

School Discipline Policy and Strategy

Rationale:

Kuengaa Higher Secondary School aspires to provide a kind of learning environment that is holistic, contemplative, eco-sensitive and culturally responsive to the need of both the student and teachers. The students are inquisitive to learning, respectful and disciplined in behavior and as they graduate from Kuengaa, they shall possess high ability to integrate into society responsively and productively. The teaching faculty in Kuengaa shall be an exemplary model in knowledge, skills and attitude and these qualities are upheld under any circumstances. The school management on its part is ever committed to support in making the school - safe and happy places where teachers and students and all members of school community co-exist peacefully and harmoniously.

Towards sustaining such an environment, amongst many other strategies, the school community(students, teachers, support staff and the management) shall be highly concerned with any form of indiscipline on the part of any of its member and shall view it seriously as a breach to professionalism, peace and harmony of the school. Thus the **School Discipline Policy and Strategy**. Every single member of the Kuengaa community shall be fully responsible in implementing the policies and strategies fairly, firmly and consistently.

Objectives: The broad objectives of the policy and strategy are to:

1. Empower the student, teachers and support staff to be responsible and accountable;
2. Guide the schools in the management of discipline in the school more professionally;
3. Support the schools in the management of discipline with fairness and consistency;
4. Continuously work towards zero tolerance to indiscipline in the schools; and
5. Make the schools safe, secure and conducive for learning.

School Discipline Policy and Strategy shall contain the following areas:

1. Students' Code of Conduct and sanctions;
2. Teachers' Code of Conduct and sanctions;
3. Support Staffs' Code of Conduct and sanctions;

Management Strategies: The School Discipline Policy and Strategy shall be managed through the following strategies:

1. The school shall mount adequate support mechanism such as role modeling, counseling, health care, food and nutrition and adequate empowerment to teachers and student leaders to manage disciplinary issues at their level;
2. The Code of Conduct for the students, teachers and support staff along with the sanctions shall form the main component of the legal and management strategies within the school;
3. The preventive measures, offences and sanctions for breach of conduct are clearly specified in the document;
4. The provision in the policies and strategies are shared with all school constituents(student, staff, support staff) including parents;
5. Both the student and parents sign an undertaking to uphold the Code of Conduct for student during admission;
6. The Code of Conduct for teachers and support staff is included in the Service book and it is duly accepted and signed accordingly;

7. School Disciplinary Committee(SDC) shall be convened for level 2 and 3 offences. However on matters requiring School Management Board's guidance, the matter shall be forwarded to the Chairman. Court of law can overrule the decision of both SDC and SMB;
8. The offenders are given sufficient hearing time;
9. Any contact with the parent/external agencies is done through the Principal;
10. Civil cases are informed or reported to the concerned parent;
11. Criminal case of serious nature are reported to the Police and apprise the parents;
12. Schools maintain a clear record of disciplinary issues and it is available when required; and
13. Schools implement the discipline policy and strategies fairly, firmly and consistently.

1. Students' Code of Conduct and sanctions:

Rationale:

Students comprise the largest member of Kuengaa community. Therefore, they are very important. Their needs and aspirations is the core of the school business. Provisions for them to excel in academics and for wholesome growth must be created. Setting up a peaceful and conducive learning environment shall be one major provision. It should promote high level of understanding, discipline and harmonious living. This provision must deter the students getting into unacceptable habits mould the character of the students. Thus, the Students' Code of Conduct and Sanctions and it reads as follows:

"I shall:

1. **strive for academic excellence.** To this end, I shall be attentive in class, participate in classroom discussion, complete all the class assignments, homework and tests/exam in time and to the best of my ability. I shall come prepared for all the classes with necessary items - textbooks, notebooks and necessary stationeries;
2. **actively participate in all the school activities** for my wholesome development;
3. **treat all member of the school community**(colleagues, teachers and support staff) with **respect and dignity** and contribute towards building a family environment in the school;
4. **be honest** in my interaction with my colleagues and with the school staff. To this end, dishonesty such as lying and cheating shall be totally unacceptable in my behavior;
5. **be punctual** for all school activities. I shall report to class promptly each day, ready, willing and able to learn. I am fully aware of the minimum requirement of 90% attendance;
6. **promote volunteerism spirit** through social works in the school. I shall either participate or initiate community service to enhance my volunteerism spirit;
7. **refrain from all form of violence**(both abusive language and physical). Fighting, intimidation, rough play, bullying and inappropriate use of language shall not be tolerated both from my action and from others as well. I shall strive to make my school a safe and secure;
8. **refrain from immoral activities** such as illicit relation, theft, burglary and break ins.

