



IDEAL PUBLIC SCHOOL

I BLOCK SHIV DURGA VIHAR LAKKARPUR FARIDABAD

POLICY & GUIDELINES CODE OF CONDCUTS

The following are expected of all teachers:

A. Conduct with students and parents –

1. Performance of Duty:

Punctual, proper notes, up-to-date and proper correction work of students' books, well planned lesson plans, proper execution of lesson plans, mandatory work plan to be submitted during leave absence.

2. Role Model:

Physical and behavioral in terms of dressing, talking, laughing, language etc. Refrain from gossiping and spreading rumors), etc. Advocate proper civic sense.

3. Firm but friendly way of handling:

Keep a healthy distance from students, do not gossip with them, and be approachable without being too familiar. Any kind of physical contact is not permitted.

4. Proper conduct with parents: Always be polite and positive.

5. Nondiscriminatory, unbiased attitude: over praising of the good students and victimizing of the weak is not permitted

6. Zero tolerance policy to corporal punishment. Any physical or psychological acts such as- beating, pushing, pulling, shoving or criticizing etc. of the students will be treated as corporal punishment by the management.

7. Teachers are NOT permitted to send the students out of the classroom as punishment. They may however make them stand in the corner so they do not miss the lesson.

8. Do not lose control of your temper and end up shouting and screaming at the students. Always conduct yourself with dignity.

B. Commitment to the Profession -

1. Drinking, chewing gum and use of any tobacco products or any other banned substances is strictly prohibited.

2. Unauthorized collection of money is not permitted.

3. Insubordination is not acceptable.

4. Giving and receiving bribes in cash or kind is prohibited. Do not encourage students/ parents to give you gifts.

5. Penalties for breaking the Teachers' Code of Conduct: Verbal reprimand and warning (written memos)

followed by more serious actions like termination etc.

6. Leave applications should be submitted a day earlier for short leaves and 3 days earlier for long leaves. Seeking leave through the phone should be made only during emergencies. The person in charge must also be informed for substitution.

7. Use the school diary for sending notes to parents. (Weekly submission and checking).

8. Make proper use of Teaching Skills, strategies and resources while teaching.

9. Conduct regular class tests and keep proper records.

C. General Rules to be followed by the Teachers (refer IPEANS Service Rule)

1. Do not use the facility of school to tutor students privately for gain.

2. School diary should be checked and signed regularly by the class teacher.

3. Conduct regular after school Remedial Classes as per the schedule assigned.

4. Providing honest and objective feedback that will help students to assess their learning and progress towards their goals

5. Dealing peacefully with anger, protest or disagreement.

6. Emotionally connecting with students, to understand their aspirations and anxieties and help them reach their highest potential.

7. Inculcating a spirit of caring towards all fellow human beings.

8. Demonstrating learning orientation by continuously keeping the course content current, accurate, authoritative and appropriate to the level of the student's program of studies

9. Going beyond the curriculum so that the student gets a comprehensive understanding of the subject; Going beyond the standard/prescribed text book or course materials and providing a list of books, journals, magazine articles and internet resources, mapped to each topic to encourage the students to get multiple perspectives, think critically and form own viewpoints based on reason.

10. Pondering about the discipline, analyzing its nature and evaluating its quality

11. Selecting or designing learning activities that are clearly connected to instructional goals and objectives;

12. Planning lessons that are clear, logical, and sequential;

13. Incorporating activities and teaching innovations that promote the development of critical thinking, problem solving, and performance skills;

