



CODE OF CONDUCT & OTHER POLICIES

**For all members of
Gurukul – The Day School
& its related endeavours**



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Disclaimer

The policies mentioned in this document are subject to change depending on external factors outside our control like changes in government policies, etc. It may not be possible to inform everyone before making such changes to this document.

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Introduction to GDS Code of Conduct and other Policies

Parents, communities, and schools play a key role in shaping children's behaviour. Developing a student's self-discipline is a legitimate and constructive goal of education. Schools must maintain standards of conduct and discipline to ensure that students and school personnel have a safe and orderly learning environment. All students have the right to learn, and no member has the right to disrupt the learning process of others. Therefore, all members are prohibited from interfering with or engaging in behaviours endangering the harmonious environment for others. This includes behaviour that occurs before, during and after school, in school buildings, on school property, over communication devices, at school related programs and events, on the way to or from school, in the school vehicles and at any time and place where students represent the school.

The school's Code of Conduct Policy provides examples of expected behaviours, definitions of behavioural infractions and possible corrective strategies. It also makes the reader aware of administrative, operational, financial, academic and other policies. Some definitions include examples which are not intended to be exhaustive lists; that is, the behaviours covered by the definitions include, but are not limited to, the examples provided.

The terms "students", "parents" and "staff" mentioned in this document refer to people associated with Gurukul - The Day School / GDS preschool (both hereafter referred together as "GDS" or "The School") either on temporary or permanent basis, in their respective roles including those on contract. The term "member" collectively refers to all such people as mentioned above.

The School Management's policy of non-discrimination and anti-harassment will extend to students, staff, job applicants, the general public and individuals with whom it does interactions, and will apply to race, national origin, citizenship status, religion, sexual orientation, economic status, age, handicap and other human differences.

PURPOSE OF THIS DOCUMENT

This document outlines the school policies and best behaviour expectations and related counter measures for a productive, fair, harmonious and safe environment for all members. The document acts as guidance to what members and affiliated persons must do or not do, directions, principles, limits and guidance for decision making as well as a guideline to a decent and lawful behaviour for all members on the school's properties / premises as well as its official digital properties.

2 Technology and Internet Use

The use of technology and computer resources at GDS is a revocable privilege. Failure to abide by this policy may render that person ineligible to use the School's technological facilities and may bring additional disciplinary action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to mobile phones, laptops, beepers, pagers, radios, tablets, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited. **Failure to adhere to this policy and the guidelines below will result in disciplinary action.**

UNACCEPTABLE USES OF TECHNOLOGY/INTERNET INCLUDE BUT ARE NOT LIMITED TO:

- Violating the conditions of law dealing with rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
- Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
- Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. Do not view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to school authorities immediately.

- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
- Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
- Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
- Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
- Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, decent and thoughtful when using Technology and the Internet. Common sense should prevail. The school management reserves the right to suspend all access to such technology or confiscate devices on a temporary basis, on suspicion of improper use until further notice. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

- The use of the technology and internet at GDS premises should be in support of education and research, consistent with the educational mission or objectives of the GDS and in accordance with law as well as GDS Code of Conduct Policy.
- Users have no expectation of privacy with respect to the use of devices, technology, the Internet. GDS monitors the online activities of students.
- GDS makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. GDS will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, financial loss or computer viruses.

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Absenteeism, Truancy & Tardiness

ABSENTEEISM & TRUANCY

Truancy is when children stay away from school without permission. Daily attendance impacts academic success. Excessive absences can contribute to defeating the purpose of schooling for the children.

An excused absence is one which has been classified as excused by the school administration. An absence which falls under one of the six approved reasons for absences will be classified excused if the proper procedure(s) is followed by the student, parent or guardian when a student cannot attend the school.

- The parent/guardian/legal custodian shall call the school as soon as possible or send an email on school's official email ID to inform about the absence.
- OR The student must bring a signed note from the parent/guardian/legal custodian stating the reason(s) for non- attendance upon the return date.
- Three consecutive absences due to illness of the student require a doctor's note upon the student's return to school.

An excused absence will be recorded as an absence on the student's attendance record, for the following reasons:

1. Illness of student
2. Illness in the family
3. Death in the family
4. Quarantine for contagious disease
5. Those approved in advance by the school management upon written request by the parent/guardian/legal custodian, or adult student
6. An act of God

Absenteeism for more than 20 consecutive working days without any intimation to the school may be considered as having left the school and will not be eligible for any of the school services or refunds.

