members of the school community to stay informed about the current rules and comply with the Revised Code of Conduct, as informed.