



St. Joan's School Newtown

STUDENT'S CODE OF CONDUCT

The student related rules and regulations provides a framework, outlining what we expect from our students and how we will support them to meet those expectations.

MISSION OF THE SCHOOL

- Provide quality and holistic education catering to all sections of society.
- Actively encourage students to grow in wisdom and stature so that they become enlightened, responsible, contributing members of society.

AIM OF THE RULES AND REGULATIONS

- Help our students develop into confident, self-reflective, and valued members, who can contribute positively to society.
- Communicate the School's expectation as to how students conduct themselves.
- Explain how students can direct their concerns.

STUDENTS MUST

- Ensure compliance with the school's rules and regulations and keep themselves up to date of the same.
- Rules and Regulations can be found in the following places:
 - School website,
 - Communicated via the school official email,
 - Google classroom,
 - School diary.

REPORTING CONCERNS

- It is expected that all students will report any cases to a teacher or senior staff member (in confidence) of unlawful behaviour or behaviour in breach of this conduct or which may have been observed or reported to them.
- The school takes seriously any issues that is brought to its attention and will investigate all matters independently following a fair and transparent process.
- At St. Joan's School, parents can see the class teacher or subject teacher after 3:40 p.m. (disbursal time) on the school premises during school session, to discuss their academic development or any concern related to the student's general well-being. However, prior appointment must be taken for this by writing to the class teacher via the diary or contacting the school office.
- As a general guide, minor issues may be raised with your child's teacher or the school Office.
- Cases of more serious nature like inappropriate conduct or misconduct by any student, staff member or member of the greater school community or any outsider ought to be directed to the Principal or Vice- Principal of the School in writing or by seeking a physical appointment as soon as the concern or incident occurs.

STUDENT'S PERSONAL CONDUCT

The responsibility of maintaining discipline in the school lies with the School Management and the staff. It is expected that every student will:

- Uphold the School's core always values; behave in gentle and polite manner on all occasion and address all members of staff with due respect and politeness.
- Not behave in a manner that can endanger the health, safety and well-being of themselves or others.
- Abide by all health and safety rules and procedures operating within the school and other locations at which the students may visit.
- Ensure their actions do not bring the school into disrepute.
- Respect the authority of members of staff and observe school rules as required.
- Strictly adhere to the school's policies and procedures as required.
- Be respectful and supportive of the school's beliefs and values.
- Behave with courtesy and consideration for others.
- Students must refrain from all forms of bullying and harassment.
- Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students.
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees, or students at the school: including activities on social media.
- During the absence of a teacher from the class, pupils must obey the class monitor and monitress to maintain order and discipline in the class.
- Refraining from offering incentives, gifts, or bribes to members of the school community.
- Refraining from offensive, insulting, or derogatory language or conduct. This includes wearing clothing with offensive language or insignia.
- Refraining from engaging in malicious or judgmental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful.

UNACCEPTABLE CONDUCT

Unacceptable conduct includes, but is not limited to:

- Touching, handling, pushing or otherwise physically engaging with students or others in a manner which is not appropriate and may endanger the health, safety, and well-being of that person.
- Any form of physical or verbal violence including fighting, assault, or threats of violence.
- Theft, fraud, or misuse of School resources.
- The use of inappropriate or profane words or gestures and images.
- Smoking or consuming alcohol or illicit drugs at School, on School excursions, in transit between School and home or otherwise while wearing School uniform.
- Attending School, social, sporting, or other functions as a representative of the school whilst under the influence of alcohol, illicit drugs, or other substances harmful to health.

CONTACT DETAILS

Keep the school informed of your most up-to date contact details:

- Mobile Number of both parents
- Address
- Email Address of both parents
- Emergency Contact Name
- Emergency Contact Number

SAFETY AND WELL BEING

The safety of our students is our primary concern.

- The school is under 24 hr. CCTV surveillance.

ID CARD

- Considering the safety and security of your child:
 - Identity Cards are issued to all students.
 - For Bus Students
 - Parents must ensure the person coming to collect the student at the bus stop or if there is a need to collect the student from the school on a particular occasion, carries the School ID Card.
 - For Students commuting by personal transport
 - The Escort who comes to collect the student **MUST CARRY** the students ID card and present it to the school authorities at the time of disbursement.
 - NO student will be released without the PHOTO ID Card being presented.
 - Loss or damage of the ID Card must be reported immediately.
 - For replacement of cards, application must be submitted in writing to the school Office.
- Only the person carrying the ID card of a student will be allowed inside the school premises.

SCHOOL DIARY & GOOGLE CLASSROOM

The school Diary must be brought to school every day. It should be used for organizing schoolwork and for students to note down daily schedules including:

- Homework
- Assignments
- Important notices
- Instructions

In addition to the school diary, students and parents must check the Google classroom everyday as important notices and messages are posted regularly.