TARDINESS

Students should reach the school at sharp 8:00 a.m. on a routine day or as per the schedule of the school bus. Any student reaching the school later than the expected time for more than five times in a semester, may be flagged for denial of entry to campus, if arriving without an accompanying parent.

Parent work schedules, poor weather conditions, oversleeping, car problems, riding with another person are not considered extenuating circumstances but may be noted for the allotted five tardies per semester. If a student is tardy to school due to a medical appointment, a doctor's note detailing the time of the appointment will be required.

4 Fees and Other Charges

The term 'fees' mentioned includes 'fees and other charges' as explained and agreed during the Orientation Session before the admission process. If there is any query regarding details of payment of fees, it will be the responsibility of the payer to get in contact with school administration regarding the same.

PAYMENT OF FEES & OTHER CHARGES

- It is mandatory to pay all the financial instalments within the informed timeframe for the smooth functioning of the school.
- The number of instalments and the respective amounts are informed to all parents via either email, phone call or WhatsApp group [commonly used].
- Fees are accepted in the form of – Bank transfer and/or cash only. You will receive the receipt of the same within 3 working days once the amount is credited to school's account.

REFUND OF FEES & OTHER CHARGES

Refund of fees may be considered **under following conditions only for new admissions** who are applying to the school for first time.

- If the Student/parent/legal guardians/custodians want to cancel the admission and they have already paid any fee instalment for the academic year they should send official email, on the school's official email id stating cancellation of admission, strictly on or before 31st May before the academic year starts [Academic year starts on 1st June every year] for refund of fees.
- On timely receipt of such an email the school will refund not more than 50% of total fees paid.
- Amount paid as a Fine is non-refundable under any circumstances.

NON-PAYMENT OR DELAY IN PAYMENT OF FEES

- If the Student/parent/legal guardians/custodians are unable to complete the full payment of the fee instalments within the prescribed period, they, by default, waive off any rights, claims and access to - but not limited to - school activities, school websites, school transport services, progress report cards and/or any official documents requested from the school - until such a time as all the pending payments are completed with proper evidences of completion, and school administration confirms receipt of such payments.
- School Leaving certificate will be provided only after completion of all pending fees/fines as informed by school administration.

5 Confirmation and Continuation of Admission

GDS Strives to create a healthy and enriching learning environment for its students – which is primarily dependent on students and parents strictly following the instructions and guidelines given by the school from time to time to achieve the institute's goals.

As such school reserves the right to expect the timely execution of such instructions and guidelines backed by proper evidence for the same.

CONFIRMATION OF ADMISSION

- It is mandatory to attend the Orientation Session before your confirmation of admission.
- All the required documents and financial components should be submitted as and when required by the school administration strictly in the specified time frame. Kindly read the email stating procedure for confirmation of admission **carefully and in detail**.
- The right to admission remains completely with school management depending on evaluation of child and parents on various factors which the school management body may decide on case-to-case basis. In case of rejection of admission application, School is not liable to disclose the reasons for the same.

CONTINUATION OF ADMISSION

- Continuation of admission depends on timely execution of instructions and guidelines given by the school management body along with evidences for the same.
- In cases where school advises counselling, the evidence of continuation of the same should be provided to the school as and when required.
- Continuation of admission in the next academic year is subject to meeting criteria of attendance of 80% or more. Absenteeism with prior permission will be taken into consideration [Refer Section 3].
- Violation of any of above criteria can make the student eligible for termination of admission without any prior intimation.

CANCELLATION OF ADMISSION

- Cancellation of admission is subject to factors like – clear, timely and proper notification to school via email on school's official address or in writing; and completion of all pending submissions, fees (Refer Section 4), and other liabilities, if any.
- Contact school administration for details regarding the same.

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Discipline, Infractions and Behavioural Expectations

PURPOSE OF THE CODE OF CONDUCT

Schools must set boundaries that will ensure all students experience a safe, orderly and productive environment. School's ability to ensure this experience is influenced greatly by individual and school-wide discipline. The code of conduct is the behavioral framework by which GDS carries on its day-to-day operations. The code reflects academic standards and the right for every student to learn in a non-threatening environment.

Students must follow the School's Code of Conduct before, during, and after school, as well as in school buildings, on school grounds, at school-related activities, at breakfast and lunch, and on the way to and from these activities. Students' behavior must not keep any of the members of the school community from doing their jobs.

The code that appears on the following pages governs the most serious and obvious types of student misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct that interfere with the good order of GDS, the proper functioning of the overall educational process, or the health and safety of students, staff and visitors.

