

DISCIPLINE POLICY AND STUDENT CODE OF CONDUCT POLICY

VISION

Our vision is to be a globally renowned academia fostering excellence in future – ready robust pedagogy and profound learning environment to disseminate values of academics freedom and the spirit of collaboration and innovation. To develop an ethos of entrepreneurship and build ethical future enterprise leaders who add value to society, spearhead in nation building.

MISSION

Our mission is to impart quality value based education of international standard and focus on holistic development of the students imbibing skills for solving real life problems. Along with our clean and green campus – our infrastructure offers homey stay, hygienic food. It's our priority to engage all our staff from ground level to top management as a family to ensure that all students make a smooth transition to our institution and do not feel alone.

OBJECTIVES

1. **Promotion of value education and community service** : to impart values such as resilience, determination, confidence, and creative & critical thinking, to develop good social skills and the ability to form good relationships, to promote participation in community life and fulfilment of civic and social responsibility.
2. **Instilling cultural, linguistic diversity and heritage** : to instil the importance of inclusion within society of different groups and persons with different personal characteristics, the diversity of society, cultural knowledge, various languages, India's cultural values, history and its rich heritage, yoga, Ayurveda and holistic living, to implant cross cultural dexterity.
3. **Cognitive Acceleration Program** : To encourage schema (class preparedness), cognitive conflicts (make the children face challenges and to solve problems in collaboration), social learning, meta cognition (knowing about knowing), bridging (transferability of knowledge), teacher mediation to master learning.
4. **Internationalism and Entrepreneurship**: To promote global citizenship, globalization and sustainable future, physical & psychological health, inter personal skills to enhance employability skills.

5. **Nurturing Leaders:** To instil leadership qualities, to foster the physical, intellectual, technological, social, emotional, and artistic development of the students, develop self-discipline and personal responsibility, to promote creativity, effective communication, and critical thinking skills, to have a strong student leadership program with active involvement of students of all age groups.
6. **Multi literacy:** To develop the ability to interpret, identify, create and communicate meaning across a variety of visual, oral, musical and alphabetical forms of communication.
7. **Curriculum and learning atmosphere :** To build a curriculum leading to experiential learning and to have multiple curricula, to provide clear learning outcome, detailed instructions and assessment for all courses to ensure course mastery, student success, to offer a dynamic, interactive educational environment that engages students in the learning process, to promote inter-disciplinary learning, to review and update curriculum, instruction, and assessment in a regular cycle.
8. **Assessment practices:** To support every child's individual strength, Self-assessment, Peer assessment, learning how to give feedback.
9. **Teach less and learn more strategy:** To reduce lecturing from podium, to increase quality of education not quantity.
10. **Technology and digitalization:** To use technology to create effective modes and means of instruction and expand access to learning, to educate the students in futuristic technologies, to have robust digital infrastructure.
11. **Safe campus:** To be a residential school of international standard providing safety and security, in a healthy and hygienic atmosphere.
12. **Community partnership:** Cultivating the educational partnership among home, school, and community, nurturing a culture of collaboration, collegiality, and mutual respect
13. **Professional Development:** Implementing professional development for the staff that is essential for effective instruction and improved student learning.

14. CORE VALUES (SPIRIT OF PSSEMRS)

1. **Metacognition** –
 - a) Knowing about knowing
 - b) Learn until perfection is achieved.
2. **Growth mind-set**
 - a) Understand that we are continually learning
 - b) Helping each other learn and succeed
 - c) Healthy competition.
3. **Pursuit of excellence**
 - a) Resilience in every action
 - b) Greatest involvement to pioneer
 - c) Act with responsibility and compassion
4. **Uncompromising integrity**
 - a) Act with fairness
 - b) Maintain transparency
 - c) Unyielding integrity

DISCIPLINE POLICY AND STUDENT CODE OF CONDUCT POLICY

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Discipline Policy is to promote positive behaviour choices by recognizing students who engage in consistent positive behaviour. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behaviour and support them in learning how to make better decisions. We teach and model positive behaviour including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive teaching-learning environment will result, enabling students to strive for excellence.