STUDENT'S MUST:

- Check the official school email and Google classroom at least once a day.
- Check the school website regularly for updates.
- In case of any doubt or concern, contact the school Office immediately.
- Interact civilly with all members of the school community.
- Ensure written and spoken communication is courteous and respectful.
- Not use abusive language, raising their voice.
- Engage in violent behaviour of any kind inside or outside the school premises, grounds or at any School-related event, is not appropriate.
- Ensure physical contact is avoided with members of the school community including students unless there is a reasonable health and safety concern.
- Ensure that physical contact with any student is appropriate given the age of, and relationship with the student such that questions of impropriety do not arise.
- Recognise whilst interaction between students can be unruly, it is not appropriate to discipline another parents' child whilst on school grounds, unless there is a reasonable health and safety concern, and such concerns must be directed to the school authorities.

PUNCTUALITY AND ATTENDANCE

Punctuality is the key to success in life. A punctual and disciplined student always gets respect and social acceptance and will grow into a successful human being.

- Students must maintain at least 90% attendance.
- It is mandatory for all students to attend the morning assembly.
- Students will be sent back home if they arrive in school after the below mentioned timings: -
 - Infant - KG – 8:00 a.m.
 - I & II – 8:00 a.m.
- Each time a student comes in late to school, it is recorded in his/her diary. It is mandatory for each student to carry his/her diary to school every day. Students who come to school later than the above-mentioned timings more than three times in a month or is late and has forgotten to bring his/her diary will be sent back home.
- All students must attend school on the first and last day of each academic session.
- Students must not go on vacation outside the prescribed school holidays.
- Students not attending school punctually might have their name struck off the Rolls.
- Students must take part in all school activities; this regulation also applies when such activities take place out of the usual school hours.

DRESS CODE

- Students must acquaint themselves with the School Uniform Policy and uphold the reputation of the school by observing an appropriate standard of behaviour in transit to and from the school and when wearing the school uniform.

BIRTHDAYS

- Students of St. Joan's School Newtown (up to Class II only), school can wear coloured clothes on their birthdays (appropriate for school).
- Students must not bring gifts to schools for teachers or for other students.
- Student's may distribute lollies or chocolates only on their birthday if they wish to do so.

MEDICAL CONDITIONS

- Parents and students must inform the school of any known medical condition or allergies requiring special attention in writing at the beginning of each school term or as and when it occurs accompanied by a doctor's certificate.
- Children affected by infectious diseases or those who might have been exposed to such diseases in their homes/community must take appropriate action, seek medical advice, and complete quarantine period before joining the school.
- This should be indicated on the medical certificate and a fit to study letter.

MEDICAL LEAVE

- Students unable to attend school for medical reasons must provide a Medical Certificate.
- Application for sick leave more than three days must be accompanied by a doctor's certificate and a certificate of fitness and a cover letter from the parent.

IF UNWELL

- YOU MUST NOT come to school under any circumstance.
- Missing an exam or class test alone will not impact your promotion as the school has a holistic approach when determining student performance and promotion.
- If you come to school despite being unwell, you will be marked "0" if there is a text or examination and at the same time parents will be called to take you back home immediately.
- If your ward falls ill in school or gets hurt, the school will provide immediate first aid and/or take him/her to the nearest hospital for medical intervention.
 - The school will contact parents if there is an emergency, and parents must act immediately, co-operate with the school and if required come to school immediately to collect you.

LEAVE

- For any kind of leave, even for one day, prior permission must be sought from the school.
- Leave applications for special circumstances must be made in writing to the school office – helpdesk@stjoans.edu.in with the student's name, class and section and must include the reason and supporting document if available.
- The School Management will only approve leave when there is a compelling or compassionate

circumstance.

- The school does not approve ½ day leave requests.
- Unauthorized leave of absence may result in the child's name being struck off the Rolls.

STUDIES AND EXAMINATIONS

- Students must complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school.
- Use of unfair means and /or possession of unauthorised material in any class test or examination will result in the annulment of the students' entire term result and lead to disciplinary action.
- A student who renders unfair assistance to another student is equally culpable and will therefore share in the punishment.
- The school does not provide any retest which are missed due to absence, as and when for a class assessment, he/she will be marked absent.

PROMOTION RULE

- The Final Assessment of the student for promotion shall be based on the student's whole years performance.
- The decision of the promotion committee headed by the Principal/Headmistress and is final and binding.
- A student will not be permitted to remain in the same class for more than two consecutive years.

REPORT CARDS

- Report cards must be signed and returned promptly.
- Only parents and official guardians may collect absent children's reports.

COMMUNICATION OF PARENTS AND STUDENTS WITH STUDENTS, STAFF AND THE WIDER SCHOOL COMMUNITY

- All correspondence must be address to the Principal/Headmistress and must contain the following information:
 - Students Full Name
 - Class
 - Section
 - Registration Number
- Treat all communication from the school via phone, email, text message as top urgent and take appropriate action.
- Check and sign the students school diary and official school email, on a regular basis, read and understand all communication.
- In case of any doubt or concern, contact the school Office immediately.
- Take the opportunity, to interact with the student's teacher as soon as there is any concern, by making a visit to the school in person during home time.
- Advise the School of areas of potential conflict, such as parenting and family court orders.

