



Code of Conduct Policy

For all members of Gurukul - The Day School

ABOUT THE DOCUMENT

Being a member of Gurukul - The Day School [Staff, Student or Parent] automatically implies that you have understood and agreed to the terms and conditions mentioned in this document.

Purpose of this document

This document acts as disclaimer as well as a guideline to decent and lawful behavior for all members of Gurukul - The Day School and its official websites.

Code of Conduct - Introduction

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 student has the right to disrupt the learning process of others. Therefore, students are prohibited from interfering with or engaging in behaviours endangering the safety of others. This includes behaviour that occurs before, during and after school, in school buildings, on school property, at school-related programs, on the way to or from school, and on school vehicles or regional buses that bring students to or from school. The school's *Code of Conduct Policy* provides examples of expected behaviours, definitions of behavioural infractions (including its severity--Level I, II, or III), and possible corrective strategies. 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 "students", "parents" and "staff" mentioned in this document refer to the members of Gurukul - The Day School in their respective roles.

Behavioural Expectations and Examples

1. Be Safe

Examples

Obey rules and laws regarding use of alcohol, tobacco and drugs.

Choose peer groups that demonstrate safe, respectful, and responsible behaviour.

Obey the laws of the community.

2. Be Respectful

Examples

Be respectful to all adults and peers.

Listen to and follow the directions of school staff.

Be respectful toward property.

Demonstrate positive social skills.

Use polite words (e.g., Please, Thank you, You are welcome...).

Resolve conflict in a positive manner.

3. Be Responsible

Examples

Bring or request needed materials.

Accept responsibility for your actions.

Following deadlines of school regarding submissions, fees, etc.

Follow hygiene and cleanliness procedures for yourself and surroundings.

The following offenses mentioned under "Definition of terms" are prohibited and are liable to penalties and/or legal action.

Definition of Terms For Level-1 Offenses

Level I 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 "tardy bell."

Excessive tardiness is defined as:

- A) 7 consecutive unexcused incidences of tardiness
- B) 10 unexcused incidences of tardiness in one month
- C) 15 unexcused incidences of tardiness in one school year

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. Students/parents/staff who apply for a parking permit will be given a decal sticker and parking and traffic regulations. Parking permits must be renewed upon expiration. 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 lunchroom facilities, meeting rooms, and/or codes of conduct that are specific to respective buildings and/or school buses/vehicles. Students 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. Parents and staff are expected to follow decent behaviour and adhere to such procedures as guided by the school wherever applicable.

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, 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).

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.

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 II 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.

Academic Dishonesty

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 students/parents/staff will follow guidelines of conduct as given by school during the examinations.

Destruction of School Property

Loss, destruction, defacement, or inappropriate use of books, media centre materials, infrastructure, computers and/or computer-related materials, is considered to be destruction of school property.

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 Usage

All students/staff are required to comply with the school's GDS Acceptable Use Policy, which can be found on our school website.

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.

Inappropriate Use of Electronic Devices

Any use of an electronic device that violates the school's guidelines and/or instructions, is prohibited.

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, or a knife.

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.

Possession/Use of Tobacco or Tobacco Products

Smoking or the use of any tobacco products shall be prohibited on all lands and inside all facilities and motor vehicles owned or leased by the school. The use of, or the possession of any form of tobacco or tobacco products while in or upon the school premises, is prohibited.

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.

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.

Gambling

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

Definition of Terms For Level-3 Offenses

Level III 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 III 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.

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.

Extortion

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

Firearm 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).

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.

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:

1st Offense – 10-day suspension/drug education/treatment program and behaviour contract.

2nd Offense – 10-day suspension, violation of contract, recommendation to the Student Expulsion Hearing Officer.

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:

1st Offense – 10-day suspension/alcohol education/treatment program and behaviour contract.

2nd Offense – 10-day suspension, violation of contract, recommendation to the Student Expulsion Hearing Officer.

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, stungun, 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-a-likes 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.

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.

Computer and Internet Usage

Students shall abide by the GDS's Acceptable Use Policy as it relates to computer use and access to the Internet. Students will not use the school system to access material that is profane or obscene (pornography), advocates illegal acts, violence or discrimination towards other people (hate literature), or that promotes entertainment, criminal skills, non-educational chat groups, dating, and matchmaking. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Regulations. Students will adhere to the school's guidelines while using the school system or equipment, during school hours and at school-sponsored events, and while out of school when the actions would materially and substantially disrupt the work and discipline of the school.

