

**3033 KHALSA COLLEGE, BA**



**STUDENTS BEHAVIOUR MANAGEMENT POLICY**

**AND**

**ACADEMIC POLICY**

**2019**

## 1.0 STUDENTS CODE OF CONDUCT

### 1.0.1 Overview

Discipline is essential for the smooth running of a school and to inculcate positive values and responsible behavior. Students will be expected to abide by the following rules and regulations. The cooperation of everyone concerned – parents, students and staff – is indispensable. At Khalsa College, we strongly adhere to the belief that the school is a sacred place and every effort has to be made so that its sanctity is never blemished. A student has the duty to behave, dress and communicate in such a way which is socially and morally accepted in a refined society. Students are generally influenced by what they see at the bus stand, at homes and in villagers, in the media also in social media and elsewhere, it does not mean that they should blindly copy lifestyles which are to their detriment. Our list of school discipline is meant to mould and shape the personality of our students, whom we fondly refer to as our 'kids', so that they grow up with dignity and a sense of equity. Below is a list of rules and regulations which apply at Khalsa College. These rules have to be conscientiously respected to avoid any disciplinary problem. Be informed that Khalsa College has disciplinary committees which deal with any departure from the school rules and regulations. We believe that discipline is a positive concept which is meant for the welfare of our pupils as we believe that there should not be any problem to ascribe to them as they are meant to accompany the pupils on their march from childhood to adolescence as they will gather increased maturity

Discipline is also an integral part of the educational process as it relates to the development of personal integrity, maturity, and ultimately, good citizenship. It is important, therefore, that it be clearly understood that the propriety of conduct and good order in our schools are essential and shall be maintained. The School Board supports the maintenance of discipline in our school.

The following is a list of school disciplinary infractions. This list is designed to assist staff, students and parents but is not intended to be all-inclusive. Modifications will be made at the discretion of the Principal. Violations of the following policies may result in relocating student to another school, out-of-school suspension (OSS), in-school suspension (ISS), revocation or suspension of student privileges or other disciplinary actions deemed appropriate by the Principal:

- Being disrespectful or rude, nuisance, threatening bodily harm, harassing or assaulting school students or others.
- Destroying, vandalizing or damaging school buildings or property.
- Drawing or writing graffiti on or about school premises.
- Forging parents and teachers signature, notes or other documents that the student may submit to school officials.

- Stealing or misuse of school or personal property.
- Cheating or dishonesty in any form.
- Throwing any object that could cause bodily harm to students, teachers, or staff.
- Possessing dangerous objects or weapons.
- Inappropriate language.
- Behavior which disrupts learning, instruction, or the educational process.
- Being rebellious or displaying rude attitude toward school personnel.
- Possessing radios, iPod, CD players, TV's, video cameras or any portable communication devices, such as, beepers, pagers, cell phones, while on school premises.
- Inappropriate use of computer equipment.
- Engaging in verbal or physical sexual harassment.
- Selling items or products other than those approved by the school.
- Being in an off-limits or unauthorized area, such as staffroom, staffroom corridor, behind the buildings, parking lots or outside the building or classroom during classes, entering special rooms or science laboratory without teachers permission.
- Displays inappropriate affection.
- Leaving school without administrative authorization.
- Failure to comply with dress code.
- Failure to correct a problem after being cancelled by a staff, or administrative warning.
- Failure to follow other policies set forth in this handbook.

## **1.1 EXPECTATIONS AND RESPONSIBILITIES FOR STUDENT**

### **1.1.1 Rights and Responsibilities**

All students of Khalsa College have the RIGHT to:

- a. Be treated with courtesy and respect
- b. Enjoy a safe, clean and secure environment in learning
- c. Achieve their educational potential
- d. Be proud of their achievements
- e. To have their property respected

All students of the college have the RESPONSIBILITY to:

- a. Show a duty of care through respect and courtesy towards each other
- b. Contribute to the overall safety and security of the school environment
- c. Develop their potential and to assist others in doing the same
- d. Ensure that their actions do not discredit the school
- e. Respect student, staff and school property

## **1.2 Student compliance:**

- 1.2.01 Students must not interfere with the right to learn of other students and should come prepared to participate in all learning processes they attend.
- 1.2.02 Students should follow staff instructions, cooperate, observe and abide by the school rules at all times.
- 1.2.03 Students should ensure the safety of other students, staff members, other members of the school community and themselves.
- 1.2.04 Students should not endanger their health, that of other students, staff members or any other members of the school community.
- 1.2.05 The use of illegal and prohibited substances is not allowed in the school by any member of the school community at any time in the school premises.
- 1.2.06 Students should be courteous at all times through the use of appropriate manners towards each other, staff members or any other member of the school community.
- 1.2.07 Students should respect themselves, staff members, other members of the school community, property and the school environment.
- 1.2.08 Students should be punctual at all times and endeavor to attend school unless sick or instructed otherwise.
- 1.2.09 Students should be neat, clean and dressed appropriately for school at all times as directed by the school in accordance with the appropriate dress code of the school.
- 1.2.10 Students should not leave the school compound without express permission of teachers or as directed according to school instruction activities.
- 1.2.11 The following levels of unacceptable behaviour will be used to facilitate disciplinary procedures:

*Grade 1* sanctions for very serious offences.

