

Section 1: Uniform and Appearance

- 1.1: All students should wear the uniform of the academy which consists of the academy branded polo shirt, black trousers(for girls black skirts to knee length is allowed) and black shoes from the time they enter the academy premises in the morning to the time they leave the van in the afternoon.
- 1.2: Students should ensure that their uniform remains clean when they are on the academy premises. Their polo shirt should be neatly tucked inside their trousers or skirts. Their shoes should also be very clean.
- 1.3: Hair should be well trimmed for all male students and as for girls the hair should be neatly tied. All hair styles should be sober. Colour of hair should not be extravagant.
- 1.4: Students should ensure they have a proper hygiene when they are on the academy premises. All facial hair should be properly shaved and nails should be neatly clipped.
- 1.5: Wearing of jewelry is strictly forbidden by students at the academy. Exception is made for girls who can wear discreet earrings.

Section 2: Conduct and ethics in the Academy

- 2.1: Smoking and consumption of alcoholic drinks is strictly not allowed on the academy premises.
- 2.2: Use of foul language is prohibited on the academy's ground and in the academy's van.
- 2.3: Cellular phones and other electronic equipments like mp3 players and iPods are strictly forbidden on the Academy premises.
- 2.4 No writing on desk and walls.
- 2.5 No damage should be caused to the academy properties
- 2.6 Students must keep the academy clean and use the bins provided on the academy's ground and classrooms. No chewing gum is allowed.
- 2.7 A respectful attitude is expected from the students towards all the staff of the academy.
- 2.8 For those who will go to eat at the hotel, a good behaviour is expected in the van and in the hotel canteen
- 2.9 Any lateness should be explained by valid reasons to the trainers. Excessive lateness will lead to sanctions.

Section 3: Conduct expected when on practical training in hotels.

- 3.1: All students should follow the rules and regulations applied by the hotel in which they are on training.
- 3.2: Students are expected to be very respectful of the staff and personnel of the hotel.
- 3.3: Students should behave themselves in a proper way in the hotel van.
- 3.4 Only students who are on training in hotels are allowed to get into the hotel van or bus.

**SEVERE ACTIONS WILL BE TAKEN
BY A DISCIPLINARY BOARD
AGAINST ANY BREACH OF THESE
RULES AND REGULATIONS**

NAME OF STUDENT: _____
NAME OF PARENT: _____
DATE: _____

PARENT ACKNOWLEDGEMENT

I HAVE REVIEWED AND READ THE CODE OF STUDENT CONDUCT AND I AM AWARE OF THE CONSEQUENCES, SHOULD MY WARD COMMIT ANY VIOLATION OF THIS CODE

PARENT'S SIGNATURE: _____

STUDENT ACKNOWLEDGEMENT
I HAVE RECEIVED A COPY OF THE CODE OF STUDENT CONDUCT AND I UNDERSTAND THAT I MUST ADHERE TO ITS RULES AND REGULATIONS. SHOULD I VIOLATE ANY OF THESE RULES, I AM AWARE OF THE CONSEQUENCES.

STUDENT SIGNATURE: _____



**CONSTANCE
HOSPITALITY ACADEMY**

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**CONSTANCE
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**Rules and
Regulations of
Constance
Hospitality Academy**

**PARENT/STUDENT ACKNOWLEDGEMENT: CODE
OF CONDUCT FOR YEAR 2009**