Absences and Truancy

An excused absence is one which has been classified as excused by the school administration. An absence which falls under one (1) of the six (6) approved reasons for absences will be classified excused if the proper procedure(s) is followed by the student, parent or person acting as parent if a student is absent. The parent/guardian/legal custodian shall call the school as soon as possible.

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 principal upon written request by the parent/guardian/legal custodian, or adult student
- 6] An act of God

Daily attendance impacts academic success. Excessive absences can contribute to school failure. When an absence is necessary, a student's parent(s)/guardian(s)/legal custodian(s) should report the absence to school officials before the assigned school starting time.

The school will:

1. Consider a student a chronic or habitual truant because of a lack of appropriate documentation for his/her absences/tardiness.
2. Provide the parent and/or student Truancy Legal Notice.

The administration of GDS strongly discourages the use of suspension and/or expulsion from school to enforce attendance or to deter unexcused absences.

Building Security

In order to provide the safest environment possible, all students may be subject to a security check and/or metal detector upon entering the building. Students will enter the building at the designated doors and may “walk through” a security system. If necessary, individual security checks may be done with a hand-held wand. In order to expedite security checks, please keep the following in mind:

- 1. Remove all keys from pockets or purses before going through the security check.*
- 2. Remove all metal items and calculators from book bags.*
- 3. See-through and/or mesh bags are strongly recommended.*

Some items (i.e., mace on a student’s key chain or a “box cutter”) may be perfectly legal outside of school, but inappropriate for school. Parent(s)/guardian(s)/legal custodian(s) should be aware of what his/her children pack in their book bags and/or purses before leaving home.

Non-payment of Fees

If the Student/parent/legal guardians/custodians are unable to complete the full payment of the annual fees, within the prescribed period, the student and parents/ legal guardians/ custodians waive off any rights, claims and access to - but not limited to - school activities, school websites, school transport, school facilities, 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. If there is any doubt regarding details of payment of fees, it will be the responsibility of the payer to get in contact with school administration for the same.

Steps Following Student Misbehaviour

If a student commits or is accused of committing any offense, a school administrator will:

1. Investigate the incident, including meeting with the student and others involved to allow them to explain the situation.
2. Contact the parent(s)/guardian(s)/legal custodian(s) when necessary, explain the situation, and inform the parent of the corrective strategy that will be used.

What Parents Should Expect

When the school authorities find that a student has committed an offense, the principal or another school administrator will:

- Notify the parent by telephone as soon as possible that the student has been involved in an offense and may be suspended.
- Send a letter to the residence of the parent(s)/guardian(s)/legal custodian(s) explaining the student’s suspension.

A parent may:

- upon request, meet with the principal to discuss the offense.
- receive a report on the school’s investigation.

- appeal the student's suspension, if the parent is not satisfied with the principal's decision.

Emergency Removal from School

"If a student's/parent's/staff's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the school's activities taking place either within a classroom or elsewhere on the school premises," school authorities may remove such a person from the school premises. Upon receipt of a removal letter, parent(s)/guardian(s)/legal custodian(s) must report to a meeting as and when scheduled by the school administration. The meeting will provide staff, student(s) and parent(s)/guardian(s)/legal custodian(s) an opportunity to discuss the behaviour and share perspectives on the matter.

Failure to attend the meeting may result in an out-of-school suspension. In the event an out-of-school suspension is warranted, the initial days of removal will be deducted from the days of out-of-school suspension. Students are to remain home during school hours and not attend/participate in school-related activities until further notice.

Permanent Exclusion

The School Management may seek the permanent exclusion of any student who is convicted in criminal court, found delinquent, or found to have assisted in connection with any of the Level-2 and Level-3 offenses mentioned in the document.

The school authorities may consider permanent exclusion based on the severity or number of offenses.

Discipline for Pre-primary and 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 staff, 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 building administrator to determine the most appropriate method. The building administrator must employ corrective strategies that will ensure the safety of all.

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 business, and will apply to race, national origin, citizenship status, religion, sexual orientation, economic status, age, handicap and other human differences.

By confirming the student's admission and/or accepting job and/or being a member of Gurukul - The Day School in any other capacity, you agree to the understanding and acceptance of terms and conditions mentioned in this document.