*Grade 2* sanctions for more serious offences imposed on level 1 persistent offenders;

*Grade 3* sanctions for minor offences that are one-off or infrequent;

(see Appendices A and B)

Sanctions on grade1 offences may include the following:

- sending students to the Assistant Principal or the School Principal;
- suspension for a few days: such a sanction can only be authorized and applied by the School Principal after the students parent or guardian has been informed.
- relocation of students: this will only in the most extreme cases of indiscipline and only after every effort at rehabilitation by the discipline committee has failed and every other sanction exhausted and after the matter has been registered with the district education office, a student will be relocated to another school .

### **1.3 PARENTS AS PARTNERS IN EDUCATION**

In accordance with the education legislation, it is compulsory for parents to regularly send their school-age children to school.

Parents are strongly advised to support the school management and the school administration to consolidate discipline and never to try to bend rules and regulations to suit the whims and caprices of their children. Some children with behavior and attitude problem bring disrepute to their families and tarnish school reputation. Parents should realize that discipline learnt at school will help their children in life to become responsible and law abiding citizens.

School has an open door policy for parents to discuss any matter relating to their children's education, provided they follow the channel of communication i.e. always report to the main office. All parents should request an appointment from the Principal to speak to members of staff when such a meeting is necessary

Active participation in social, educational and curricular planning activities that support, promote and nurture the school ethos.

Parents who sincerely wish to practice positive discipline with their own children must endeavor to become a positive role model in their children's life. Such role modeling extends to their behavior on or near the school premises.

For this reason the school expects parents to co-operate with the school in policies regarding:

- ✓ nutritious food,  
Parents are strongly encouraged to send lunch prepared from home for their children.
- ✓ school bags, or money,
- ✓ dress code: uniforms, attire for physical exercises, outings and social occasions,

Whenever an outing is organized by the school, a circular is sent to parents. The circular must be signed by the parents and returned to school at latest on the eve of the outing. By signing the consent form, the parents automatically assumes his/her responsibility if ever any unforeseen incident occurs.

- ✓ regular attendance - with parents responsible for informing school of sickness or temporary absences and for producing medical certificates in cases of illness  
If parents leave the country and entrust their children to the responsibility of another adult, the school has to be informed, in writing, of such arrangements.
- ✓ punctuality,
- ✓ responsibility for text books, library books & any other school material on loan.

#### **1.4 SCHOOL VISITORS**

All parents and other visitors must report to the office first in order meet any particular person and present their personal identity card.

Individuals with legitimate business to conduct will be treated as guests and helped to fulfill the purpose of their visit.

Visitors will be met by the student(s) or teacher(s) at the Sharma's Shed or in front of the office. Visitors are not permitted to go to the classroom areas.

**The school is not a meeting place for non-custodial parents.**

#### **1.5 RULES AND REGULATIONS OF CODE OF CONDUCT**

Rules established by the school act as the boundaries for students behavior and reflect on the rights and responsibilities of the school community. These include:

##### **1.5.1 DESIGNATED STUDENT ACCESS AREAS**

1.5.1.1 Students are only permitted in designated areas of the school. Some areas that are out of bound to students are special rooms, laboratories, offices, vocational centre(except for vocational students), staff car park, primary school area, rear corridor of buildings and behind the building. The Staff Room and staff room corridor is out of bound to all students at all times except to the students on duty. Laboratories, specialist rooms, offices and other classrooms can only be entered if permitted. Teacher's Quarters are completely out of bound.

1.5.1.2 Students are only allowed in learning areas when a staff member is present or written permission is obtained.

## 1.5.2 LEAVING THE SCHOOL PREMISES

- 1.5.2.1 Students may only leave the school premises during the school day after obtaining permission from the Principal (and or Vice Principal)
- 1.5.2.2 In order for the student to be released, parents or guardians need to call for their children themselves and present their personal identity card before the official dismissal time.  
The Form Teacher will sign out the student and record the reason given by the parent.
- 1.5.2.3 In the case of habitual absenteeism, the reason behind the absenteeism will be identified and remedied.  
Cases of truancy will be dealt with by the school administration.

## 1.5.3 PROHIBITED ITEMS/SUBSTANCES

Any object that can cause physical or moral harm is absolutely prohibited.

