

STUDENT'S *Code of Conduct*



RINCHEN

*Higher Secondary
School*



"Certain amount of opposition is a great help to a man, it is what he wants and must have to be good for anything. Hardship and opposition are the native soil of manhood and self reliance."

- John Neal



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Rationale

The purpose of this code of conduct is to promote behaviour that respects the rights of all the students and the staff. To study and work in positive, safe, orderly and caring learning environment. We would like to protect the school community from the forces that do not promote education, perpetuate good actions, and correct those who have gone wrong. Guilty shall not escape and innocent shall not suffer. We shall secure justice to ourselves and our posterity. Order, organization and safety are essential when a large number of individuals

share common work space. We must develop and maintain a high quality learning environment where the right of each person for a secure, supportive school atmosphere is protected.

Shared Responsibility

Under the leadership of the school principal, responsibility for the effective implementation of this code of conduct is shared by school proprietor, staff, students, parents and the community.

Beliefs

1. Students must know what is expected of them

- and accept responsibility for their choices and actions.
2. Teachers have responsibility for managing conduct effectively in the classroom and for giving consistent support to the implementation of the student Code of Conduct.
 3. Parents must be aware of the school's expectation for the student conduct and work constructively with school to promote positive student behaviour in the best interest of the child.
 4. Administration should provide firm, equitable, highly visible support and leadership to the implementation of the student code of conduct.
 5. Administration must employ effective routines to obtain information and to communicate clearly with all partners in adjudicating the discipline issues.
 6. Teachers must collaborate with students in developing and clearly communicating classroom standards for conduct.
 7. Teachers must provide relevant, effective instruction supported by sound discipline strategies to minimize behavioural problems.
 8. Teachers are responsible for supporting the equitable, timely and appropriate application of school-wide standards of conduct.
 9. Students have the right to be informed about conduct standards and consequences and have the right to due process (hearing, etc).
 10. Students have the essential right to be treated with respect and dignity.
 11. Students have the right

- to give input concerning conduct codes and consequences.
12. Classroom rules and consequences should be developed jointly by teachers and students at the beginning of the school year. These rules should be clearly communicated and reviewed regularly and should conform to School Policy.
 13. Zero Tolerance means that an infraction will always be dealt with through appropriate consequences.
 14. Zero Tolerance essentially applies to all of the behaviour categories contained in the student code of conduct.

Desired School Climate

Staff – Student relationship

- Mutual respect and trust
- Students feel cared for and secure at all levels

- Dzongkha and English is spoken
- Open communication exists
- Friendly and professional relationships prevail
- Teachers are approachable and friendly
- Active listening is practised by staff and students

Student-Student relationship

- Respect for all is obvious
- Empathy, encouragement and politeness observed
- Students speak in Dzongkha and English to each other
- Bonds, supports exists between age levels
- Peer mediation program is in place
- Reduction of conflict and inappropriate language

How school discipline is handled

- Strong administrative presence
- Inappropriate behaviour is always dealt with

- Consistency and teamwork used (teachers, administration, parents)
- Focus on improving behaviour
- Equity and justice are fundamental principles
- Consequences rather than punishments are used
- Effective strategies used at all levels

Relations between school staff and parents

- Honest, open, two-way communication prevails
- Welcoming and friendly atmosphere in the school
- Partnership and teamwork with parents are common
- Parents are assured that school is a safe and secure place
- Home conditions are considered when disciplining the students
- Flexible and frequent communication occurs with homes
- Mutual focus on student needs (home and school)

Teachers' collaboration and relations

- Consistency and mutual trust emphasized
- Teacher support teams in place to deal with conduct problems
- Professionalism and confidentiality followed
- Frequent sharing of strategies and resources
- On-going open communication about student needs
- Proactive and shared approaches to discipline employed

How crisis and problems are handled

- Effective crisis management team and plan in place
- School – wide preparation and communication
- Decision follow consultation and collaboration
- Strong and shared leadership exists
- Focus kept on student welfare
- Calm, confident and supportive atmosphere prevail.

