

CODE OF CONDUCT FOR PARENTS TAGORE PUBLIC SCHOOL (SCHOOL) GURUGRAM

Effective Date: 01-04-2025

OBJECTIVE

- **THIS CODE OF CONDUCT("Code")** is issued under the authority granted to the School Managing Committee by **Rule 52(i) of the Haryana School Education Rules, 2003 (HSER 2003)**, which mandates that every school shall prescribe a code of conduct for its stakeholders, including parents, to ensure the smooth functioning and discipline of the institution.
- This Code is also framed in accordance with the spirit of Section 10 of the RTE Act, 2009, which casts a moral responsibility on every parent or guardian to admit their child to, and ensure regular attendance in, a school. Furthermore, Rule 22 of HSER, 2003 establishes that the observance of rules of discipline and good behaviour is essential for a student's continuance in school, a responsibility shared by parents.
- All parents/guardians enrolling their child or children in this school are deemed to have read, understood, and agreed to abide by this Code as a binding condition of admission and continued enrolment, forming an integral part of the Admission Contract. Non-compliance constitutes a breach of contract and may lead to disciplinary action, including termination of the child's admission.

I. FUNDAMENTAL PRINCIPLES & LEGAL COMPLIANCE

- a) **Partnership in Education:** Parents shall act as collaborative partners with the school in nurturing the academic, social, emotional, and ethical development of their child, in keeping with the holistic educational goals outlined in Section 29 of the RTE Act, 2009.
- b) **Respect for Authority and Autonomy:** Parents shall respect the professional judgment, authority, and autonomy of the school's teaching and administrative staff. Rule 54(i) of HSER, 2003 empowers the Head of School to supervise, guide, and control the work of staff. Interference by parents in pedagogical decisions, disciplinary actions, staff deployment, or administrative functioning is strictly prohibited and constitutes a breach of this Code.
- c) **Compliance with Statutory Frameworks:** Parents shall comply with all applicable laws, including the Haryana School Education Act, 1995, Haryana School Education Rules, 2003, the RTE Act, 2009 (to the extent applicable to unaided schools), and the school's own policies. Ignorance of any rule or policy is not an acceptable defence.
- d) **Zero Tolerance for Harassment:** Any form of verbal, written, physical, or psychological harassment, threats, or coercion directed at school staff, students, or other parents is strictly prohibited and will be treated as a major breach. This aligns with Section 17 of the RTE Act, 2009, which prohibits mental harassment of children, and by extension, creates an environment where staff must also be protected from parental harassment.

II. COMMUNICATION PROTOCOLS

- a) **Official Channels Only:** All communication with the school shall be conducted exclusively through official channels (school email, ERP portal, student diary, scheduled Parent-Teacher Meetings). Direct calls, messages, or social media contact with teachers outside working hours or on personal numbers is strictly prohibited unless pre-approved in an emergency. This ensures professional boundaries as implied by Rule 102(1)(ii) of HSER, 2003, which mandates teachers to maintain cordial relations with parents.
- b) **Meeting Protocol:** Parents must schedule appointments in advance to meet teachers or management. Walk-in meetings without prior appointment may be declined. Meetings shall be conducted during designated hours to respect staff time and school operations, as per the school's administrative authority under **Rule 54 of HSER, 2003**.
- c) **Grievance Redressal Mechanism:** Parents shall follow the school's formal, multi-tiered grievance redressal procedure. Escalation to external authorities (education department, media, courts) without first exhausting the school's internal remedies will be treated as a breach of this Code and may result in disciplinary action. This is in line with the principle of natural justice and the school's right to manage its affairs under **Rule 3 of HSER, 2003**.
- d) **Social Media and Public Statements:** Parents shall refrain from posting defamatory, false, inflammatory, or confidential content about the school, its staff, students, or management on any public platform (including WhatsApp groups, Facebook, Instagram, Twitter). Violation of this clause may result in immediate disciplinary action, including termination of the child's admission, as it constitutes an act that can **"endanger the moral tone or discipline"** of the school, a ground for action under **Rule 23(1)(b) Note of HSER, 2003**.

