

THE SCHOOL

Zydus School for Excellence - Godhavi will

- Provide a safe and orderly environment in which students can learn, feel secure and be valued as individuals.
- Provide a broad and balanced curriculum.
- Encourage all students to do their best and to have pride in achievement.
- Communicate with parents/guardians about any concerns with regard to work, behaviour & attendance.
- Welcome constructive views of parents and students.

CODE OF CONDUCT: STUDENTS

Behaviour

- Be respectful to the institution and not indulge in any act that will tarnish the image of the School.
- Respect the authority of the Staff and Student Council
- Practice tolerance, honesty, self- discipline and act ethically in dealings with others
- Be punctual to the schedule
- Respond positively to feedback and advice given by the teachers
- Not hold hands while walking about or putting arms around the waist or shoulder of a companion
- Abhor rowdiness, misuse of property and vandalism including graffiti
- Not carry sharp objects or any prohibited item including electronic gadgets
- Maintain the cleanliness of the campus and also learn to be committed for environmental preservation.
- Chewing Gum is forbidden
- Be in designated areas on time as per the day's timetable.
- Walk smartly, briskly and in an orderly manner.
- Regularly use the School Library, Labs and other activity rooms as prescribed by the School, adhering strictly to the rules

Language

- Speak politely and in a manner which is not loud, rude or offensive
- Make a deliberate effort to speak frequently, correctly and fluently in English as well as develop ability to converse in other languages of their choice
- Abhor the use of vulgar / abusive language/ obscene gestures towards others. Calling names, taunting, teasing, rumour-mongering and back-talk are not permitted.
- Never comment on sensitive and sentimental issues like family, religion, nationality, socio-economic status, beliefs, language skills and/or other personal traits of others

Dress Code

- Come to school properly attired in the School uniform as prescribed for the season/event
- Personal hygiene should be maintained and turn out should be neat and presentable
- Wear identity cards daily (ID card): Students are expected to bring the ID card in all school related functions and present them whenever asked.. Students who lose the card will be issued a new one against payment.
- Students must carry handkerchiefs in their pockets
- Girls having long hair must keep them tied. Boys will take regular haircuts and must be clean shaven unless permitted due to religious beliefs.
- No jewellery is allowed to be worn like chains, finger rings, bangles, anklets, toe rings etc. Only Girls are permitted to wear small studs in their ear.
- Application of Henna or use of any cosmetic item is not allowed. Painted and overgrown nails are strictly forbidden

Birthdays

- Students will be allowed to distribute Chocolates/Sweets to their classmates. No expensive gifts should be distributed
- The K.G. children and Primary children (upto Class V) are permitted to come in civil dress if they wish to.
- Students of classes VI-XII must wear School uniform on their birthdays.
- No Birthday parties are allowed in School
- School does not take any responsibility of any party / celebration organised by parents / students to celebrate birthdays outside the School campus.

Attendance

Coming to School regularly is an integral part of student's life. Leave should be strictly avoided as it will affect the child's learning and hamper his/her progress

- No leaves will be ordinarily allowed on any working days of School
- Absence on the day before and after vacation is not permitted.
- Leaves are permitted if a student is sick or in extraordinary circumstances
- Extraordinary Leave will be granted to a student only in exceptional cases after consideration by the Principal on a case to case basis.
- In case a leave is required for sanction, a note has to be sent through the almanac in the prescribed format
- Leave cannot be availed without prior sanction except in medical cases
- A leave note has to be filled in the almanac before the child reports to School

- Students who have been on sick leave for three or more days have to bring a medical certificate from their doctor on re-joining the School. 35
- A student suffering from contagious disease will not be permitted to attend school. He/She can resume school on submitting a medical fitness certificate after the quarantine period.
- If a child is absent from the School for 30 days continuously, without prior information then his/her name will be struck off from the attendance register. The child can only rejoin School as per readmission norms. Readmission cannot be claimed as a matter of right.
- A child will not be promoted to the next class if there is shortage of attendance as per CBSE norms.
- A certificate of merit will be given to students with 100% attendance.

Library

- The library is fully automated by E-Granthalaya Software.
- Each student from class I onwards can be issued one book at a time for a period of two weeks.
- Class VI onwards, a child is allowed to issue two books in a fortnight.
- In case a user loses a book he/she would have to compensate as per policy.
- Library is a SILENCE ZONE
- No personal materials or baggage is allowed in the library.

Internet and Computer Usage

- The students are provided access to the internet as per the schedule for academic
- Netiquettes are to be observed religiously and any errant behavior will be severely dealt with.
- Use of pen drives CDs, DVDs etc. by students is permissible only under the supervision of a Computer Teacher /Subject Teachers
- Students are prohibited from attempting repair modification of the hardware / tampering with the settings of installed software / attempting to install unauthorized software

Examination & Promotion

- Examination and Promotion will be conducted as per amended CBSE guidelines
- In case a child is unwell and unable to appear for an exam, a medical certificate duly signed by registered medical practitioner will have to be submitted

Non-Compliance to School Rules and Disobedience

- Disrupting School activities or threatening behavior of any kind (including threatening any child or staff) is unacceptable.
- Any student caught attempting to bring in and/ or found in possession of any items prohibited by the School authorities will be liable for immediate confiscation and strict action.
- The School practices intolerance towards the below mentioned areas and any violation by any

student involving the below mentioned activities will attract the severest penalties include in suspension and possible expulsion:

- Physical, Verbal and Psychological Abuse
- Possession of Prohibited items
- Bullying/Ragging

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying maybe of any one or a combination of the following :

- Physical bullying (beating, snatching away things or making a person do undignified things while others are standing and jeering.)
- Verbal bullying (threatening, name calling or making discriminatory remarks individually or as a gang)
- Indirect bullying (spreading rumors or organizing mass boycott against a person)

