



3033 Khalsa College

P. O. Box 171, Ba, Fiji

Phone: 6674451/ Fax: (679) 6675766

Email: info@khalsafiji.com

Website: www.khalsafiji.com

School Code Of Conduct

(The Official Policy Guideline for Khalsa College Behaviour Management)

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Academic Education Year 9 – Year 13 and Vocational Office Technology

Rules and Code of Conduct for Students

College Motto

Work is Worship

Our Vision

A pleasant and meaningful future for Khalsa Students

Our Mission

To routinely facilitate enriching learning opportunities for students

College Theme

Genuine Desire for Value Added Effectiveness in Delivering Education

1.0 **CULTURAL ASPECTS.**

School Prayer

English Version

You are our Lord and Master; to you,
I offer this prayer.
This body and soul are all your property
You are our mother, father; we are your
children
In your grace, there are so many joys!
No one knows your limits
O highest of the high, most generous
The whole creating is strung on your thread
That which has come from you is under your
command
You alone know your state and extent
Your slave is forever a sacrifice.

Hindi Version

Too(n) taakur tum pehe ardaas
Jee'o pindd sabh teree raas
Tum maat pitaa ham baarik tere
Tumree kirpaaa mehe sookh ghanere
Koe na jaanai tumraa ant
Ooche te oochaa bhagvant
Sagal samagree tumrai sootr dhaaree
Tum te hoe so aagiaakaaree
Tumree gat mit tum hee jaanee
Naanak daas sadaa kubaanee

Logo



Khanda

Greetings

Sat Shree Akaal

1.1 Khalsa College is a Sikh Educational Institution managed by the Sikh Educational Society of Fiji. Every student enrolled at Khalsa College must imbibe the sikh character of the school and promote it among other students, parents and community.

1.2 Prayer siren/ bell announces absolute commitment to prayer for everyone.

2.0 **ADMISSION.**

The Khalsa College Enrolment Scheme under the Zoning Policy shall apply for all admissions.

While Admission procedures follow the admission criteria at each level, the final decision is the prerogative of the Principal.

2.1 **Admission to Year 13.** Passing point - Pass or score 50 or above in English and a pass or score 50 or above in any Best 3 subjects.

2.2 **Admission to Year 12.** Successful completion in Year 11 Standard Exam with 80% attendance.

2.3 **Admission to Year 10 and Year 11.** Upon successful completion of Final Exam and 80% attendance.

2.4 **Admission to Year 9.** Upon successful completion of Year 8 and meeting the school's minimum requirements.

3.0 **ADMINISTRATION.**

3.1 A parent or legal guardian who enrolled the student must accompany the student wishing to withdraw from school.

3.2 A withdrawal form must be filled in and all sections must be completed before the Principal's endorsement for clearance is obtained.

3.3 All text books and other resources issued from the school must be returned and lost text books and other resources compensated to obtain clearance.

3.4 Once clearance is obtained, the administration process shall apply, should the child wish to return to Khalsa College.

3.5 **Enrolment Procedure.**

a. Completion of an admission form in all respects.

b. Original Birth Certificate attached

c. Clearance from previous school attached

d. A Passport Photo attached

e. Annual Report attached

f. Medical History (Mandatory requirement for Child Protection Policy)

4.0 **COMMUNICATION.**

4.1 All communication with the school shall be done through the school office.

- 4.2 Visitors to the school must seek assistance of the office staff. No visitor is allowed to see students or go to classrooms without permission of the office.
- 4.3 Any family member who wants to see any student can do so with prior approval (written) from the parent or guardian who enrolled the child.
- 4.4 Change of guardian or parental status must be formalized through the office at the earliest.
- 4.5 Change of phone numbers/ emergency numbers/ residential address (whether temporary relocation or permanent) must be immediately relayed to the school office to update records.
- 4.6 Students are not permitted to receive calls. Office staff may receive and relay important or emergency messages.
- 4.7 Parents are required to respond to notice(s) served via child/student or any other means for consultation, discussion and counseling. No response from parent may lead to the matter being referred to the Senior Education Officer – Ba/Tavua.
- 4.8 Students are not permitted to use the school address for receiving personal mail. Any mail received through the school address, shall be censored.