- 1.5.3.1 **Valuable items:** Students are responsible for their own property and should not bring valuables or excessive amounts of cash to school and any loss of such items will be the sole responsibility of the incumbent, not the school.
- 1.5.3.2 **Mobile phones:** these are prohibited. Pupils are not allowed to keep mobile phones during school hours. Pupils who have to make important calls to their parents can always call to the office to do same. Likewise, parents can phone the school if ever they have any important call to make. In emergency situation, authorization to carry mobile to school will need the Principal's approval, signed by the parent in front of the Principal for that particular day only.
- 1.5.3.3 **Glass items:** Students should use re-usable containers and should not take glass items to school or carrying away from the canteen any glass bottles or containers.
- 1.5.3.4 **Smoking and Alcohol Use:** Students are absolutely prohibited from smoking, consuming alcoholic drinks, and using substances prohibited by law.
- 1.5.3.5 **Pornographic materials:** Such materials are absolutely prohibited by law and sanctions will be applied against any student responsible for their possession, dissemination and sale. Such cases will be reported to appropriate authorities.
- 1.5.3.6 **Weapons:** Sharp objects, knives and other weapons which can be used to threaten, bully or harm others are absolutely prohibited from the school premises, during travel to and from school, and during school excursions. Sanctions will be applied.

1.5.3.7 For all Grade 1 offences, immediate indefinite suspension pending a recommendation from District Education Office will apply to all events involving prohibited items/ substances on the school premises. These include alcohol, illegal drugs and other substances which may be used for illicit purposes.

#### **1.5.4 COLLEGE AND FORM PREFECTS**

Students must obey the Form and College Prefects who have been given authority by the School Administration, School Counselor, School CPO and Staff. Show respect and cooperate with the prefects at all times. However, any student who feels being unfairly treated by the prefect may appeal to the Student Council Chairperson.

#### **1.5.5 DUTIES**

Students will have to do classroom, laboratory, library and specialist rooms and other assigned duties and these will have to be conducted most satisfactorily under the supervision of form teachers, duty teachers and prefects. Prefects on duty are to supervise duties diligently. Students on duty must satisfactorily complete all assigned work before leaving.

#### **1.5.6 EXTRACURRICULAR ACTIVITIES**

All students are to take part in Sports and Physical Education classes unless they present a medical certificate from a doctor. All students must wear proper uniform during Sports and Physical Education classes. When it is too wet for PE classes, students are to remain in their classroom and have indoor sports or study under supervision of their PE teachers. All students must take active part in curricular and co-curricular activities organized by the school.

#### **1.5.61 PUBLIC PERFORMANCE**

Khalsa College is the only school in the country which is keeping its culture of the most energetic group Dance performance known as Bhangra, originated from the state Punjab, India. The BHANGRA CLUB members are to adhere to their obligation and commitment towards their school, therefore no one is allowed to form groups on their own and go for public performance. This also implies to others as well if they wish to perform on their own, prior approval needs to be taken from the Principal for public performance. No private performance will be entertained.



### 1.5.7 **DRESS CODE**

Students are expected to maintain high standards in their personal appearance. This is part of being proud of themselves and of their School. It is also a vital part of preparing students for the world of work, where personal presentation can matter a great deal in achieving their ambitions. Students are expected to wear the full school uniform, relevant prescribed sportswear, or other indicated attire for school outings.

Students must have the proper school uniform at all times. You should be neatly dressed, have pleasant personality and appearance and be in a presentable manner required by the College.

The school uniform confers an identity to the school students and wearing it should be a matter of pride.

### 1.5.8 **UNIFORM FOR BOYS**

- **Polyster Navy Blue** shorts or Sulu. Sulus to be only six inches below the knees and not too long. Pants at least one inch above the knees.
- Sulus and Pants are to be worn at waistline, not on hips.
- Simple black belt with plain buckles
- Black shoes or sandals with white socks. No flip-flops
- White short sleeve shirts with enough length for tucking in and monograms stitched on the left pocket.
- Shirt to be tucked in at all times and fully buttoned.
- No round necks, coloured vest, or fancy jacket. Only white vests are allowed
- No tattoos on any visible part of the body
- Short hair but not too short that exposes the skull. No fancy hairstyle
- Clean shave and well groomed at all times. Fingernails to be short and clean.
- Ornaments like bangles, bracelets, ear-rings, chains, necklaces, rings are prohibited.
- P.E Uniform – white vest with blue shorts or blue tracksuits and proper footwear

### 1.5.9 **UNIFORM FOR GIRLS**

- Royal navy blue skirt, not less than 12 cm below the knees with a white blouse with the school monogram.
- Long hair must be neatly plaited using white ribbons and tied properly.

- Refrain from using coloured hair clips or any sort of bands.
- Short hair to be trimmed and combed properly, always to be above the collar.
- There is no room for any fancy haircuts or hairstyles. Do not use too much of oil, gel and no hair dyes.
- No jewellery allowed, however, only small silver or golden ear studs.
- Ornaments like bangles, bracelets, ear-rings, chains, necklaces, rings are prohibited.
- Do not use nail polish, mehendi or have long fingernails
- Wear black sandals or shoes with white socks. No 'flip -flops' allowed.
- PE uniform – white tops/blouse (sleeveless) with blue skirt or blue loose pants/shorts.