What you see, hear, experience in the school

- Students' happiness and academic excellence are apparent
- Pleasant, comfortable, spirited, friendly, and orderly climate exist
- Genuine mutual respect at all levels
- Celebration and pride in accomplishments are observable

General Principles of Liability for any Sanctions

Students shall be liable for sanctions under the code of conduct if:

1. an act is committed voluntarily not as a result of any reflex or convulsion
2. an omission is voluntary
3. any possession is a voluntary act
4. an act is purposely done when a child's objective is ulterior
5. an act is knowingly done when a child knows the result of his/her action
6. an act is done recklessly when a child disregards substantial and unjustifiable risk
7. an act is negligently done when a child should have been aware
8. an act is done culpably, knowingly and willfully
9. the offence is the cause and the sanction is the consequence
10. any child in accomplice is liable too
11. if a child, in the process of prosecution, is found to be guilty of more than one offence, he/she shall be liable for each offence in a single trial.
12. the school, while deciding upon the sanctions, shall consider:
 - a. severity of the offence
 - b. offender's past offence record
 - c. potential threat to the school organization



However, students shall not be liable for any sanctions if:

1. an act is done innocently and unknowingly
2. an act is done under compulsion and coercion
3. an act is done on the consent of the victim (depending on the capability of the victim)
4. an act is done as entrapment defense
5. an act is committed in order to prevent further harm/offence
6. an act is committed while executing the school duty
7. an act is executed through superior's order
8. there was a mistake in the school system
9. an act is committed as self defence and protection of school property
10. use of force on a wrongful obstructor will be justified
11. use of force for care, discipline and safety of another will be justified

SECTION I

Academic Expectations

A. School Work

Expected Behaviour:

To ensure success in learning, we are expected to complete all the class assignments, homework and tests on time and to the best of our ability. We are expected to be appropriately prepared for all the classes with necessary supplies, books, sports kits, etc.

Reasons for Expected Behaviour:

Effort and personal commitment are keys to success. Giving our best efforts sets example for others and leads to pride in achievement and further success.



B. Attendance, Absenteeism, Late Arrivals:

Expected Behaviour:

We shall report to class promptly each day, ready, willing and able to work. If for any reason we arrive late for the class we shall report to the office before going to the classroom. Absenteeism requires a written excuse from the parent or guardian.

Reasons for Expected Behaviour:

Punctuality is a form of courtesy towards our teacher and classmates. Punctuality is a learned skill in making good use of time at home and at school. If we are late, we disrupt the class when we enter. Students who miss a great deal of time are certain to encounter difficulty in keeping up their school work. In order for us to achieve

our maximum potential, **REGULAR ATTENDANCE IS ESSENTIAL.**

SECTION II

Use of Dzongkha/English

Expected Behaviour:

We are expected to speak Dzongkha/English at all times in school, on the school play grounds and during extra-curricular activities.

Reasons for Expected Behaviour:

In order to improve our use of Dzongkha/English in speaking, reading, and writing we must use every opportunity to practice and preserve our language/English. Our success in our studies is based on our effective use of these languages.

SECTION III

Respect for Others

Expected Behaviour:

We will treat each other with respect and dignity. We will

strive to make our school a safe, secure and comfortable place of learning for all. Fighting, pushing, tripping, kicking, biting, rough play, intimidation, bullying and inappropriate use of language are not acceptable forms of behaviour.

Reasons for Expected Behaviour:

Every person has the right to safety and respectful treatment. Getting along well with others is an important life skill. Hurting others, physically or emotionally usually leads to further conflict and disruption of the school learning environment.

SECTION IV

Dress and General Deportment

Expected Behaviour:

We are expected to dress in clean school uniforms in all the school functions. Dresses should be worn appropriately at all times. Clothing with

offensive words, pictures or clothes that promote drugs, alcohol, tobacco or sexual messages are considered inappropriate. Wearing of clothing that is unsuitably revealing is not permitted.

Reasons for the expected behaviour:

Our appearance reflects our good judgment and our respect for the place where we learn and work together. Our dress is also a reflection of our respect for ourselves and for the feelings of others.

SECTION V

Property and environment

Expected Behaviour

We will respect the personal property of ourselves & others, school property & the environment (including classrooms, hallways, stairways, bathrooms, playfield, library, staffroom, equipment, technology, textbooks, supplies, plantations and orchard)



Reasons for the expected Behaviour:

By displaying care for our school property we display pride in our school community and ensure that our property and facilities will remain in good condition for our use in the future and be available for use by those who follow us. The property of others must be respected just as we would want others to respect our property.

SECTION VI

Movement in and on school property

Expected Behaviour:

We are expected to move quietly and in safe, respectful and orderly manner through the hallways and on the stairs.

Reasons for Expected Behaviour

These expectations are necessary for security, order and to ensure the students are safe during the school day. We are responsible not to disrupt

others through unnecessary noise.