It is our goal to treat each situation with consistency. However, there will be occasions where the use of flexibility within this plan will best serve the needs of the individual student and the population as a whole. Details regarding specific incidences are not available for public scrutiny. The GDS management reserves the right to make decisions based on experience and knowledge of individual cases.

THREE BASIC BEHAVIOURAL EXPECTATIONS

1. Be Safe for yourself and others.

Examples: Choose peer groups that demonstrate safe, respectful, and responsible behaviour. Obey the laws of the community.

2. Be Respectful of people and property

Examples: Demonstrate positive social skills like decent behaviour, care for property and use resources with minimum wastage, etc.

3. Be Responsible and aware of your actions

Example: Accept responsibility for your actions including planning, execution and feedback - Execute your assigned tasks, responsibilities, and duties with efficiency and fairness - Follow hygiene and cleanliness procedures for yourself and surroundings.

THE FOLLOWING OFFENSES MENTIONED UNDER “DEFINITION OF TERMS” ARE PROHIBITED AND ARE LIABLE TO PENALTIES, SUSPENSION, TERMINATION OF JOB/CONTRACT/ADMISSION AND/OR LEGAL ACTION. THE CODE OF CONDUCT AIMS TO MAKE ALL MEMBERS AWARE AND DETER THEM FROM COMMITTING THESE OFFENSES.

DEPENDING ON THE SEVERITY AND CONTEXT OF OFFENSES SCHOOL MANAGEMENT RESERVES THE RIGHT TO SUSPEND SOME OR ALL ACTIVITIES OF THE INDIVIDUAL(S) OR EXPEL THE INDIVIDUAL(S) FROM PREMISES WITHOUT PRIOR INTIMATION.

DEFINITION OF TERMS FOR LEVEL-1 OFFENSES

Level-1 Offenses - (conduct that impedes the orderly operation of classrooms, schools and/or school vehicles) cover students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, any of the offenses designated in this section.

Disruptive Behaviour

Intentional acts, behaviours or conduct in the classroom, in the school premises, upon school grounds, on school property, to or from school or while engaged in school-related activities that cause minor disruptions to the educational process and well-being of others. This may include physical contact, such as hitting, that does not rise to the level of fighting.

Excessive Tardiness

Repeated failure to report, without an acceptable excuse, to school or classroom or other instructional area after the designated time [for details Refer Section 3].

Parking and Traffic Violations

Parking on school property or in designated areas of the parking lot without a permit during instruction, extracurricular activities, or authorized school business is prohibited. Each student/parent/staff who chooses to park a vehicle on school property must request for a parking permit. GDS and its employees will not be liable under any circumstance for any loss or damage to such vehicles or the content(s) of said vehicles parked at GDS premises.

Violating Local School Rules

Noncompliance with established procedures for playground activities, hallway behaviour, proper assembly conduct, use of the infrastructure facilities, meeting rooms, and/or codes of conduct that are specific to respective buildings and/or school buses/vehicles. Members found guilty of being an accessory to (e.g., assisting, planning, participating, and/or encouraging) any violation of school rules are subject to the same corrective action as students who are actively involved in committing such offenses.

Dress Code

Dressing or grooming in a manner that disrupts the teaching or learning of others is prohibited. This includes but is not limited to ski masks, hats, do-rags, bare midriffs, skirts or dresses above knee, pants worn below the waistline, clothing that exposes private parts, full-face coverings, and clothing with reference to drugs, alcohol, sex, or vulgar/hate messages. Failure to follow proper dress code in applicable buildings will be considered as a level 1 offense.

Insubordination

Refusing to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/ disruptive behaviour). Depending on how the offender responds to a reasonable request for better behaviour, this may be treated as level-2 or level-3 offense.

Profanity

Swearing and/or cursing in school buildings, on school buses/vehicles or on school grounds is prohibited.

Truancy

Truancy is an unexcused absence from school [Refer Section 3]

Not following Hygiene and Cleanliness

All students / parents / staff must adhere to cleanliness and hygiene protocols in all the school premises, at all the school activities, both within and outside the school campus, and at all the school properties including, but not limited to, school vehicles. This includes, but is not limited to, spitting prohibitions, cleanliness of body parts, wearing proper protective masks during coughing / sneezing, littering, etc.

DEFINITION OF TERMS FOR LEVEL-2 OFFENSES

Level-2 Offenses - (serious misconduct) cover students/parents/staff who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished in the commission of any of the offenses designated in this section. A student / parent / staff charged with behaviour that is classified as a Level II offense may be removed from the building immediately.