#### **1.5.10 SCHOOL FEES**

All school fees is paid by the Government in form of grant for all residential students. For international students all school fees must be paid in full within four weeks of each term. Their fees structure is different from local students. A receipt must be obtained for any money paid to the office. All receipts are to be kept safely. Parents/Guardians facing difficulties should discuss with Principal in advance and work out arrangements. **Parents of International Students who do not pay their children's school fees on time, the management will take legal action against such parents.**

#### **1.5.11 LOST AND FOUND**

Any articles found in the school compound or elsewhere which does not belong to the finder must be immediately given to the teacher on duty or the Principal. Possession of these items is a crime and hence can lead to disciplinary action.

#### **1.5.12 MAIL**

Students must use their own private mailing address and not the school address to receive their mail. If mail is received through the school address, it will be censored.

#### **1.5.13 PHONE**

- 1.5.13.1 No student will be allowed to receive calls. However, receptionist can take messages if urgent or emergency.

1.5.13.2 Students are not allowed to bring cell phones to school unless prior arrangement is made with the school Principal. However, School takes no responsibility if it is lost or stolen.

**1.5.14 WITHDRAWAL FROM SCHOOL**

When a student wishes to leave school, he/she should inform his or her form teacher. A student withdrawal/ clearance form needs to be completed and submitted to Principal upon the return of all text books and payment of fees. The Ministry of Education will be notified immediately if any student is absent for one calendar month.

**1.5.15 CHANGE OF ADDRESS**

All changes in addresses, home and office telephone numbers, as well as emergency contact numbers must be immediately communicated to the school office to ensure that information is at all times correct. It is important that every parent provides the school with contact details for emergencies.

**1.5.16 REPORT SHEET DISTRIBUTION**

Student report sheet will be only accessible to the parents or legal guardians during the parent-teacher interview.

The report sheet will only be permanently issued to the students upon completion of parent teacher interview.

**1.5.17 CONFIDENTIALITY**

The student must not disseminate any school related information in the community or any community related information in the school, which may lead to instability and may interrupt the normal operation of the school.

**If any student is found guilty, then he/she is liable for disciplinary action.**

**1.5.18 MEDICATIONS**

First aid kit is available in all specialist room and the main office.

Any medication used by the students, should be prescribed by the medical practitioner and will not be given to students from the school.

### **1.5.19 DISHONESTY, DISTORTION OF FACTS AND LIES**

At Khalsa College, we strive to inculcate values like honesty in our pupils. Cheating in examinations, class tests, telling lies, altering marks in report cards or falsification of signatures in report cards or journals or withholding relevant information from parents or teachers, nicknaming, spreading rumors and backbiting are discouraged because they seriously undermine the personality of an individual.

**Some of these are regarded as serious and may entail disciplinary measures.**

### **1.5.20 HAIRSTYLE**

1.5.20.1 Boys should keep their hair short and must be of “school boy type” and comb sideways. Extra short hair is also **not** accepted. No part of the head is to be shaved and fancy hairstyle like “mushroom cut”, “box cut”, “spiked hair” is not allowed. Wearing of beards and moustaches is **not** allowed. Students are strongly discouraged from dyeing their hair. Boys are not allowed unreasonably long hair. Coxcomb hairstyle or use of hair gel is also discouraged.

1.5.20.1 Girls are requested to keep their hair tied. The hair should be done up in either one or two plaits and tied up with clean white ribbon with a bow. No rubber bands/tiers and hanging bits are allowed. Short hair above the collar must be neatly combed and tied if possible. Hair dyeing is **not** allowed and excessive use of gel is **not** permitted.

### **1.5.21 CLEANLINESS, HYGIENE AND TIDINESS**

Students should always be neat and tidy. Students should keep the school compound, the playing fields and classrooms clean. Responsible students should automatically caution their friends who go against this golden rule.

### **1.5.22 RECESS AND LUNCH ROUTINES**

Pupils should as far as possible be to remain in classroom during breaks. No students are allowed to go to the shop or home during recess or lunch. Students may eat their lunch in the classroom (or out of classroom at assigned areas). Chewing gum is strictly prohibited in school at all times. Playing in the school campus is strictly prohibited.

### 1.5.23 LANGUAGE CODE

Students are encouraged to use English at all times in school. They should be polite and courteous with one and all. Showing respect is expected to be an integral part of their character. Swear words or vulgarity will lead to disciplinary actions. **Shouting and yelling is prohibited at all times**

### 1.5.24 SPORTS

Students must participate in school sports. No students will be 'excused' except on medical grounds in which case a medical certificate will have to be produced. Students should wear the proper physical education outfit.

### 1.5.25 STANDARDS OF STUDENTS BEHAVIOUR

The cornerstones of standards of students behavior are respect for oneself, respect for others, respect for the school and local community, and respect for the environment.

Given that students have a right to be in an orderly and safe learning environment, they are expected to behave, both inside the school premises as well as on school buses, in a friendly and orderly manner and to show respect for all persons and property.