CARE OF PERSONAL AND SCHOOL PROPERTY

- Students are responsible for the safe custody of their book and belongings.
- Students must also respect and take care of school property.
- Any intentional damage to school property must be repaired at the cost of the person responsible for the damage or replaced.

POSSESSION OF ITEMS AND MATERIAL

Students are not permitted to bring items not prescribed by the school and must seek prior approval from the school office in writing before they bring the following items to the school.

If a student is found in possession of but not limited to the following, the school has the right to confiscate and destroy the same.

- Mobile Phones, Laptops, Tablets, Pagers etc.,
- Books, periodicals, picture, newspapers,
- Musical instruments or electrical gadgets.

USE OF SOCIAL MEDIA

- Social media can be defined as how we use technology to communicate and connect with others.
- Despite the range of positive uses for social media, there are also several ethical and legal issues associated with its use.
- Many people may hold the mistaken belief that anything published online will be without legal consequence.
- Students should be aware that there are several potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation.
- Students must ensure they abide by the laws and the school's expectations of its parents, by complying with the following:
 - The school, its staff, students, and members of its community should not be mentioned or discussed in a negative or defamatory way.
 - Photographs of students in school uniform represent the school and its students and should not be posted if they have the potential to bring negative connotations towards the schools or its staff and students.
 - Photographs containing other students should not be posted without the express consent of the other child/children's parents.
 - Email addresses of parents, staff and students should not be given to anyone.
 - Students are not permitted to contact other students via any form of social media without the express consent of the student's parents.

BULLYING

What are the several types of bullying?

- Bullying can take many forms, but it usually includes the following types of behaviour:
 - Physical Hitting,
 - kicking,
 - pinching,
 - punching,
 - scratching,
 - spitting or any other form of physical attack.
 - Damage to or taking someone else's belongings may also constitute physical bullying.
 - Verbal Name-calling, insulting, making racist, sexist, or homophobic jokes, remarks, or teasing, using sexually suggestive or abusive language,
 - offensive remarks.
 - Indirect Spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours,
 - sending abusive mail, and email and text messages (cyber bullying).
- Cyber Any type of bullying that is carried out by electronic means, including:
 - Text message bullying.
 - Picture/video clip bullying via mobile phone cameras.
 - Phone call bullying via mobile phones.
 - E-mail bullying.
 - Chatroom bullying.
 - Bullying through instant messaging (IM).
 - Bullying via websites and social media.

MOBILE PHONE POLICY

- Mobile phones are strictly prohibited from use at any time during school hours or in the school bus when commuting to and from school.
- Students must seek prior approval in writing by emailing helpdesk@stjoans.edu.in before bringing a mobile phone to school.
- Upon entering the school, Students who have been given permission to bring mobile phones, must switch it off and hand over to the school office to be securely stored during school hours.
- If a phone is found in a student's possession, it will be confiscated, and the student will face suspension.

- If students need to contact their parents/carers, they can do so through the school's Office.
- Likewise, if parents/carers need to get a message to their children, they should call the school office.

BREACHES OF CONDUCT

- With these guidelines in place, it is hoped, that students can appropriately direct their concerns and contribute to a harmonious school community that reflects and builds on the school's values.
- The School Management has the right to suspend, terminate or order for the withdrawal of any student, without having to assign any reason, provided she is satisfied, that such a step is necessary, in the interest of the school.
- Irregular attendance, habitual idleness, disobedience, unexplained absence, or objectionable behaviour of any kind are sufficient reasons for the dismissal of a student from the school.
- The consequences for breaches of this Code of Conduct will be determined by the School Management and may include but not limited to one of the following:
 - Suspend or terminate a student's enrolment.
 - Involve other authorities including the police.
 - Other such steps as it deems appropriate according to the nature of the breach.
 - The school may ban a parent from entry to School grounds or from attending co-curricular activities or other events.
 - In cases of extreme or prolonged breach of this Code of Conduct by a parent, the school may terminate the enrolment of the child of that parent.
 - The school may, where appropriate, involve other authorities.
 - The school may take other such steps as it deems appropriate according to the nature of the breach.

*Parents, kindly print this page and submit in school after signing it.

Acknowledgement

We acknowledge that we have read and understood the Student Code of Conduct provided by St. Joan's School Newtown and understand the importance of these guidelines in promoting a safe and respectful learning environment for all students.

We commit to discussing the Student Code of Conduct with our ward and emphasizing the values of respect, responsibility, and integrity outlined in the document. We will actively support and encourage our ward to adhere to these standards both at school and in their interactions with others.

Name of Student: _____ Class: _____ Section: _____

Admission No.: _____

Name of Father: _____

Name of Mother: _____

Signature of Father: _____

Signature of Mother: _____

Date: _____

Date: _____