III. BEHAVIOR ON SCHOOL PREMISES

- a) **Entry, Conduct, and Dress Code:** Parents shall enter school premises only during permitted hours and with prior authorization. Unauthorized entry may result in being barred from campus, as per the school's right to control its premises under Rule 43(1) of HSER, 2003. Parents shall dress modestly and behave in a manner consistent with the school's values. Aggressive, abusive, or intoxicated behaviour will not be tolerated.
- b) **Prohibition of Political/Commercial Activity:** Parents shall not use school premises or communication channels for political campaigning, commercial solicitation, or distribution of non-school-related materials. This protects the secular and educational character of the institution as envisioned under Section 69 of HSER, 2003 regarding school property.
- c) **Non-Interference in School Operations:** Parents shall not interfere in the day-to-day administration, academic work, or disciplinary processes of the school. Rule 54(j)(iii) of HSER, 2003 explicitly states that the Manager shall not interfere with the day-to-day administration and academic work of the school, a principle that extends by necessity to parents to maintain institutional integrity.

IV. INTERACTION WITH STAFF & STUDENTS

- a) **Respect for Professional Judgment:** Parents shall respect the professional judgment and authority of teachers and staff. Publicly questioning, undermining, or disparaging staff in front of students or other parents is strictly prohibited and constitutes insubordination towards the school's authority, actionable under Rule 107 of HSER, 2003 (as applied to the student's continued enrolment).

- b) **No Demands for Special Treatment:** Parents shall not demand preferential treatment for their child in academics, co-curricular, seating, roles, or disciplinary matters. All students are treated equitably per school policy, in alignment with Rule 133 of HSER, 2003, which mandates admission without discrimination, implying fair treatment post-admission.
- c) **Support for School Discipline:** Parents shall support the school's disciplinary framework. Under Rule 23 of HSER, 2003, schools are empowered to impose disciplinary measures, including expulsion or rustication for students aged 14 and above for grave offences. Parents must not obstruct or challenge these decisions without following the formal grievance process. Rule 23(6) requires the school to give parents a reasonable opportunity to be heard before expulsion or rustication, which is the extent of parental intervention permitted.

V. **ACADEMIC & ADMINISTRATIVE RESPONSIBILITIES**

- a) **Timely Fee Payment:** Parents shall pay all fees, dues, and charges by the stipulated deadlines. Rule 148 of HSER, 2003 mandates that all fees and funds are payable by the 10th of the month. Rule 149(1) states that a student's name may be struck off the rolls for non-payment beyond the 21st of the month. Default beyond 30 days may lead to suspension of services or withdrawal of admission, as per Rule 24(1)(a) of HSER, 2003.
- b) **Attendance & Punctuality:** Parents shall ensure regular and punctual attendance of their child. Rule 24(1)(b) of HSER, 2003 allows the school to strike a student's name off the rolls for continued absence without leave (6 consecutive days for Class IX-XII, 10 days for Class VIII or below). Parents are responsible for communicating legitimate reasons for absence.
- c) **Homework & Academic Support:** Parents shall ensure the completion of homework and provide a conducive home environment for study. Blaming teachers for student underperformance without evidence or dialogue is unacceptable and contravenes the spirit of partnership under Section 10 of the RTE Act, 2009.
- d) **Examination Integrity:** Parents shall not seek unfair advantage, leak papers, or assist in cheating. Any such attempt will lead to cancellation of the student's results and possible expulsion, as it constitutes an act of 'moral turpitude' and malpractice, grounds for withdrawal of recognition under Rule 43(1)(b) of HSER, 2003, and by extension, grounds for student expulsion.

VI. **DISCIPLINARY MECHANISM & CONSEQUENCES**

- a) **Breach of Code:** Any violation of this Code shall be documented and reviewed by the School Disciplinary Committee (comprising Principal, Admin Head, and Legal Advisor).

Graduated Response:

- First Offense: Written warning + mandatory counselling session.
- Second Offense: Suspension of parent's campus access for 3 months + fine (if applicable, as per school policy).
- Third Offense: Termination of child's admission after due process.