Inappropriate Physical Contact

Fondling, touching, or kissing in school facilities, on school grounds, at school-related activities, or while on buses transporting students to and from school-related events is prohibited.

Destruction of School Property

Loss, damage, defacement, or inappropriate use of school property is considered to be destruction of school property. This includes but is not limited to use of books, Audio-visual aids, Electronics, Labs, stationery, sports equipment, computers and related materials, etc.

Fighting

A physical altercation between two or more people, in which a person's actions do not represent reasonable self-defence is considered to be fighting. This also includes the mutual participation in an incident involving physical violence.

Forgery/Falsification

Acts, including but not limited to, falsifying school records, forging signatures, making or providing false statement(s), counterfeiting, bribery, and/or using an unauthorized computer user ID or passwords are considered to be forgery/falsification.

Inappropriate Bus Behaviour

Any behaviour or action that distracts a bus driver, causes a dangerous situation or disturbs the orderly operation of a bus is considered inappropriate bus behaviour. Eating, drinking, being out of seat, transporting of animals or glass containers without prior permission from the school are prohibited. Spitting, throwing of any objects, extending any body parts through a school bus/vehicle window, or using the emergency exit when there is no emergency are prohibited. State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school buses. Should there be a situation or problem relating to the school bus, the parent(s)/staff/student(s) must contact the school authorities to resolve any concerns.

Inappropriate Internet and technology Usage

Refer Section 3

Academic Dishonesty / Plagiarism

No student will copy the work of another without citation. This includes previously written work, or part thereof, on a test or assignment, or improperly consulting notes or other answer sources. All members will follow expected behaviours stated by the school management during all the lectures, assessment tests and exams.

Leaving School/Class without Permission

Leaving class, school, or school grounds during the designated school day without first obtaining permission from the principal or principal's designated representative and/or not reporting or returning to class or school activities.

Inciting to Fight and/or Contributing to a Disruptive Situation

The intentional incitement to engage another student / parent / staff in physical conflict and/or continuous harassment, or the promotion of misconduct for any purpose. This includes, but is not limited to, possession of a cigarette lighter, firecrackers, a knife and other similar items.

Gambling

Betting money or items on card games, dice games, the outcome of games or activities, and/or possession of gambling materials or paraphernalia.

Threats to Staff

Intentional threat by word or action to do violence to a staff member or his/her property; in addition, any act which creates a well-founded fear within the staff member.

Threats to Student

Intentional threat by word or action to do violence to any student, or his/her property; in addition, any act which creates a well-founded fear within the student of imminent harm to their person or property.

Verbal Abuse of Staff

Any profane or insulting remarks or gestures directed at any GDS's staff member, volunteer, visitor, student, teacher or bus driver.

Repeated Violations of School Rules

The commission of four offenses either all Level I or in combination with Level II or violations of the criminal laws.

DEFINITION OF TERMS FOR LEVEL-3 OFFENSES

Level-3 Offenses - (illegal and/or serious misconduct that is life or health-threatening as defined by local, state or national laws and/or school standards). A student/parent/staff charged with behaviour that is classified as Level-3 may be removed from the school immediately and recommended for expulsion.

Arson

Setting fire, or attempting to set fire to school property, any property belonging to, rented by, or on loan to the school, or the property of persons employed by the school or in attendance at the school.

Extortion

Solicitation of money, or anything of value from another person in return for protection or in connection with a threat to inflict harm.

Assault/Battery

A physical attack that results in serious bodily injury and the actions do not represent reasonable self-defence.

Bomb Threats/False Alarms

Making a knowingly false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses.

Bullying/Cyber-bullying/Harassment/Hazing/Intimidation

Hazing means doing any act or coercing another, including the victim, to do any act of initiation onto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this definition, the term bullying is used in place of harassment and intimidation. Bullying, harassment and intimidation are intentional written, verbal or physical acts that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behaviour causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behaviour is prohibited on school property or during any school activity. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the school shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students/parents are permitted to plan, encourage or engage in any hazing and/or bullying.

Conduct Outside of School Hours or Away From School

Any conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, ethics, reputation, and/or well-being of other students, teachers, or other employees of the school system.

Explosive and/or Incendiary Devices

Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than half inch in diameter.