Disciplinary Actions

Teachers and other staff use a variety of classroom and behaviour management strategies to address behavioural issues. When these strategies are not successful in changing that behaviour and/or serious incidents occur, it is necessary for additional action to be taken. The following outlines those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behaviour is disruptive and detrimental to the operation of the school.

Description of Expectations

1. **Classroom Behaviour :** Students are expected to listen and follow all teacher directions for Classwork, homework, class decorum, Discipline within class
Possible Consequences: Staff/student conference, removal from situation, referral to the Section Head, parent/guardian notification, parent/guardian meeting, loss of privileges, cash penalties/fine.

2. **Behaviour in the Corridors**

Students to maintain appropriate decorum and walk quietly in an orderly fashion through the corridors at all times. This norm will be respected during the instructional school day and with consideration for others who are working.

Possible consequences: Staff/student conference, removal from situation, referral to the Section Head, parent/guardian notification, parent/guardian meeting, loss of privileges, cash penalties/fine.

3. **Behaviour in the Washrooms**

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible consequences: Staff/student conference, removal from situation, referral to the Section Head, parent/guardian notification, parent/guardian meeting, cash penalties/fine.

4. **Behaviour in the Dining Hall**

The dining hall should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their meals, keep their eating space clean, and practice good manners. Wastage of food should be consciously avoided.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the dining hall, cash penalties/fine

5. **Rules and Regulations While Using School Transport**

Students are required to adhere to the school transportation rules and regulations strictly. They must conduct themselves in a proper fashion for the smooth and safe transportation for each and every student. Read this in conjunction with transport policy.

They should abide by the following rules:

- Should always wear the seat belt in the bus
- Bullying of any kind is strictly prohibited
- Students should keep seated at their designated seats during the entire trip and should not get up while the vehicle is in motion.
- Students should refrain from any aggressive behaviour which leads to fighting or use of abusive language during transportation. They can register their complaints to the teacher in charge/s of the bus which will be addressed in a just manner by the school.
- During transportation instructions by teachers as well as by security guards have to be followed without fail.
- No littering of any kind is allowed in the bus.
- Vandalisms of all kinds are strictly prohibited in the bus.
- Can read books.

Possible Consequences: Staff/ Student conference, referral to the section head, parent notification, parent/guardian meeting, loss of bus privileges, cash penalties/fine.

6. **Behaviour during School Activities/Field Trips/Exchanges (Read this with excursion policy)**

Students are expected to conduct themselves in a respectful and responsible manner during school activities, programs and field trips. Wandering, unauthorized visits to places, frequent movement during a programme, disrespecting the Guest etc. are prohibited. Behavioural expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the section head, parent/guardian notification, exclusion from future activities, cash penalties/fine.

7. **Excessive Tardiness, Leaving School (Read this with attendance policy)**

Students must be on time for school and in their classrooms. Missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian. Gate pass to be signed by the respective Class Teachers/Warden.

Possible Consequences: Parent/guardian notification, referral to the section head after three unexcused tardiness/absence within a marking period, verbal notification, written parent notification, parent/guardian conference at school, referral to school counsellor, cash penalties/fine. Students coming to school late more than twice a month shall be asked to go back from the gate.

8. **Uniform and Personal Attire**

All students are instructed -

- To adhere to the prescribed uniform.
- Their hair should be well groomed, Girls should tie up their hairs properly and students should not use any dye in their hairs.
- Nails should be trimmed and students should maintain proper physical hygiene at all levels
- Students should not wear any sort of accessories in their hands
- No expensive or digital watches are allowed.
- No ornaments.

9. **Fighting/Physical Aggression**

This includes: Play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people or any form of physical confrontation.

Possible Consequences: Staff/student conference, removal from situation, referral to the section head, parent/guardian notification, parent/guardian meeting, in-school suspension, suspension, cash penalties/fine. Recommendation for expulsion.

10. **Threats/Verbal Abuse**

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible Consequences: Staff/student conference, referral to the section head, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, cash penalties/fine and recommendation for expulsion.