Unacceptable behaviour in such contexts includes repeatedly disrupting the class, **shouting, leaving the class without authorization**, showing disrespect for teachers and other students, lingering, failure to do work to the best of one's ability, fighting, using inappropriate language, playing rough, behaving disrespectfully with others, throwing objects at others, bullying someone and indulging in acts of vandalism.

**If any student is found guilty, then he/she is liable for disciplinary action.**

### 1.5.26 BEHAVIOUR IN COMMON AREAS

While in the library, in the laboratories, lunch areas such as canteens, grounds and other common areas, students are expected to behave well as they would in class. Standards of behaviour and hygiene in toilets must be ensured.

#### 1.5.26.1 CANTEEN

Students are to display good behavior when buying from canteen. Avoid overcrowding, make a queue when buying. No students are to be seen near the canteen after the bell for resumption of classes. After buying quickly return to your area. Remember not to throw wrappers and sticks on the ground.

### 1.5.26.2 **CORRIDOR AND STAIRS**

Students are advised to keep to the left on the stairs and in the corridors to help facilitate smooth movement during period change and breaks. Walk in single line and not side by side. Running and crowding in the corridors or stairs is strictly prohibited.

### 1.5.26.3 **ASSEMBLIES**

Assemblies are an essential communication tool. The goal of a successful assembly is to contribute to the development and maintenance of a quality environment for all students that will enable them to enjoy their daily collective experience.

College assembly will be held once a week. All students must attend the assembly. Any student not feeling well must inform the Form/Duty teacher to arrange for seating.

**All pupils must attend them and should not stay in classroom while morning assembly is in progress.**

### 1.5.26.4 **Travel on School Buses**

1.5.26.4.1 While travelling on a school bus, students must behave in an orderly and respectful manner. School discipline policies apply to bus boarding and travel as well.

1.5.26.4.1 All students are expected to travel from home by the earliest school bus available. Students must not misbehave (shouting, laughing, putting hands or arms out of the bus windows, playing) while travelling on school bus. Be accommodative to other passengers, no disturbance and do not cause any form of damage.

1.5.26.4.3 Students should wait for the bus at the school bus bay in afternoons and only move upon dispersal of afternoon assembly.

1.5.26.4.4 Students travelling by private transport should arrive before 8.00am. Behave well and you must obtain your parents/guardian consent before travelling by others transport.

### **1.5.27 ROAD SAFETY**

Students traveling to and from college are requested to observe road safety rules.

### **1.5.28 BEHAVIOR BEFORE/AFTER SCHOOL**

- 1.5.28.1 Students are not permitted to enter any night clubs, amusement centres, or billiard shops at any time during the year while in school uniform.
- 1.5.28.2 Students are to refrain from stealing, consuming liquor, drinking grog, cheating, smoking, or fighting while at this institution
- 1.5.28.3 Students are not permitted to yarn in the town/ at the bus stand / in cafes or shops when in school uniform.
- 1.5.28.4 Students are not allowed to write love letters or establish boy-friend, girl-friend relationship with students of opposite gender. Students are not allowed to be involved in any sexual activity. Parents will be informed immediately.  
**Students if found violating rule 1.05.28.1 to 1.05.28.4 will end up in suspension/Principal refers case to external disciplinary committee from the school depending on the nature of the offence.(see Appendix A)**

### **1.5.29 ENGAGEMENT/MARRIAGE**

Students who are engaged to get married or are either legally or traditionally married must withdraw from school immediately or seek approval from MOE for completion of their studies at Khalsa College. Students living in defacto relationship are not allowed to enroll in this school.

### **1.5.30 CARE OF PROPERTY**

Students are expected to respect such school property as furniture, buildings, books, materials and equipment. Students have an important role to play in ensuring that the physical environment is kept clean and attractive. Whenever possible, textbooks are issued at the beginning of the scholastic year. Students are to sign for books received and returned. Students are responsible for school books and other educational materials and equipment in their possession and are not to deface or damage them. Fines will be charged for any damage or loss.

**In case of deliberate damage to school or personal property of others, such behavior renders parents or guardians liable for compensation. Fines equivalent to the minimum cost of the item damaged or destroyed will be charged. Incidents of stealing will be dealt with in a similar manner and police will be informed. Vandalism will lead to disciplinary action against the student. (see Appendix B)**

### 1.5.30.1 **SCHOOL TEXT BOOKS**

All care must be taken for Schools Text Books and Resource materials. They should be well kept and returned on time in good condition. Students should return books they have borrowed from the Library on time without tearing or writing on them. Lost or damaged Books will have to be paid for. Students should pay the full Text Book Fees in the first Term, part of which is deposit.

### 1.5.30.2 **CLASSROOM**

Classroom is a place for learning. Always keep your classroom neat, clean and tidy. Maintain silence and no movement in absence of a teacher. Class notice board is to be updated and well organised. Use blackboard only when asked by the teachers.

### 1.5.30.3 **SCHOOL LIBRARY**

Students should use the school library resourcefully at all times. They must observe the rules of the Library. All care should be taken for books borrowed. Students will be required to pay for any lost or damaged books. No tearing of pages or stealing of books.

