



الأكاديمية الهندية، دبي

The Indian Academy, Dubai

Policy No: TIA 2.5

Code of Conduct

Introduced : May 2014 Revised : March 2015	Implemented by : Principal
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NEED: Schools under the banner of **IQRA EDUCATION** are committed to provide quality education and to achieve this goal everyone in The Indian Academy must report to school on time.

The Code of Conduct entails all the Rules and Regulations that are vital to an Institute. The Code of Conduct is an embodiment of Law and Order and promises to make out of students better citizens for a brighter tomorrow. The Code of Conduct is created with aspects beneficial to a student's character and beneficial to the school as a whole. The students are motivated to follow these rules by the teaching staff and the Administrative Hierarchy.

PROCEDURE:

1. Pupils must attend school looking neat and clean in full school uniform. Girls with short hair must wear a black band; shoulder length hair must be tied in a pony tail and long hair plaited. Boys must have their hair trimmed and should be clean shaven.
2. Pupils are not permitted to bring mobile phones, iPods, MP3 players and other electronic items to school (Except the iPad prescribed by school).
3. Pupils must come for assembly on time. In case a pupil reaches school after 7:50 a.m., he / she must go straight to the assembly hall on the days of class assembly.
4. Segregation between boys and girls is a must. This is a ministry requirement and must be followed at all times.
5. Pupils must maintain discipline in the school bus. The seating arrangement in the bus is as follows – senior and middle school girls at the back, primary students and teachers in the centre and middle and senior school boys in the front. In case this is not followed, disciplinary action will be taken.
6. In case a teacher does not come to class for any reason, it is the duty of the class monitor to inform the respective supervisor after five minutes have elapsed.

7. It is the responsibility of the students to keep their classrooms neat and tidy at all times and see that the display boards are well maintained and informative.
8. Exemption from SEP will not be given on non optional days, except in case of an emergency.
9. The school diary must be brought to school daily. It must be used for noting down homework given and as a medium of communication between the parents and teachers.
10. Students must not absent themselves before any exam unless study leave has been given. In case a student is absent, necessary action will be taken.

Note:

Teachers are always reminded to encourage pupils to be regular at School.