



# Children's Academy

## Group of Schools

### Code of Conduct

1. Every student must possess 2 sets of school uniform and 1 set of house uniform of the right shade, fabric, and with usage of the official logo. Students must be dressed in complete uniform as prescribed by the school on all days. Students are expected to wear school jackets OR navy blue cardigans in winter. Hoodies are not permitted.
2. Boys are expected to maintain a neat appearance with short evenly cut hair. Girls with long hair are expected to plait it with black ribbon and hair band is a must for short hair. Nails should be trimmed short with no nail polish. Fancy haircut, jewellery, henna beyond palms or make up are not allowed. Visible tattoos are strictly prohibited.
3. Cleanliness of person and uniform is expected of every child. Those who come to school dressed untidily will not be allowed to attend school. Oversized or undersized uniforms are strictly discouraged. Students wearing the same will be asked to get the uniform altered or replace it with a new one.
4. Every child must bring the school handbook to class daily. No student is allowed to tear any page from the handbook or use it as a rough book.
5. Any communication (including the sick bay visit records) sent through the handbook must be taken note of and duly signed by the parent.
6. If a student has lost or misplaced the school handbook, he/she has to buy another copy from the school.
7. Every student must wear his/her I-card at all times within the school premises. Students not wearing his/her I-card will be sent home.
8. Any damage or loss of the card should be reported to the school office immediately. Duplicate cards will be issued from the school office at an additional cost.
9. Every student is expected to be in school ten (10) minutes before the school timing. Students who are persistently late to school will be sent home for every third late mark.



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10. All children should be particularly careful not to litter the school premises.
11. No student is allowed to leave the classroom without the permission of the teacher or until the class is dispersed.
12. No student will be exempted from physical training without a doctor's certificate. Those who are thus excused, must go and watch the drill.
13. A child suffering from any contagious or infectious disease will not be allowed to attend the school without a fitness certificate from a doctor. However, the permission to attend school rests with the Section Head.
14. Any change in contact details must be immediately notified to the school authorities.
15. For change in Google classroom password, send an email to the school email ID from the parent's personal Email ID.
16. Parents are not allowed to meet their children or teachers during school hours without the sanction of the authorities.
17. It is mandatory for parents to carry their Escort Card while visiting the school for any purpose. In case the Escort Card is not carried, parents will be required to complete the standard visitor entry procedure at the security desk and obtain a visitor pass before entering the school premises.
18. Parents not availing the transport facility have to carry their Escort Card everyday while collecting their child.
19. Parents are requested not to fetch their children from school prior to the completion of school hours, except in case of emergencies when permission should be obtained in writing.
20. Parents are requested to access the Complaint Portal on the official School App to register complaints and concerns, if any.



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21. The discretion of using the CCTV footage for tracing lost items like stationery materials, and personal belongings lies with the school. The management reserves the right to share the CCTV footage from the school. Parents cannot demand to see the CCTV footage related to any incident that may have occurred in the school premises.
22. The cost for damages done to the school property or to that of the other students will have to be borne by parents.
23. No books or articles other than school books may be brought into the school premises.
24. Carrying/use of smartphones without prior permission and intimation is prohibited in the school. Feature phones without camera and internet are allowed after taking due permission from the school.
25. Chewing gum is strictly prohibited in the school premises.
26. The engagement of private tutors may prove detrimental to real progress. Parents must therefore remember that the school discourages private tuitions.
27. Teachers of Children's Academy Group of Schools are prohibited from tutoring any student of the Children's Academy Group of Schools. Engaging a tuition teacher who is an employee of the Children's Academy Group of Schools will be viewed as a breach of disciplinary rules of the school and appropriate disciplinary action will be initiated against the teacher and the student.
28. Gifts to teachers and demonstrations in their honour are not allowed.
29. No collection of money for any purpose whatsoever will be initiated without the prior permission of the Section Head.
30. Video and/or audio recording of any areas/documents/conversation without the explicit permission of the Management is strictly prohibited. Any breach of privacy laws will be strictly dealt with.



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31. Students are expected to complete their assignments independently. Copying others' work or presenting it as their own is plagiarism and is not allowed. Artificial Intelligence (AI) tools may only be used when specifically permitted by the teacher and must be used responsibly to support learning, not replace it. This policy applies to all types of assignments, worksheets, essays, presentations, and videos.

32. To ensure uninterrupted learning, the school may shift to Remote Learning during heavy monsoons, emergencies, unexpected holidays, or situations beyond our control. Academic Schedules will continue through structured online classes and guided assignments to maintain learning momentum.

33. Parents are requested to note that the Management reserves the right to determine the conditions under which students are admitted to or retained in the school, given that these conditions are in accordance with the regulations and instructions issued by the Council or the Education Department.

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अस्माकम् धरोहरः।