### 1.5.30.4 **LITTER AND GRAFFITI**

We should have pride and be proud of our College and its surroundings. Rooms and compound are to be litter free at all times. Use the rubbish bins provided. No word or drawing to be written on any furniture or walls. No one is allowed to take any pencil, pen, permanent markers to the toilets.

The building walls are to be free from footmarks etc. Anyone found disfiguring buildings or furniture would have to bear the cost of damage and will face disciplinary action.

## **2.0 ACADEMIC POLICY**

It must always be kept in mind that academic excellence should be the priority at all times.



## **2.1 SCHOOL AND HOLIDAY ASSIGNMENT**

Students must work to the best of their ability. Failure to demonstrate effort, interest, and pride in one's work results in unacceptable standards. Students should expect to have any shabbily completed assignment to be corrected and returned to them without a grade.

Assignments and homework should be completed on time. If, for any valid reason, such work is not presented on time, students are expected to produce a note from their parents and to make the necessary arrangements with the teachers for extra help or extra time, if absolutely necessary.

## **2.2 HOMEWORK**

All students must do the homework and holiday assignments. Every effort must be put in to do all assignments. Excuses like "I do not know how to do it" will not be accepted. Failure to complete homework will lead to referral to VP.

LEVELS	SUGGESTED HOME STUDY TIMES
YEAR 9 AND 10	At least 3 hours per night(20 minutes/subject)
YEAR 11	At least 4 hours per night(40 minutes/subject)
YEAR 12 AND 13	At least 4 ½ hours per night(50 minutes/subject)
Vocational	At least 3 hours per night

## **2.3 STUDENTS OUT OF CLASS DURING LESSONS**

Students out of class during lesson time must have an appropriate permission by the subject teacher other wide disciplinary actions will be taken.

## **2.4 CHANGING CLASSROOMS BETWEEN LESSONS**

When it is necessary to move between lessons this should be done quickly and quietly, within 3 minutes.

No lingering is allowed. Students are expected to abide by school rules.

## **2.5 PRIVATE STUDY**

2.5.1 During teachers absence, students must do organized studies under the supervision of their Form Prefect.

2.5.2 It is compulsory to do private studies from 7.30 am to 8.00 am. Silence must be maintained. No extra movement is allowed for early arrival of students.

During study periods no unnecessary movement is permitted.

## **2.6 ATTENDANCE AND ABSENCES**

In accordance with the education legislation, it is compulsory for parents to regularly send their school-age children to school. Established procedures shall be followed.

Lesson attendance will be taken by the subject teachers for every lesson during the day to identify truancy.

Students can only leave the premises when the parent or guardian calling for them

- (a) presents a personal identity card, and
- (b) has obtained the permission of the principal. .

## **2.7 PUNCTUALITY**

2.7.1 Punctuality is essential. All students are expected to be punctual in arriving at school, to lessons, and at any other school function. Students should moreover have all the necessary materials and equipment at hand before the commencement of lessons.

2.7.2 All students are to be at the College by 8.00am at the latest. Students who arrive early are to do their private study. Ensure that silence is maintained at all times. The departure time is 3.50pm (3.30pm every Friday's).

2.7.3 Students should be in class for the Form Teacher's time in the morning and after lunch break.

## **2.8 LATE ARRIVALS**

Students who arrive late must obtain a late arrival slip from the office and have it signed by the Assistant Principal before entering the classroom. More than three delays will lead to counseling.

## **2.9 ABSENCE DURING SCHOOL HOURS / SHORT LEAVE**

No pupil is to leave the College area during school hours unless a written permission has been obtained from the Principal. Any unauthorised departure from school will lead to automatic suspension and the pupil will not be allowed to enter the classroom until his/her case has been discussed with the parent/guardian.

## **2.10 SPECIAL LEAVE / EARLY LEAVE**

A letter requesting early leave by parent and scrutinized by the Form Teacher must be shown to the Vice Principal before any such leave is granted. If the leave is approved the Form Teachers are to be informed before departing with the early leave slip.

## **2.11 ABSENCE FROM SCHOOL**

If a student is absent from school, he/she must bring a letter signed by the parent/guardian explaining the reason(s) of absence.

Such a letter must be brought on the day of resumption of class and given to the Form Teacher. A pupil who fails to do this will be sent home to bring his/her parent/guardian

for explanation. Only genuine reasons for absenteeism will be accepted. A student, who is absent for more than three continuous days, will be referred to the Assistant Principa or the parent should inform the school through a phone call or accompany your parents to school on the day of returning to school.

## **2.12 EXCUSED ABSENCES OF A SPECIAL NATURE**

### **2.12.1 Medical Appointments**

It is best to make medical appointments outside school hours. If a student must leave school during the day, the parents are to notify school administration who in turn will sign the student out. Parents or guardians are to pick up a student from school for such a purpose and should present their personal identity card.