11. **Teasing, Verbal and Non-Verbal (Verbal Bullying)**

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Social Bullying: persistent mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.

Possible Consequences: Staff/student conference, referral to the section heads, personal apology to student who was teased-a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, in-school suspension, and suspension and cash penalties/fine.

12. **Malicious Pranks and Pseudo Threats**

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Possible Consequences: Staff/student conference, referral to the section head, parent notification, parent/guardian meeting, in-school suspension and recommendation for expulsion, cash penalties/fine.

13. Acts of Hate/Violence

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the section heads, parent notification, parent/guardian meeting, in school suspension & suspension, recommendation for expulsion, cash penalties/fine

14. Inappropriate Language/Gestures

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the section heads, parent notification, parent/guardian meeting, in-school suspension & suspension, cash penalties/fine.

15. Inappropriate Use of the Computer Systems

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.

Possible Consequences: Staff/student conference, referral to the section heads, parent notification, parent/guardian meeting, in-school suspension & suspension, cash penalties/fine.

16. Incendiary Devices

This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.

Possible Consequences: Staff/student conference, referral to the section heads, parent notification, parent/guardian meeting, in-school suspension & suspension, cash penalties/fine.

17. Insubordination/Disrespect

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, School appointments, security guard, bus driver, etc.).

Possible Consequences: Staff/student conference, referral to the section heads, parent notification, parent/guardian meeting, in-school suspension & suspension, cash penalties/fine.

18. Destruction of Property/Vandalism

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Staff/student conference, referral to the section heads, parent notification, parent/guardian meeting, in-school suspension & suspension, cash penalties/fine.

19. Possession of Communication and other Electronic Devices

Beepers, electronic paging devices, and cellular phones or i-pods are not allowed. Laser pointers and other disruptive devices will be confiscated, however usage of laptop/tabs will be allowed as per bring your own device policy & internet usage policy.

Possible Consequences: Staff/student conference, referral to the section heads, parent notification, parent/guardian meeting, in-school suspension & suspension, cash penalties/fine.

Student Code of Conduct Policy

Standards of Behaviour

1. Respect, Civility, Responsible Citizenship

All members of the school community must:

- Respect and comply with all acceptable federal provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, especially when there is disagreement;
- Respect and treat others fairly and promote a positive school climate that is inclusive and accepting of all pupils, including of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, gender identity, gender expression, age, marital status, family or status or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Respect the need for privacy of all others, especially in the residence;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in a position of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Refrain from the use of profanity directed at peers or persons in a position of authority;
- Refrain from the use or possession of alcohol or drugs;
- Not be in possession of weapons of any kind;
- Attend school regularly and punctually;
- Follow all expectations with regard to school transportation;
- Follow all policies and procedures outlined by classroom teachers or persons of authority Act in accordance with what would be considered appropriate by a kind, prudent, and judicious person;
- Comply with all school policies inclusive of but not limited to, use of technology, cell Phone use and possession, dress code, academic integrity policy, examination
- Guidelines, leave policies, regulation and codes of conduct related to athletics, clubs and other activities.

2. Safety

All members of the school community must not:

- Commit sexual assault;
- Indulge in trafficking of weapons or illegal drugs;
- Be in possession of or under the influence of alcohol during school hours or well under the care of any school authority;
- Commit robbery or theft;
- Use any object to threaten or intimidate another person;
- Intentionally cause injury to any person, physically or verbally;
- Inflict or encourage others to inflict harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes damage to school property or to the property of others;
- Engage in bullying or harassment;
- Enter another boarder's room without their express permission;
- Engage in academic dishonesty;

- Engage in any form of electronic harassment;
- Engage in any activity authorities may deem to be inappropriate or disrespectful
- At any time disrupt the learning environment;
- Exercise undue authority over another person unless in the execution of one's duties;
- Disrupt or distract the driver's of school transport.

3. Procedures

Application of the school's code of conduct this responsibility of all staff. In situations where infractions are minor in nature classroom teachers will manage disciplinary action. Teachers will document infractions and where necessary contact parents. In most cases teachers would access consequences following within the category of early interventions listed below. In situations where restitution is required or exclusion from activities is implemented the appropriate administrator should be included.