- 14.** Reviewing and revising the methods of teaching on a regular basis, based on feedback from students and an objective assessment of learning outcomes
- 15.** Honestly admitting when required that 'I do not know' and stating that 'I will find out'. Acknowledging the sources of all teaching resources such as presentations, videos, cases, assignments, exercises, activities, games, role plays
- 16.** Reviewing and revising the methods of teaching on a regular basis, based on feedback from students and an objective assessment of learning outcomes.
- 17.** Selecting or designing learning activities that are clearly connected to instructional goals and objectives;
- 18.** Reviewing and revising the methods of teaching on a regular basis, based on feedback from students and an objective assessment of learning outcomes.
- 19.** Planning lessons that are clear, logical, and sequential;
- 20.** Acknowledging the contribution of colleagues and other members of teaching fraternity, industry or society
- 21.** Acknowledging use of student work and scholarly assistance in any research or publication;
- 22.** Attending all meetings, lectures and functions on invitation and demonstrating passion and commitment to cause;
- 23.** Cooperating with colleagues whenever such cooperation is sought;
- 24.** Participating in and encouraging students to participate in community work.
- 25.** Standing by the students, colleagues and management by going beyond the call of duty.
- 26.** Assessing and reporting student progress in a manner that is understandable to students, parents, and colleagues:
- 27.** Being prompt and accurate in providing feedback on their performance at regular intervals with explanation as to how their work was graded, and constructive suggestion to improve their standing in the course;
- 28.** Allocating adequate opportunity to learn and practice the skills that are to be evaluated.
- 29.** Speaking respectfully of Management with colleagues and students; promptly fulfilling reporting and administrative obligations; giving due notice of intention to quit the service, recognizing the effect of the decision on management and students; refraining from actions which are in conflict with institutional mission, goals and policy.
- 30.** Selecting or designing learning activities that are clearly connected to instructional goals and

objectives;

- 31.** Mentoring students to help them make important academic/professional decisions;
- 32.** Incorporating knowledge and understanding of students' physical, social, emotional and cognitive development in instructional design.
- 33.** Recognizing and celebrating the achievements of students;
- 34.** Creating a supportive learning environment for all students that encourages social interaction, self-motivation, active engagement in learning and nurtures basic human values.
- 35.** Without permission leave will be count as next month complimentary leave cancellation.
- 36.** If you are sharing message of fever or illness, need to show prescription next day, mandatory.
- 37.** Half day is not allowed without two days prior permission.
- 38.** There will be short leave for late coming, two short leave will be counted as One half day, and three short leaves will be counted as Full day.



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Class Teachers' Roles & Responsibilities

1. Your classroom and your students should be your pride and joy! It is a reflection of you and your own personal standards. If you advocate healthy practices, your children will succeed.
2. On the day of receiving the School Diary read through it and explain it to your students, from cover to cover. They must be made to understand all the school policies starting from the School Vision, Mission and Goal, the school song etc.
3. Make sure your children are always neat and clean and they practice healthy habits.
4. Make sure your classroom is always clean, the furniture well aligned and the dustbin cleared.
5. Attendance register must be maintained by the class teacher only. Students are not permitted to fill in for the teacher.
6. If they have any problems with other subjects do take it up with the subject teacher and see what you can do.
7. Be someone whom your children can run to in times of both trouble and joy.
8. Create that special bond with your students so that they will want to always please you with good results and good behavior. Be encouraging and always have something positive to say even to the weak / lazy/mischievous ones.
9. Show them that you care about them and that you are always there to help them. If they come to you to pour out their problems take it as a big compliment and achievement.
10. Children do not trust and confide easily, so if they do, keep it confidential and do not discuss it in the staffroom. If you are unsure of how to tackle the problem come seek help from the management.
11. Get to know all your children's background. You will be able to understand them better. Get to know their parents too and keep in close touch especially with the weak students' parents.