5.0 **UNIFORM.**

5.1 **Girls.**

- 5.1.1 A hip length blouse having side slits and blue band on top of the monogram is mandatory.
- 5.1.2 A line navy blue skirt with six parts is expected. Skirt has to be 4 inches below the knees.
- 5.1.3 The monogram is to be stitched on the left hand side.
- 5.1.4 Girls with long hair need to have one pleat with black hair ties. No fringes are allowed. (Horse tail with one pleat)
- 5.1.5 Short hair (above collar) should be trimmed and a plain black hair band could be used.
- 5.1.6 Girls with fizzy hair are to keep their hair trimmed and short. However, girls wishing to grow their hair may wear a black hair band. No excessive gel application.

5.2 **Boys**

- 5.2.1 White short sleeve shirt, navy blue shorts above the knee or sulu should be worn with side pockets. Only black belts are allowed.
- 5.2.2 Sulu and pants must be worn on the waist.
- 5.2.3 Boys to keep their hair neatly trimmed (school cut). Shaven head is not permitted except for ritual purposes.
- 5.2.4 No moustache, beard and sideburns are allowed. Sideburns must be upto eye level.

6.0 **DAILY ROUTINE.**

6.1 **In School.**

- 6.1.1 English must be spoken at all times while in school except during vernacular lessons.
- 6.1.2 All students must be in school by 8.00am.
- 6.1.3 School breaks off at 3.45pm daily.
- 6.1.4 All students must be in their respective forms doing silent study at their own seats during morning and afternoon study.
- 6.1.5 No movement in the classroom is allowed once the study begins.
- 6.1.6 Students must be seated in their classrooms quickly and quietly after recess and lunch sirens.
- 6.1.7 Students must queue at the canteen. No buying is permitted after recess, lunch or study sirens.
- 6.1.8 Students must dispose off rubbish responsibly.
- 6.1.9 No student is to go to the taps or toilets in between classes.
- 6.1.10 Random spot checks will be carried out on the prerogative of the Principal.
- 6.1.11 Any student carrying large sums of money for no valid reason shall be questioned. The school shall not be held responsible should any student lose money.
- 6.1.12 All offices (administration and teachers) and specialist rooms are out of bounds.
- 6.1.13 All classes are to be held indoors when it is too wet to undertake outdoor activities.
- 6.1.14 Students shall not enter other classrooms except for instructional purposes.
- 6.1.15 Students changing classrooms must walk in a single file promptly and quietly on their right hand side.
- 6.1.16 There should be no noise in-between classes.
- 6.1.17 Any illness or complaint during the lesson must be reported to the subject teacher who in turn will inform the form teacher immediately for proper course of action.
- 6.1.18 If a student is seriously ill, the parent or guardian will be informed to pick the child. The school does not have a **'drop-home'** policy.
- 6.1.19 Students arriving late (after 8.00am) must fill in a late arrival slip countersigned by the Assistant Principal before going to class. If the Assistant Principal is not available, the Vice Principal or the Principal should be approached.
- 6.1.20 If weather and ground conditions permit, the school assembly shall be held every Monday of the week.
- 6.1.21 All students must attend the school assembly except those unable to do so due to medical reasons. Such students are to sit in the 'Sharma Shed' and participate accordingly.
- 6.1.22 Students should be quiet and orderly during assemblies.
- 6.1.23 Safety regulations and instructions must be followed at all times to ensure the personal safety and the safety of others.
- 6.1.24 Occupational Health and Safety (OHS) signboard rules must be followed at all times as preventive measures to injury or accidents.

- 6.1.25 Students must be familiar with the Child Protection Policy of Khalsa College.
- 6.1.26 Students must be familiar with the Schools Emergency Evacuation Plan at all times for any disaster.
- 6.1.23 The College will not take responsibility for mishaps and injury sustained due to students' carelessness or negligence.
- 6.1.24 Chewing gum is not allowed in the school premises.