Gang Behaviour

For purposes of this definition, a “gang” is any group of two or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the School. “Gang-related activity” includes but is not limited to the prohibited conduct set forth here: No student/parent/staff on or about school property or at any school activity shall (1) wear, possess, use, distribute, display or sell any clothing, jewellery, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang; (2) engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang; or (3) engage in any act in furtherance of the interests of any gang or gang activity, including but not limited to:

- A. soliciting membership in or affiliation with any gang;
- B. soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
- C. painting, writing or otherwise inscribing gang-related graffiti, messages, symbols or signs on school property;
- D. engaging in violence, extortion or any other illegal act or other violation of school policy; or
- E. soliciting any person to engage in physical violence against any other person.

In identifying gang behaviour, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their schools, neighbourhoods and areas.

Harassment/Intimidation

Repeatedly annoying or attacking another using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile environment, without displaying a weapon and without subjecting the victim to actual physical attack (e.g., hazing and threat of harm).

Loitering/Trespassing

Refusing to leave any school property after being instructed to do so by school staff, law enforcement, or visiting/returning to school property during the prohibited period without appropriate authorization.

Firearms or Look-a-Likes

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring-loaded device or air pressure by which to propel an object of substance (e.g., toy guns, cap guns, bb guns, pellet guns and any other lookalike firearm).

Possession/Intent to Sell/Sale/Distribution/Use of Controlled Drugs

Possessing, carrying, selling, distributing, or concealing any controlled drug other than prescription medication that has been administered in accordance with the school's policies. No such item(s) shall be in a student's possession at school-related activities, on buses, or in a student's desk or locker. An infraction of this section will result in a 10-day suspension and a recommendation for expulsion. Consuming and/or showing evidence of having consumed drugs or other illegal substances and/or attending school while under the influence of drugs will result in suspension or expulsion.

Possession/Intent to Sell/Sale/Distribution of Drug Paraphernalia/Look-a-Likes/Non-Controlled Substances

Possessing, carrying to sell, and/or concealing drugs or items that may be considered as look-a-like drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver. Attempting to sell or distribute any prescription and over-the-counter medicines, chemical substances, and all other legal substances. Drug-related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use. No such items shall be in a student's / staff's / parent's possession or storage location at school premises, on buses, or school-related activities.

Possession/Under the Influence of Alcohol

Possessing, carrying, concealing, consuming or showing evidence of having consumed alcoholic beverages. Consuming and/or showing evidence of having consumed alcohol or other illegal substances and/or attending school while under the influence of alcohol will result in either suspension or expulsion depending on the context of infraction.

Possession/Use of a Dangerous Weapon/Look-a-Like Weapon/Incendiary Device (other than a firearm)

Possession of, on or about their person (locker, desk, book bags, bus, etc.) or at school/ school-related activities, a weapon, device, instrument, material or substance designed as a weapon or used as a weapon [e.g., rattail comb, box cutter, utility knife of any size, any razor (e.g., straight, regular, retractable, double or single edge), gas repellent, stun gun, fireworks, bullets, ammunition, smoke bomb, paint bomb, stink bomb, chemical sprays, lighters, and/or martial arts devices (e.g., throwing star, nunchakus, darts, blackjacks, chains, clubs, metals/brass or any artificial knuckles, rings, pipes, studded or pointed bracelets)] that is capable of causing death or serious bodily injury is prohibited.

Possession/Use/Sale/Distribution of a Firearm

A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zipguns, starter guns, and flare guns. Firearm look-alikes should not be reported with this option. Possession of a firearm will result in an expulsion for one (1) full year. The school authorities may lessen this expulsion based on intent, age, previous discipline record, academic record, and/or disability on a case-by-case basis.

Possession/Use/Sale/Distribution of a Dangerous Weapon(Knife) other than a firearm or explosive, incendiary or poison gas

Possession of, on or about their person (e.g., locker, desk, book bags or bus) or distribution of any weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 inches in length (e.g., Bowie, dirk, lock blade, hunting or switchblade). Possession of a knife may result in an expulsion.

School Disturbance

Acts which cause disruption of the school environment and/or threaten the safety or well-being of other students and/or staff, which may include, but is not limited to, walk-outs, sit-ins, rioting, picketing, trespassing, reckless or careless operation of a vehicle on or near school property or near a school bus, or inciting, disturbances, threats to the school, pranks, or actual violence during a period of disruption.

Serious Bodily Injury

An incident that results or is intended to result in serious bodily injury to oneself or others. Serious bodily injury is defined as any bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or faculty.