### **2.12.1 Illness and Accidents**

Whenever students fall ill or an accident occurs in school, students must inform the supervising teacher or form teacher. The School administration will immediately see to the needs of the student. The parents of students who are taken ill at school or for whom hospital treatment is indicated have to be informed and the necessary arrangements made. In cases where parents neglect their responsibility to call for the child, the student shall be accompanied to the Health Centre or hospital.

## **2.13 ORGANISED EXCURSIONS**

Educational visits, field trips and seminars are authorised and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. Students are expected to attend these activities upon parental consent. While on such excursions, students are to consider themselves as guests and ambassadors of their school. Students must treat teachers, helpers and guides with respect and courtesy. School reserves the right to refrain any student for such trips without the parental consent.

## **2.14 EXAMINATION**

It is compulsory for all students to appear for all the internal examination including short tests and trial tests. Only genuine reasons for absence would be accepted. If the student is sick during the examination a medical certificate must be submitted. Students who do not sit for the Annual Examinations will not be promoted to the next level. Support documents such as sick sheets will be considered in genuine cases.

Students found dishonest or attempted dishonest conduct such as speaking to or communicating with other students or being in possession of any textbook, notebook, or other written materials, or electronic or mechanical device (e.g mobile phones) during examination would be penalised. **Dishonest practices are a serious offence.**

Students must have their own materials and mathematical instruments (e.g calculators, set squares, compass and protectors). Borrowing is not allowed.

Only silent, battery operated and non-programmable calculators are to be used during exams.

The desk should be completely empty. Bags and books are to be left outside the exam room.

Eating or chewing gum is prohibited in the examination room.

At the end of the examination, students are to remain seated (not talking) until the supervisor has collected all answer scripts.

## **2.15 PROMOTION/RETENTION**

Promotion at the College is not automatic. Every promotion will be based on merit. Only those students who work hard and have met the minimum course requirements including project work, oral, lab completion, tasks (CAT/CBA's) deserve to sit for the external examinations or be promoted. A student qualifies for promotion to the next level upon achieving a satisfactory result (ie above 50%) in his/her internal examination, attendance and meeting above average student conduct.

## **3.0 CRISIS PLAN**

### **3.1 OCCUPATIONAL HEALTH AND SAFETY ACT**

All preventive and safety measures must be observed at all times. The school shall not take responsibility for any mishaps/injury caused through any student's negligence.

### **3.2 EVACUATION PROCEDURE DUE TO THREATENING SITUATION**

In the event that the school receives a threat such as Tsunami, cyclone, earthquake, fire and flooding , the school will follow instructions according to established procedures in school OHS policy . If evacuation is necessary, everyone should leave the building. Students will be evacuated to a safe location. If parents arrive at an evacuation site, an invitation may be extended to the parent to join their child, but children will not be released from the evacuation site.

Students with special needs will have individual evacuation procedures designed for them. Facilitators who work with each student will be notified of the individualized evacuation plan by the school OHS committee Evacuation procedures should be practised regularly according to instructions given by the school

#### **4.0 CASES OF SUSPECTED CHILD ABUSE**

When abuse is suspected the case should be referred to the Child Protection Officer established by the school administration.

School policy on child protection of Khalsa College outlines the procedures to be followed by school personnel in cases of suspected child abuse.

#### **4.1 BULLYING**

All forms of verbal and physical behavior that is meant to hurt, intimidate or jeopardize the integrity and the dignity of a person, such as name calling, ridiculing, taunting, threatening and use of physical violence are all forms of bullying. Bullying of any kind is strictly forbidden in School and the necessary measures to prevent and stop such acts shall be taken by the school immediately.

Cases of bullying that are found to be beyond the executive power of the school and other cases of persistent bullying where the school has exhausted all the means and provision available, the school will refer to the case to the ministry of education.

#### **4.2 PORNOGRAPHY AND CORRUPTION OF MINORS**

Taking pornographic materials to school and indulging in the simulation of sexual acts in the school compound are strictly forbidden and action will be taken immediately. Sanctions shall be even more severe when the pornographic materials found have been distributed or sold to other members of the school community. School shall refer to part of the Child Protection Procedures for students that specifically deals with contact sexual abuse. Appropriate authorities will be contacted as soon as possible.

#### **4.3 CASES OF SUSPECTED OR KNOWN SUBSTANCE ABUSE**

Substance abuse harms students, threatens the safety of the environment, and disrupts the educational process. The school administration will take all necessary measures to prevent, curb and eradicate substance abuse in school. When a student on the school premises is found in possession of an illegal substance or substance-related kit, the case will be referred to the Police immediately and the student will be kept under strict supervision. The Principal shall immediately notify parents about the incident.