- b) **Immediate Termination Grounds :** The following actions may result in immediate withdrawal of the child's admission without notice, as they constitute acts that "endanger the moral tone or discipline" of the school (Rule 23(1)(b) Note, HSER, 2003) or involve "moral turpitude" (Rule 43(1)(b), HSER, 2003):

- ❖ *Physical/verbal assault on staff or student.*
- ❖ *Defamatory social media campaigns against the school or its staff.*
- ❖ *Trespass or willful disruption of school operations.*
- ❖ *Criminal intimidation or legal harassment of school staff.*

- c) **Due Process:** In cases of severe action (including withdrawal of admission), parents shall be given written notice and a reasonable opportunity to be heard, in accordance with principles of natural justice and Rule 23(6) of HSER, 2003. The decision of the School Managing Committee shall be final and binding.
- d) **Legal Recourse Waiver:** By signing the Admission Form, parents agree to first resolve disputes through the school's internal grievance mechanism. They waive the right to initiate frivolous litigation or media trials against the school for actions taken in good faith under this Code. This clause is enforceable as a term of the contractual relationship formed at admission.

VII. **GENERAL TERMS**

- a) **Amendments:** The school reserves the right to amend this Code with 30 days' notice via official communication channels. Continued enrolment constitutes acceptance of amendments.
- b) **Governing Law & Jurisdiction:** This Code shall be governed by the laws of India and subject to the jurisdiction of courts in Gurugram, Haryana.

VIII. **AUTOMATIC AND IRREVOCABLE ACCEPTANCE UPON ADMISSION**

- The undersigned parent(s)/guardian(s), hereby acknowledge and irrevocably agree that the submission of the admission application form, payment of any admission-related fee, or acceptance of a seat offer by the school — whether provisional or final — shall constitute my/our full, voluntary, and unconditional acceptance of this Code of Conduct for Parents.
- The undersigned parent(s)/guardian(s), further acknowledge that this Code is issued under the statutory authority granted to the school by Rule 52(i) of the Haryana School Education Rules, 2003, which empowers every recognized school to prescribe a binding code of conduct for its stakeholders, including parents. By accepting admission for my child, I/We enter into a binding contractual relationship with the school, wherein compliance with this Code becomes a material term of continued enrolment.
- The undersigned parent(s)/guardian(s), waive any future claim of ignorance, non-receipt, or non-consent to this Code or its amendments. No separate signature or express consent beyond the act of admission shall be required for this Code to be fully enforceable.
- The undersigned parent(s)/guardian(s), acknowledge that any breach of this Code shall entitle the school to take disciplinary action, including suspension of parental privileges or termination of the child's admission, in accordance with Rules 23, 24, and 52(i) of the Haryana School Education

Rules, 2003, and the school's internal disciplinary procedures. This acceptance shall remain in full force for the entire duration of the child's enrolment.

IX. STATUTORY AUTHORITY & FINAL ENDORSEMENT

This Code of Conduct for Parents is issued and enforced under the express statutory authority granted by Rule 52(i) of the Haryana School Education Rules, 2003, read with Section 3 of the Haryana School Education Act, 1995, which empower the School Managing Committee to prescribe binding codes of conduct for all stakeholders, including parents. The undersigned, as duly authorized representatives of the Managing Committee, hereby adopt, issue, and enforce this Code as a mandatory condition of admission and continued enrolment.

Ravi
1/4/25

Ravi
1/4/25.

[Name]

Director

Tagore Public School, Gurugram

Date: 01-04-2025

Place: Gurugram, Haryana

DIRECTOR
TAGORE PUBLIC SCHOOL
SEC-50, GURUGRAM

Ravi
01/04/2025

[Name]

Principal / Head of School

Tagore Public School, Gurugram

Date: 01-04-2025

Place: Gurugram, Haryana

VERIFICATION

I _____ (Parent/Guardian Name), Parent of _____ (Student Name), Class _____, have read, understood, and voluntarily agree to abide by the above Code of Conduct.

I acknowledge that breach may lead to disciplinary action, including termination of my child's admission.

Signature: _____

Date: _____

Mobile: _____

Email: _____