SECTION VII

Personal Honesty

Expected Behaviour

We are expected to be honest in our relations with all others including students and staff. Lying, stealing and cheating are forms of dishonesty and as such are forms of dishonesty and as such are unacceptable behaviours. We are expected to submit work that is original and represents our own best efforts.

Reasons for Expected Behaviour:

We will benefit from our relations with others only by open and honest in what we say and do. Dishonesty in our words or actions or written work has negative effect on our reputations and that of our school.

Procedures of school trials on all the offences

1. The school shall make independent decision in the exercise of its code of conduct.
2. All the students are equal under this code of conduct and are entitled to equal and effective protection.
3. Every child is entitled to proper hearing of the case impartially.
4. Hearing in the school shall be of two types
 - a. Higher: Dealt by the principal/committee of two or more teachers and parents concerned
 - b. Lower: Dealt by individual teachers
5. School Administration shall have the jurisdiction to all the offences that has school relevance.
6. The following courses shall be employed in the proceedings:
 - a. Affidavit from the person – statement
 - b. Oral deposition by the offender
 - c. Written or oral interrogation
 - d. Deposition by witness
 - e. Evidences will be collected
 - f. School investigation and inquiry will be carried out if needed
7. The offenders may rebuttal if required.
8. Cross examination may be carried out.
9. Award and sanctions will be accorded.
10. School shall prosecute the offender for the breach of any code of conduct.

Classification of Offence

For the purpose of this Code of Conduct, the classes of offences shall be as categorized as follows:

A Degree Offence

Maximum and severe misconduct that has very close propinquity to civil and criminal offences

B Degree Offence

More than average misconduct

C Degree Offence

Average misconduct

D Degree Offence

Petty misconduct

E Degree Offence

Simple violation of rules

Graduated list of sanctions

1. Verbal reprimand
2. Counseling
3. Instant behavioural modification
4. Document censoring
5. Reminder of the rules
6. Discussion of possible consequences
7. Frisking
8. Confiscation
9. Detention with work
10. Recording the offences
11. Loss of participation and privileges/deprivation
12. Physical reprimand
13. Warning
14. Making financial restitution/replacement
15. Submission of statement

16. Conference with parent/guardian through telephone or person
17. With holding of results/documents
18. Loss of position
19. Destruction of confiscated items
20. Barring from exams/test
21. Out of school suspension
22. Termination of registration
23. Expulsion
24. Report to Police



Category	Offences	Sanctions
A Degree	Obstruction of marital condition (if reported)	Document censoring
	Carrying weapons	Frisking
	Trafficking of drugs	Out of school suspension
	Apprehended by police	Detention with work
	Gang fights	Making financial restitution/replacement
	Use of drugs	Submission of statement
	Forming groups with ulterior motives	Conference with parent/guardian (telephone/person)
	Indication of pregnancy	Loss of participation and privileges/deprivation
	Theft of exam question papers	Physical reprimand
	Revolt against school administration and the teachers	Expulsion
	Impersonation to take away important school documents	Loss of position
	Inadequate class attendance	Report to Police
	Non-payment of school fee	Confiscation
	Tampering on any school documents	Destruction of confiscated items
	Repeating the offences of B Degree	Barring from exams/test
	With holding of results/documents	
	Termination of registration	
	Recording the offences	

Category	Offences	Sanctions
B Degree	Unhealthy relationship between two opposite sexes (if reported)	Frisking
	Truancy and bunking	Final reminder of the rules
	Found in possession of pornographic pictures/literatures	Discussion of possible consequences
	Found in possession of M/Phones/i-pods/ electronic gadgets	Verbal reprimand
	Use of alcohol products	Counseling
	Use of tobacco products	Loss of position
	Gambling of any sort	In-school suspension
	Revolt against captains	Out of school suspension
	Instigating somebody to use any addictive substances	Detention with work
	Failing to summon the registered guardians when asked	Making financial restitution/ replacement
	Forgery in any school related documents	Submission of statement
	Disrespect to school uniform	Conference with parent/ guardian (telephone/person)
	Accomplice in drug use	Loss of participation and privileges/deprivation
	Passing audacious remarks to the teachers	Physical reprimand
	Fights	Imposition
Unapproved picnics/trips involving class/groups from the school	Confiscation	

