

## CODE OF CUNDUCT FOR SACRED HEARTS SCHOOL

A girl who studies at Sacred Hearts, assumes the obligation to conduct herself at all times in according with the highest standard of discipline aiming at quality and excellence in education and character. Students shall always keep in mind that the school is judged by her conduct.

The following code of conduct is, therefore, laid down for the guidance of the students.

### EVERY STUDENT

- Shall respect and practice the rules and regulations of the school.
- Shall obey her parents, elders and teachers.
- Shall, by percept and example, be truthful.
- Shall be courteous, friendly, and co-operative with one another in and out of school
- Shall avoid vulgarity in talk and behaviour.
- Shall be clean and always neatly dressed in school uniform.
- Shall understand the value of time.
- Shall have faith in Almighty and lend a helping to the poorest poor and the lowliest of the lowly.

### DISCIPLINE

The principal is responsible for the discipline in the school, assisted by all the teachers. Discipline is needed for the smooth running of the school punctuality, neatness, uniformity of dress, courtesy, consideration, for others and a co-operative spirit are insisted upon, we do encourage initiatives and positives expressions of creative work. Our aim is that self discipline should become a part of every student's way of life.

### ABSENCE

Any absence from school, even with prior permission of the Principal, must be explained by the parents in the "Absence Record" which is found in this diary before it can be condoned and the student is admitted into class. If the leave is more than three days, besides the note in the diary, the explanation in a separate letter must be added and sanctioned by the Principal.

An absence of a month or an absence of more than three days before or after a vacation, without prior permission, renders the student liable to have her name removed from the rolls. The child will be re-admitted with re-admission fee depending upon the availability of seats. Students must take serious note that 75% attendance is compulsory for them to be eligible to write the annual/Board exams.

### LATE ARRIVALS IN SCHOOL.

1. The school gate will close be after the first bell rings.
2. Late arrivals would lead to the students being sent back home.