##### **4.3.1 INTERVENTION**

The following intervention procedures are designed to address alcohol, tobacco and other drugs and substance related problems to ensure the health and well being of all parties concerned are represented. All intervention guidelines conform to legal requirements:

- in case of suspected drug or substance abuse, the teacher concern will respond to the student's immediate safety. First aid will be organize and applied where necessary (normal school emergency procedures for medical issues will be followed)

- the student and the substance involved will be taken immediately to the school Principal
- if in a compromised environment, a responsible student shall be sent to seek immediate assistance from school administration
- the student will be referred to the discipline committee for counselling first then the discipline committee will refer the student to the Principal, Vice Principal, or Assistant Principal, based on the seriousness of the case. This person contacts local police who will be responsible for the testing of the drugs by the government analyst
- the school principal writes to the Permanent Secretary for Education to inform that drugs have been taken for testing
- For the safety and welfare of other students, the principal may temporarily discharge a student who is under investigation for possession or use of drugs
- the Discipline Committee or the Discipline Teacher shall be responsible for managing the incident
- the line of actions to be taken by the person or persons responsible for managing the incident, will be in accordance with that outlined in MoE's Managing Student Behavior Policy.

**5.0 EFFECTIVE DATE.....22/02/15**

**6.0 REVIEW DATE.....20/01/16**

**7.0 APPROVED BY:**

**Senior Education Officer (Ba/Tavua)**

.....

.....

**Date**

---

**School Management Board**

.....

**Mr. Dalabar Singh  
(Manager)**

.....

**Date**

---

**Khalsa College Principal**

.....

**Mr. Sanjesh Chandra**

.....

**Date**

---

**Students Council (Khalsa College)**

.....

**(College Head Boy)**

.....

**Date**

## APPENDICES

### A. EXAMPLE GRADE ONE OFFENCES AND MANAGEMENT PROCEDURES

Offence	Clarification	Action	Comments
Illegal Substances	Possession or use	Immediate suspension for 3 days	<i>The substances referred to in this category are those deemed illegal under the Criminal Code. Substances such as marijuana and other hard drugs.</i>
	Intent to supply	Immediate suspension for 5 days	
Substance Abuse/Misuse	Possession or use	Immediate suspension for 2 days	<i>Incidents involving substances that are not illegal but threaten the good order and proper management of the school. Substances such as cigarettes, alcohol and misuse of prescribed medicines are covered by this category.</i>
	Intent to supply	Immediate suspension for 5 days	
Verbal Abuse or Harassment	Of Students	Immediate suspension for 2 days	<i>Verbal abuse or harassment of staff including offences such as stalking, sexual harassment, sexual innuendo and manipulation.</i>
	Of Staff	Immediate suspension for 3 days	
Physical Assault or Intimidation	Of students	Immediate suspension for 3 days	<i>Physical intimidation refers to any physically threatening behaviour.</i>
	Of staff	Immediate suspension for 5 days	
Sexual Assault		Immediate 5 day suspension	
Inciting mass Disobedience or Revolt		Immediate 5 day suspension	
Wilful Offence against Property		Immediate 3 day suspension	<i>A wilful offence occurs when there is intent to deface or cause damage to property.</i>



**B. EXAMPLE OFFENCES AND MANAGEMENT PROCEDURES**

<b>Offence</b>	<b>Penalty 1<sup>st</sup> offender</b>	<b>Penalty 2<sup>nd</sup> offender</b>	<b>Penalty 3<sup>rd</sup> offender</b>
Indecent Assault	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Forgery	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Stealing	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Cheating	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Gambling	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Smoking (cigarettes/tobacco)	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Swearing at Teacher	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Insubordination	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Pornography	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Adverse Publicity	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Romantic Relationship	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Fighting	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Bullying	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Harassment	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Misconduct Publicly	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Vandalism	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Swearing at Students	Counseling	Counseling with parents	Principal refers case to external disciplinary committee

			committee
Truancy from Class or School	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Disobedience	Counseling	Counseling with parents	Principal refers case to external disciplinary committee
Homework not Done	Counseling	Counseling with parents	Suspension 1 week
Coming to school unprepared	Counseling	Counseling with parents	Suspension 1 week
Dodging exam/form time	Counseling	Counseling with parents	Suspension 1 week
Incomplete school work	Counseling	Counseling with parents	Suspension 1 week
Disturbing in class	Counseling	Counseling with parents	Suspension 1 week
Disrespectful	Counseling	Counseling with parents	Suspension 1 week
Breaching Road Safety	Counseling	Counseling with parents	Suspension 1 week
Littering	Counseling	Counseling with parents	Extra SBP/detention
Lying	Counseling	Counseling with parents	Suspension 1 week
Improperly Dressed	Counseling	Counseling with parents	Suspension 1 week
Teasing	Counseling	Counseling with parents	Suspension 1 week
Misbehavior	Counseling	Counseling with parents	Suspension 1 week
Gossiping	Counseling	Counseling with parents	Suspension 1 week
Arguing	Counseling	Counseling with parents	Suspension 1 week
Breaking other school rules such as: bringing mobile phones, portable CD players, video games to school and damaging school property deliberately etc	Items confiscated and only returned to parents  Students pay for the cost of repair	Counseling with parents	Suspension 1 week