6.2 Travelling to and from School.

- 6.2.1 All students must follow the Road Safety Rules.
- 6.2.2 All students must follow: **Home → School → Home Rule**
- 6.2.3 All students must assemble in their respective lines for afternoon dispersal.
- 6.2.4 Students not travelling by bus should come to school straight from home and go home straight after school.
- 6.2.5 Students must walk in a line on the right hand side of the road or on the walkway to school or home.
- 6.2.6 Students are not to loiter around on way to school or home.
- 6.2.7 Students are not to cross playfields, gardens, hedges and greens.
- 6.2.8 All students must travel by the earliest school bus available.
- 6.2.9 Students must not misbehave (shouting, laughing, putting hands and arms out of school bus windows, playing) while traveling on the bus.
- 6.2.10 Damage to public transport by students will be dealt as a criminal offence and the matter referred to the relevant authorities (LTA/Police/Ministry of Education)

7.0 ATTENDANCE.

- 7.1 All students must be regular to school with a minimum of 90% attendance.
- 7.2 If a student is unable to attend school for more than 2 consecutive days, he/she needs to bring a medical certificate. The parent/guardian must notify the Form Teacher the reason for absence by phone or letter and in person for other reasons.
- 7.3 A prior written application by parent/ legal guardian to the Principal is mandatory should a parent/legal guardian wish to take his/her child/ward away from school during school hours.
- 7.4 Students absent from school are to produce an explanatory note signed by the parent/ legal guardian.
- 7.5 Students absent shall be regularly counselled and may be conditionally enrolled for the following academic year.

8.0 BEHAVIOUR.

- 8.1 All students must uphold the good name of the school at all times.
- 8.2 No student is permitted to drive any vehicle to school at any time.
- 8.3 Students must obey and respect the staff, school officials, patrols, prefects and carry out duties assigned by them.
- 8.4 Students must address teachers by Mr, Mrs, Miss and their surnames.
- 8.5 Students found loitering in town or playing truant will be counselled and the indiscipline recorded.
- 8.6 No swear words or vulgar language is to be used on anyone.

- 8.7 Gadgets like mobile phones, walkman, cameras, radios, cassette recorders, CD players, iphones computer games are not allowed. Sim cards found with students will be confiscated and offenders directed to the Assistant Principal and Vice Principal.
- 8.7.1 There will be random spot-checks on USBs.
 - 8.7.2 Harmful substances like glue (used for sniffing) mirage, perfumes and fireworks are not allowed.
 - 8.7.3 Weapons like matches, knives, penknives, daggers, razor blades are prohibited.
 - 8.7.4 Possessing or circulating dirty literature like pornographic magazines will lead to severe disciplinary action.
- 8.8 Only required stationery is to be brought by students to school.
- 8.9 There shall be **zero tolerance** for bullying.
- 8.10 Indecent assault, forgery, stealing, cheating, gambling, smoking, insubordination, adverse publicity, fighting, harassment, misconduct, disobedience, littering, inciting others, spreading rumors, lying, whistling, loud noise (howling and loud laughter) will be treated as very serious offences and will warrant serious counseling, parental intervention and referred to the External Disciplinary Committee (*Ministry of Education*)
- 8.11 Any student found coming late consistently, neglecting homework, misbehaving, disturbing students, skipping classes, and irregular attendance will be counseled.
- 8.12 Romantic relationship is strictly forbidden. Any form of sexual offence will be treated as serious and disciplinary action will be taken. Both hinder mental focus and adversely affect academic performance.
- 9.0 **DUTIES.**
- 9.1 Every student will be assigned duties (classroom, weeding gardens, emptying rubbish bins, compound area cleaning, toilet duties, specialist rooms and during special functions).
 - 9.2 Weekly (school compound and toilet) duties will be assigned to forms on rotational basis throughout the year.
- 10.0 **SCHOOL PROPERTY.**
- 10.1 All students must take care of school property at all times.
 - 10.2 Students must take good care of the furniture, text books and library books issued to them at the beginning of the year.
 - 10.3 Any damage or breakage must be reported immediately to the teacher in-charge or form teacher.
 - 10.4 Any damage has to be fully compensated for either in cash or suitable replacement.
 - 10.5 Students must not practice graffiti (i.e. Write, draw, sketch, scribble, make footprints) on the walls, convenience, textbooks, furniture, etc.
 - 10.6 There will be zero tolerance for vandalism (Damaging electrical switches, taps, fans, louvres and graffiti)
 - 10.7 Students must keep away from vehicles parked on the school premises.
 - 10.8 Students are not allowed to pick any flower, fruits or vegetables from the school compound for personal use.