Guidelines To Parents

Parents and Guardians shall :

- Ensure that :
 - the student reaches School on or before the reporting time under all circumstances. Latecomers will not be entertained. Correspondence in this regard is discouraged.
 - their child comes to School properly dressed and equipped.
 - their ward brings the almanac to school daily and all identification information along with current photograph of the child are filled in and completed in all respects and counter signed by them.
 - expensive and branded personal items are not brought to School
- Avoid absenteeism.
- Once a child has come to school, he/she will not to be allowed to go on a half day leave. In case of an emergency, parents will personally come and pick up their wards. No child will be allowed to go home with an unknown person.
- Read carefully School circulars, notes and remarks sent by the School and respond accordingly.
- Properly mark all the items that the child brings to School to avoid their getting misplaced and encourage their wards to be responsible for his / her belongings.
- Communicate to the School -
 - any matter of concern with regard to the feedback received from the child.
 - any change in address/ telephone no/others through intimation slip provided in the almanac
- Take an interest in the child's work and encourage high personal standards.

- Encourage their child to -
 - take interest in academics, co-curricular activities and sports and provide conditions that support and encourage home learning.
 - speak in English
- Derogatory remarks about the School, student and teacher should be avoided.
- Courtesy is expected from the parents towards School. Discourtesy / improper behaviour with School employees will be dealt appropriately.
- Support the School policies and guidelines to ensure smooth functioning of the academic session.
- Understand that good care will be taken of their child. However, if at any time in case of an accident, an untoward injury occurs in the school premises or during field trips/outing/excursion etc., we shall not hold the School responsible for the same.
- **In case of any trouble every parent can meet the Principal individually. Group presentation and unnecessary gathering of parents on any issues is strictly not allowed.**

Parent - Teacher Interaction

- The Co-operation and goodwill of the parents/guardians are essential components of an effective Parent-Teacher relationship. In order to provide maximum educational opportunities for students, the School needs the involvement of parents/guardians in many of its activities. For instance, parents, guardians can be useful in helping the teachers to identify the talents and skills of the students.
- Parents / Guardians shall co-operate with the School by adhering to the rules and regulations which may be amended from time to time.
- Parents/Guardians are encouraged to give positive suggestions for improvement
- Parents / Guardians shall meet the teachers concerned only with the prior permission during visiting hours.
- Parents/Guardians should not attempt to meet the teachers when a class is in progress

Visiting Days for Parents

- Parents are welcome to visit the School to meet teachers on Tuesday and Thursday between 2:10 p.m. to 3: 10 p.m.with prior appointment(through mail/almanac) confirmed by class teacher or level coordinator
- Principal is available on all working days during School time with prior confirmed appointment only (through mail).
- Formal Parent –Teacher Meetings(PTM) or/and Open Days are arranged to discuss the progress of wards

Transport

- The transport facility is solely provided by the school on the request of the parent for their children who have been admitted to the Zydus School for Excellence - Godhavi.
- This facility may be availed voluntarily by the parents of Zydus School for Excellence – Godhavi at their discretion.
- If the parents later on decide to avail the facility, their request will be considered only on the basis of availability for providing such facility, and will be considered after 15 days.
- Change of Bus Route will be allowed only in case of change of residence and if school bus is plying on that bus route. Parent should give application for change of residence before 10 days.
- In case of change of address and therefore change in bus route parents are requested to contact Account Dept. to make the payment of difference in Transport fees. New route will be affected after making the payment of difference if any.
- Any modification, amendment and decision in this regard will rest with the school management.
- Children will be handed only to the person carrying the escort card.
- Pick/drop facility will be provided only on main roads/cross roads. Bus will not ply inside the lanes and housing societies.
- The Buses will not wait for the late comers.
- Students will be held responsible for any damage to the buses caused by negligence or vandalism. Students will be fined for, any damage to the bus.
- Strict discipline should be maintained in the buses, failing which transport facility is likely be cancelled.
- No diversions/ extensions will be entertained on existing routes.
- It is the responsibility of the parents to pick-up their ward from the allotted bus stop, failing which the child will be brought back to School.
- No student is allowed to possess and/or drive a vehicle

Policy on School Fees

- The Fee must be paid by four post dated cheques (PDC) of dated April 1, July1, October 1, and January 1, as applicable. They must be submitted by April 6 at the beginning of the new academic session.
- The Term Fee is to be paid once in a year, with the payment of the 1st quarter fee.
- Transport fee will be calculated and charged as per distance.
- Failure to pay fee by the dates given above is likely to incur a late fee. A fine of Rs.500/- will be charged for every cheque that is returned by the Bank / bounces.
- In case of long leave, full payment of tuition fee is to be made in advance to the School.

- In case of admission/ withdrawal during a quarter, the tuition fee and transport charges for that particular quarter will be charged/not refunded.
- In case, there are any other dues pending, the caution money will be refunded only after clearing these dues.
- In case of withdrawal at the end of a quarter, at least one month prior notice period for any withdrawal is mandatory, failing which, the next quarter fee will have to be paid.
- If caution money is not claimed within one year after the child leaves the School, the amount may be treated as relinquished and no claim for refund of the same will be accommodated.
- Transfer Certificate will be issued only after all dues with the School are settled.

Withdrawal

- In case of withdrawal, parent will have to send a letter or mail addressed to Principal, stating specific details of child and reason thereof.
- A child can also be asked to withdraw in case of severe misconduct
- Transfer certificate will be issued only after all dues of the School are settled.
- A minimum of 10 days prior intimation is required to process the same.
- Parent/Guardian need to collect the TC from the School and sign acceptance thereof.

Bonafide Certificate

- Request has to be communicated through the almanac a minimum of 3 days to be given for processing the same