Category	Offences	Sanctions
	Use of school's name for ulterior motive	Destruction of confiscated items
	Black mailing	Public apology
	Rioting/slogan	Last warning
	Bullying/Ragging/harassment	Recording the offences
	Offence against culture and tradition	
	Trespassing	
	Defamation of the school	
	Repeating the offences of C Degree	
C Degree	Use of make ups and cosmetics	Frisking
	Improper hair styles and colour	Reminder of the rules
	Improper dress code/rachus and kabneys	Discussion of possible consequences
	Failure to report the offence	Verbal reprimand
	Use of tattoos and undesirable writings on the bodies	Counseling
	Quarrels	In-school suspension
	Chewing of Doma and any such products	Detention with work
	Offensive lies	Making financial restitution/replacement
	Late reporting (in days)	Submission of statement
	Absenteeism from the school activity	Conference with parent/guardian (telephone/person)

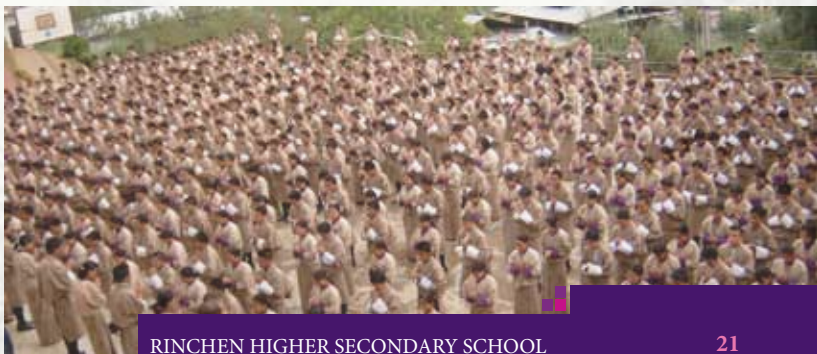
Category	Offences	Sanctions
	Inappropriate sports discipline	Loss of participation and privileges/deprivation
	Browsing of restricted websites	Physical reprimand
	Not returning any loaned school properties in time	Instant behavioural modification
	Misuse of school facilities	Imposition
	Graffiti	Confiscation
	Indecent exposure	Destruction of confiscated items
	Misuse of school facilities	Public apology
	Late submission of assignments	Recording the offences
	Abuse of the ethics in examination	
	Non-attendance of any tests and exams	
	Defamation of the person	
	Property vandalism (depends on the severity)	
	Unapproved Leave	
	Repeating the offences of D Degree	
D Degree	Use of derogatory remarks with each other	Frisking
	Not bringing school bags/ID Cards/Diary/books	Reminder of the rules
	School Language Default	Discussion of possible consequences
	Cat calling/Eve teasing	Verbal reprimand

Category	Offences	Sanctions
	Use of unauthorized external drive Refusal to attend the extended activities Unapproved out of school participation Repeating the offences of E Degree	Counseling Detention with work Making financial restitution/replacement Submission of statement Conference with parent/guardian (telephone/person) Loss of participation and privileges/deprivation Instant behavioural modification Confiscation Destruction of confiscated items Recording the offences
E Degree	Yelling, Shouting Bringing junk foods Unapproved visit of toilet during learning time Repeated mischievous acts (disturbing the class, random movement, throwing pallets, spitting, sleeping and littering etc) Inappropriate class-room behavior/response Late reporting (less than hour)	Frisking Reminder of the rules Discussion of possible consequences Warning Verbal reprimand Counseling

Category	Offences	Sanctions
		Making financial restitution/ replacement Loss of participation and privileges/deprivation Instant behavioural modi- fication Confiscation Destroy the confiscated items

Conclusion

This code of conduct shall be enforced with effect from 2011 academic session. The text shall have addition, variations or repeal with the change of situations. Change or repeal shall be endorsed with general meeting with SMB and staff along with students' representatives. In case of any conflict in the interpretations, the interpretation of the school administration shall remain final.



UNDERTAKING by the CHILD

I do hereby confirm that I have read all the rules governing my stay in this school and have fully understood them including the implications and consequences of deviating from them. I, Class hereby accept to abide by entire contents of students' code of conduct.

Signature :

Date :

UNDERTAKING by the PARENTS/GUARDIANS

I
 (Mention relation) of
 of class
 hereby have read all the contents of "Student's Code of Conduct". I have understood the entire content and hereby agree that I shall have no objection if my child is dealt with by proceedings under Rinchen HSS Students Code of Conduct in case he/she has not abided by rules.

Signature :

Date :





Chang Gaydarphu ● Post Box #105
Thimphu ● Bhutan

Phone: +975 02 323222; +975 02 244409

Fax: +975 02 326982; +975 02 323767

E-mail: rinchenhss@gmail.com

Website: www.rinchenhss.edu.bt