11.0 **EXAMINATIONS.**

- 11.1 All students must sit for all the exams conducted at their respective levels (e.g. Year 9 - all Year 9 exams).
- 11.2 All examination regulations must be followed at all times.
- 11.3 No student is allowed to take any written material with him or her in the examination hall.
- 11.4 Students are to be in their proper school uniform on all days of the examination (internal and external)

12.0 **ACADEMIC PERFORMANCE.**

- 12.1 All students must do their homework and holiday assignments. They must familiarize themselves with the schools homework and homestudy policies.
- 12.2 All homework must be done at home and on time.
- 12.3 All students must plan their study well and work according to the targets and the bench mark set.
- 12.4 All students must learn to manage time well and not to procrastinate.
- 12.5 All students must have their notes, projects and task requirements relating to school work, up to date at all times.
- 12.6 Year 9 and 10 students must spend two and a half hours on homework and study daily.
- 12.7 Year 11, 12 and 13 students must spend three and half hours daily on homework and study.
- 12.8 Every student should read a book fortnightly and submit the book review to English teachers for assessment.

13.0 **MEMBERSHIP TO CLUBS**

Khalsa College has a well established and structured Cultural base. The school teachers and students maintain the following clubs passionately:

- (1) Bhangra Club
- (2) Gidda Club
- (3) Meke Club
- (4) DEAP Club
- (5) English Club
- (6) Maths Club
- (7) Kula Film and Dance Club
- (8) Keep Khalsa Klean Klub

- 13.1 Membership is open to all students of Khalsa College
- 13.2 Aspiring members must:
 - 13.2.1 be disciplined
 - 13.2.2 be focused in their academic pursuits first
 - 13.2.3 give school commitments their first priority
 - 13.2.4 avoid using the name 'Khalsa' or 'Khalsa College' in any private performances that they are engaged in. This applies particularly to Bhangra, Gidda, Meke and Kula Film Dance Clubs
 - 13.2.5 seek permission from the school authorities, ufs the Principal, ufs the Teacher Incharge for any performances outside the immediate school environment

13.2.6 avoid entering in any negotiations on behalf of the school

13.2.7 direct all enquiries to the school office

14.0 **PARENTAL RESPONSIBILITY.**

14.1 Parents play an important role in the education of their children and have a responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students.

Parents/Guardians are expected to:

- i. show an active interest in their child/wards school work and progress
- ii. communicate regularly with the school to check on the children's progress
- iii. foster good values in their child/ward
- iv. ensure that their child/wards are neatly and appropriately dressed for school
- v. provide their child/wards with balanced breakfast and school lunch on time
- vi. support their child/wards academic challenges
- vii. monitor their child/wards academic activities
- viii. attend all parent/teacher interviews
- ix. attend promptly when requested to participate in any discussion regarding the child/wards activities in school
- x. be aware and support the Ministry of Education's initiative in providing children with compulsory education for twelve years

15.3 **General**

- 15.3.1 Only Sikh students are to wear turban and bangle (kadha).
- 15.3.2 Only white vests to be worn.
- 15.3.3 Students are to wear the proper school uniform on all school days or while representing the school at public functions and Saturday classes.
- 15.3.4 Students are not permitted to enter the school campus on school days without uniform.
- 15.3.5 Students are not allowed to use fancy hair clips, hair dye, hair food, gel, make-up, strong perfumes, lip gloss or lipstick. Jewellery, hanging earrings and bali are not permitted. However, girls may wear a pair of small plain golden or silver ear studs. Deodorants may be used.
- 15.3.6 All students must keep their finger nails short and clean. Nail polish and Henna are not permitted.
- 15.3.7 Only black sandals or shoes with white socks must be worn.
- 15.3.8 Fashionable wrist watches are not allowed.
- 15.3.9 Any jersey/pullover/ jumper that is worn during winter season should be plain colour without stickers/ pictures/ prints. Preferred colour – navy blue.
- 15.3.10 Plucking of eyebrows is not permitted.
- 15.3.11 Tattooing is not permitted.