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STUDENTS' CODE OF CONDUCT

1. Every student must carry his/her almanac to school every day.
2. Students who come to school on their own should arrive at the school, 10 minutes before the bell rings.
3. The morning bell before a class or assembly is a signal for all to go to the assembly or to their respective classrooms. This should be done promptly and in silence.
4. Changing of classrooms between periods should be done in an orderly manner and silently.
5. Students should be hygienically clean and always neatly dressed. The school uniform should be worn on all working days and for all school functions. Students who are untidily dressed or not in uniform will be fined.
6. All boys must keep their hair short. Girls must tie their hair neatly with black bands.
7. Care must be taken of all school property. No student should damage any school furniture, write or draw anything on the walls. Damage done should be reported at once to the class teacher. A fine will be levied.
8. No books (other than textbooks or library books), magazines or papers should be brought to school.
9. Lending or borrowing of money or other articles is strictly prohibited.
10. The school is not responsible for lost goods.
11. Students who leave school with their escorts should never leave before the escort arrives. In case of delay, they should report to the school office.
12. The school reserves the right, after a warning, to suspend a student whose conduct is harmful to other students.
13. The student should not be involved in any anti Activity which would be out of Conduct and prohibited on social and Moral ethics like Drinking, eating or having orally any prohibited material knowingly or unknowingly could result to direct rustication or Termination of students on grounds of seriousness of incidence.
14. Parents and guardians of all students should contact the teacher on the PTM days to note the progress of their wards.
15. Parents and guardians must not visit their wards or teachers without prior appointment.
16. The name, class and section of the pupils should be clearly marked on all the belongings of the students- water bottles, blazers and jerseys etc.
17. A child who fails twice in the same class will not be permitted to continue in the school.

- 18.** Late comers and children who do not complete their homework regularly will be taken to task.
- 19.** A student who uses unfair means during tests will be given zero in the subject and a warning letter will be issued. Repetition of the same will result in detention.
- 20.** Students are not allowed to use the school telephone without the permission of the receptionist/ office. They will not be called to answer phone calls during class hours.
- 21.** Students using the school bus will maintain discipline in the bus. Bus facilities will be withdrawn in cases where discipline is not properly maintained.
- 22.** Leave application must be sent in advance only, in the leave application proforma attached at the end of the Almanac.
- 23.** Students are not allowed to go to a relative or a friend's house from school.
- 24.** No birthday gifts in any form allowed.
- 25.** Mobile phones or any other gadgets, if found with the students, will be confiscated.
- 26.** Abide by all school policies, rules and regulations
- 27.** Be respectful of teachers and other school employees
- 28.** Obey directives and instructions of teachers and school personnel
- 29.** Not indulge in bullying, coercion, extortion
- 30.** Not engage in cheating or plagiarism
- 31.** Not use, or be in possession of drugs and illegal substances including Pan Masala, alcohol, tobacco products and pornographic materials.
- 31.** Not use profanity or vulgar language, or make obscene gestures directed toward other students, teachers, school employees and other persons
- 32.** Not indulge in name calling, making ethnic or racial slurs and derogatory statements against students, teachers and other persons
- 33.** Not be in possession of any weapons, gang related symbols or paraphernalia
- 34.** Not commit theft, or be in possession of someone else's belongings without their consent
- 35.** Not damage or destroy school property, and other private or public property
- 36.** Not commit assault or threaten to harm others or self
- 37.** Not engage in any acts designed to disrupt the school environment or a school function
- 38.** Students are not permitted to bring nor use electronic gadgets such as cell phones, iPods, cameras and

gaming devices in the school premises. Any such gadgets found on students during school hours will be confiscated and returned only at the end of the school term

39. Students are responsible for keeping the classrooms and school premises clean and free of litter by using the trash cans that are provided
40. Students are expected to refrain from running in the hallways, trampling on the flower beds and picking or damaging the flowers, plants and trees
41. Students are expected to refrain from kicking or throwing things against the walls, or writing or scratching on the walls
42. Students are not permitted to eat or drink in the classrooms except during lunch period and then only in their own classes. They must use a lunch cloth to keep the table clean and clean up after they have finished eating.
43. Students are expected to refrain from spitting anywhere on the school premises
44. Chewing gum is not permitted on the school premises
45. Students are not permitted to roam around town after school hours, especially in school uniform.