In circumstances where suspension is required Principal will be responsible for investigating the occurrence and communicating with parents.

In the unfortunate circumstance where expulsion may be required the Principal and School Dean will be responsible for investigation, documentation and consultation with parents and other authorities as required. In unless a circumstance is of a uniquely private nature expulsion of a student will be discussed by the Senior Management Team which includes Principal and Dean. The final decision lies with the School Dean.

Early interventions may include but are not limited to:

- Discussion with the teacher, member of the support staff, or principal;
- Attendance\performance\behaviour contracts;
- Timeouts;
- Completion of a written reflection to be signed by parents;
- Parental contact and involvement in applying an appropriate remedy; loss of privilege to participate in specified school or evening activities;
- Individual or group counselling;
- Detentions;
- Restitution for damage or stolen property
- Restorative justice practices
- Boarders being restricted to residents
- Temporary exclusion from afterschool activities

4. Suspension

By deliberately choosing to act in ways not acceptable to the Code of Conduct of PSSEMR School, students choose to suspend themselves from our school (in school suspension or out of school). While a student is under suspension, he/she may not participate in any school activities whether on or off campus.

Choices leading to suspension include but are not limited to:

- Uttering a threat to inflict bodily harm to another person;
- Smoking on school property, including e cigarettes or vaporizers;
- Possessing and/or being under the influence of alcohol or drugs;
- Possession or misuse of any harmful substances;
- Swearing at a teacher or another person in a position of authority;
- Committing an act of vandalism that causes damage to school property or the property of others;

- Theft; bullying including physical aggression and harassment and intimidation of peers or Staff.
- Wilful destruction of school property or the property of others;
- Repeated use of profanity;
- Aid or incite harmful behaviour;
- Assaults of any nature;
- Extortion;
- Chronic absenteeism or tardiness;
- Repeated breaches of the academic integrity policy;
- Refusal to follow instruction by any person in authority;
- Serious disruption to teaching and learning;
- Frequent noncompliance with uniform requirements;
- Leaving campus without permission;
- Repeated or serious inappropriate use of electronics or media devices;
- Behaviours endangering others while on school transport; any acts deemed by school administration to be unacceptable

5. Expulsion

While PSSEMR School believes it more desirable to change the behaviour of a child, it may be necessary to deal more severely with problems that arise. Therefore, the following guidelines are established. Again, by deliberately choosing to act in ways not acceptable to the Code of Conduct of PSSEMR, students choose to expel themselves from our school. Administration will investigate serious accusations thoroughly and objectively. In some circumstances the student may have the opportunity in the presence of a parent to withdraw from PSSEMR School or, Principal, in consultation with the School Dean, may decide their sufficient grounds to proceed with expulsion.

These more serious infractions include but are not limited to-

- Possession of a weapon;
- Using a weapon to cause or threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm;
- Committing sexual assault, or repeated sexual harassment;
- Trafficking in weapons or illegal drugs; committing theft or robbery;
- Providing alcohol or drugs to a minor;
- Racial harassment;
- Hate motivated behaviours;
- Distribution of hate material;
- Possession of explosive substances;
- Any activity motivated by bias, prejudice or hate based on race, nationality, or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, to or any other similar factor;
- Bullying if, the pupil has previously been suspended\or grounded for engaging in bullying, and the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person;
- Multiple out of school suspensions of student has not made an effort to change Behaviour;
- Repeated breaches of the academic integrity policy;
- Egregious disrespectful behaviour directed towards any staff member;
- Any act considered by the school director to be a serious breach of the code of conduct or that behaviour expected of a reasonable person

In case of violation of above rules the following policies must be followed –

- 1) Counselling policy
- 2) Inclusion and special education needs policy
- 3) Child protection, Sexual Harassment and safeguarding policy
- 4) Assessment Policy
- 5) Academic Honesty and Integrity Policy
- 6) Safe School Policy (Safety and security)
- 7) Language Policy

This policy will be reviewed as per the review policy.