KHALSA COLLEGE, BA
SCHOOL ETHICS – OFFENCES AND DISCIPLINARY MEASURES

	OFFENCE	GRADE	DECISION OF SCHOOL (IDC)	RECOMMENDATION TO SEO (EDC)
1.	Substance abuse or illegal drugs [in possession/ consumption/distribution]	1	Suspension for 10 days Incident reported ASAP to authorities	Relocation
2.	Alcohol [brewing/ possession consumption/ distribution]	1	Suspension for 10 days	Relocation
3.	Rape or attempted rape	1	Suspension for 10 days	Relocation
4.	Sexual offences and molestation/ torture		Suspension for 10 days Incident reported ASAP to authorities (#3&4)	Relocation
5.	Physical assault of staff	1	Suspension for 10 days Incident reported ASAP to authorities	Relocation
6.	Inciting boycotts/ strikes/ protests	1	Suspension for 10 days	Relocation
7.	Any offences in school/ outside school charged by Police	1	Suspension for 10 days	Relocation

NB: IDC – Internal Disciplinary Committee; EDC – External Disciplinary Committee;
SEO – Senior Education Officer

	OFFENCE	GRADE	PENALTY 1st OFFENDER	PENALTY 2nd OFFENDER	PENALTY 3rd OFFENDER
8	Indecent Assault	2	Counseling 1week suspension (IDC) Incident reported to MOE/Police	Suspension 2 weeks (IDC)	Refer to EDC Relocation
9	Forgery and/or deception	2	√	√	√
10	Stealing	2	√	√	√
11	Cheating and/or false blame	2	√	√	√
12	Gambling	2	√	√	√
13	Smoking/chewing (cigarettes/tobacco)	2	√	√	√
14	Swearing at a teacher/ talk back to staff/ gossiping about staff	2	√	√	√
15	Insubordination/ or misconduct	2	√	√	√
16	Pornography	2	Incident reported to authorities	√	√
17	Adverse publicity and or false claims	2	√	√	√
18	Romantic relationship	2	√	√	√
19	Fighting	2	√	√	√
20	Bullying and or threatening	2	√	√	√
21	Harassment	2	√	√	√
22	Misconduct publicly	2	√	√	√
23	Vandalism and or abusiveness	2	√	√	√
24	Attempted assault of staff	2	√	√	√
One counseling only for Grade 2 Offence					
25	Swearing (at students)	3	Counseling	Counseling	Suspension 1week (IDC)
26	Mobile phones (possession or usage)	3	√	√	√
27	CD's (possession) or irrelevant material	3	Counseling	Counseling	Suspension 1week (IDC)

28	Messengers for romantic relationship	3	√	√	√
29	Truancy from class or school	3	√	√	√
30	Disobedience	3	√	√	√
31	Homework not done	3	√	√	√
32	Coming to school unprepared	3	√	√	√
33	Dodging exams/ prayers	3	√	√	√
34	Incomplete school work	3	√	√	√
35	Inattentive in class	3	√	√	√
36	Disturbing class	3	√	√	√
37	Disrespectful	3	√	√	√
38	Breaking of road safety codes	3	√	√	√
39	Littering	4	Counseling	Counseling	IDC
40	Lying	4	√	√	√
41	Improperly dressed	4	√	√	√
42	Habitual late coming	4	√	√	√
43	Chewing gums	4	√	√	√
44	Teasing	4	√	√	√
45	Gossiping	4	√	√	√
46	Arguing	4	√	√	√

NB:

All counseling must be done in the presence of the

1. Parents/Guardians – Offences 1-32
2. Repeated offences for 33-46 will involve the presence of parents/guardians.

Line of Action for Grade 1 Offence and 3rd Offenders for Grade 2.

- a) Investigate; record finding and recommendation handed to Principal (include student's statement as well).
- b) Parents consulted.
- c) Suspension formalized.
- d) Full report of finding submitted to SEO
- e) Formal recommendation for Relocation.
- f) Formal notification to parents on relocation decision by SEO.

Action Options

- i. Community work in the school.
- ii. More community work in the school

Recording/ Documentation

- i. Any offence committed must also be recorded in Log book/ Counselors file.
- ii. Consistent flouting of rules may result in relocation for grade 3 and 4 offences above.

Line of Action For Grades 2, 3 & 4 Offences.**First Offender**

- a. Form teacher/counselor to investigate and record findings (include student statement as well).
- b. Forward reports to Assistant Principal (if he/she has not investigated), Vice Principal and Principal.
- c. Parents informed if need be.
- d. Full report of investigations submitted to SEO if need be.

The End