Sexual Misconduct

Engagement of any sexual acts including, but not limited to, vulgar/obscene words or gestures, indecent exposure, possession of profane/vulgar/ obscene material, possession/distribution of derogatory/offensive poster(s), cards, pictures, cartoons, graffiti, or drawings on school property/buses or at school-sponsored activities.

Unwelcome Sexual Conduct

Unwelcome sexual advances, requests for sexual favours, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

Theft/Attempt/Possession

Unlawful taking or disposition of another's property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or school mandated test(s). Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school. GDS will not be liable for any lost, stolen or damaged items brought to school.

Vandalism

Destruction/damage/attempts and threats to destroy/damage/deface school, private, personal, or public property. This includes, but is not limited to, setting fires, attempting to destroy/damage/deface a school or staff property or property used by the school including, but not limited to, breaking windows, graffiti, destroying restroom fixtures, using paints or any other materials to deface school property (e.g., furnishings and equipment housed within or upon the school property). Student must make restitution for damage to school property.

DISCIPLINE FOR PRE-PRIMARY & PRIMARY STUDENTS

Due to maturation levels, Pre-primary and primary year programs may experience offences like biting, kicking, and other behavioural problems. It is strongly recommended that parent(s)/guardian(s)/legal custodian(s) and school authorities work collaboratively to develop and implement corrective strategies for working with difficult and hard to manage students.

It is ultimately the decision of the School Management to determine the most appropriate action in order to restore a healthy and positive learning environment. The School management will employ corrective strategies accordingly, that will ensure the safety and harmony of all.

Any and all people committing level-1 and/or level-2 and/or level-3 offenses are liable for penalties and/or legal action as deemed fit by school authorities and administration.

The decision to choose and take action, in case of offenses mentioned above, lies solely at the discretion of senior management of the school which may include, but is not limited to, suspension or expulsion of the student.

7

A Note on Restorative Practices for School Discipline

Restorative practices for school discipline — also called restorative justice — focus on fostering a sense of community within classrooms to prevent conflict, and on reacting to misconduct by encouraging students to accept responsibility and rebuild relationships. Restorative practices focus on resolving conflict, repairing harm, and healing relationships. They support a positive and safe school climate and reduce disciplinary incidents.

In case of any of the above offenses [Refer Section 6], GDS will prioritize the resolution of the issue using Restorative Practices for conflict resolutions.

CORE PRINCIPLES OF RESTORATIVE JUSTICE IN EDUCATION

PRINCIPLES FOR PRACTICE

- **Relationship Building:** Creates meaningful connections among students, staff, and community.
- **Respect for All:** Ensures everyone is treated with dignity and consideration.
- **Inclusive Dialogue:** Facilitates open discussions that include diverse perspectives and voices.
- **Holistic Approach:** Addresses the underlying causes of conflicts and misunderstandings.
- **Shared Responsibility:** Encourages everyone in the community to participate and take accountability for their actions.

GUIDING COMMITMENTS

- **Healing Over Punishment:** If harm occurs, focus on mending relationships rather than punitive measures.
- **Full Participation:** No decisions should be made without the input of those affected—everyone has a voice.
- **Personal Connections:** Prioritizes personal interactions and relationships as the foundation of community.
- **Consensual Agreements:** Solutions are reached through consensus, ensuring they are practical and acceptable to all involved.
- **Voluntary Engagement:** Participation is always voluntary, promoting genuine involvement and commitment.

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Incident Analysis:
What exactly occurred?

Personal Responsibility:
What role did you have in this situation?

Method of Action:
How did this situation unfold?

Personal Impact:
How has your action affected you personally?

7 ESSENTIAL QUESTIONS FOR RESTORATIVE DISCIPLINE IN SCHOOLS

Resolution Strategy:
What is needed to resolve the situation completely?

Restorative Actions:
What steps can you take to make amends?

Community Impact:
Who else has been impacted by your actions?

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Since these policies are to ensure fair and safe environment within the school premises, the school management reserves the right to amend/modify/edit this policy - without any prior intimation to staff, student, parents, members or any other stakeholders of the institute - to achieve its purpose with immediate effect.

Along with the acceptance of these policies; Parents, guardians and students also understand and agree that their images and videos may be edited, copied, exhibited, published or distributed for the purposes of the school (website, prospectus, etc.) and waive the right to inspect or approve the finished product.

By confirming the student's admission and/or accepting job or contract and/or being a member of GDS in any other capacity, you agree to the understanding and acceptance of rules, policies and conditions mentioned in this document and promise to abide by them.

**For any query, get in touch with school management
<https://www.gurukulschool.in/contact-us>**