9. **refrain from consuming alcohol and drugs.** It shall include refraining from accompanying or carrying for those who are involved in such unhealthy practices;
10. **always be in proper dress** in the school. The dress includes hair, school uniform during school hours and proper games attire. They should be appropriate, clean and worn neatly at all times. ;
11. **not defecate my body** with tattoos. In case, I have one or more, I shall remove them;
12. **speak in Dzongkha/English language** at all times in school, on the school play grounds and during extra-curricular activities as it would help me in academic excellence;
13. **take care of school Property.** The school property would include classrooms, hall-ways, stair-ways, bathrooms, dormitories, playfield, library, equipment, technology, textbooks, supplies and plantations;
14. **pay all the dues(fees)** in time and shall be liable to withdrawal from sitting term examinations;
15. **not bring mobile and harmful implements** to the school;
16. **be environmentally conscious,** promote greenery and avoid use of plastics;
17. in addition to all the above personal qualities, **take up leadership role** to refrain colleagues from resorting to undesirable behavioural habits and guide them to be strong and firm with positive attitude; and
18. **be a patriotic citizen** and participate in the democratic process and nation building.”

Sanctions for the violation of Code of Conduct:

1. Possible offenses and sanctions:

Depending on the severity of the violation of school rules and regulations, the followings are possible offenses in the schools and accordingly the sanctions have been classified into three levels:

Level 1: Minor disturbances to school order	
Possible offences	Possible sanctions (<i>one or more sanctions can be applied as is appropriate</i>)

<p>Absenteeism Tardiness Violation of school dress code Graffiti Tattoos Littering Possession of unauthorized gadgets Possession of indecent material Indecent language Negative peer pressure Mischievous Petty theft Disrespectful behavior Harassment Business transaction</p>	<p>Teacher - child conference Child-counselor conference Reminder to student Undertaking letter from student Additional assignments Peer separation Detention work Denial of privileges (Barring from participation in programmes) Parent/guardian notification. Note: <i>Counseling is not a sanction, but a student support service</i> <i>Repeated offences (school will determine the frequency) in level 1 will tantamount to level 2 sanctions</i></p>
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Level 2: Violation of school rules and frequent violation of level 1 offences	
Possible offences	Possible sanctions (one or more sanctions can be applied as is appropriate)
<p>Frequent violation of level 1 offences Insubordination Possession of harmful substances Substance abuse Dishonest behavior Plagiarism Trespassing Unruly behavior Inappropriate relationships Defamation Discrimination Gambling Bullying</p>	<p>Teacher-child conference Counselor – child conference Principal - child conference Principal- parent conference Discipline Committee’s intervention Undertaking letter from child Written warning to the child Parent/guardian undertaking Suspension Note: <i>Counseling is not a sanction, but a preventive and corrective intervention</i> <i>Repeated offenses (school will determine the frequency) in level 2 will tantamount to level 3 sanctions.</i></p>

Level 3: Severe violation of school rules and national laws or frequent violation of level 2 Offenses	
Possible offences	Possible sanctions (one or more sanctions can be applied as is appropriate)
<p>Frequent violation of level 2 offenses Groupism for ulterior motives Physical fighting and gang fights Prowling</p>	<p>Undertaking letter from the child Undertaking letter from parent/guardian Suspension</p>

Damage to property Malpractice in exams Break-ins Possession of harmful weapons	Expulsion
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2. Strategies to deal offences of serious nature:

- 2.1 Parents shall be involved on offences of civil nature.
- 2.2 Disciplinary actions shall be taken even if the offences are committed outside the school.
- 2.3 A last reminder order shall be served to the student before suspension, if the offence is not of highly serious nature. The parents shall be informed.
- 2.4 **Suspension:** Suspension is a temporary removal of a student from school for committing either one or more of the offenses of level 2 and 3. It shall be sanctioned for a maximum of 12 school days. The period of suspension shall be treated as absent. The student must be issued with a written order and handed over to the guardian/parent. Corrective measures such as assignment, additional works can be assigned to be supervised by parents. The child shall not be accepted back until the assigned task and other requirements prescribed by the school are fulfilled. Suspension can also be sanctioned for one academic year to a child requiring rehabilitation.
- 2.5 **Expulsion:** Expulsion is a permanent removal of a student from school for committing more serious or repeated violations of level 3 offenses and conviction of a crime. It is the last resort and can be applied after taking a series of preventive and corrective measures through wider representation in the discipline committee including the SMB. It should, however, be preceded by suspension unless the offense is of criminal nature. The student must be issued a written order along with all disciplinary records outlining the measures undertaken to correct the child, transfer certificates and any other relevant documents and handed over to the guardian/parent. Expulsion of student is shared with relevant authority in the Dzongkhag.
- 2.6 Offences of **criminal nature** shall be dealt by law enforcement agencies such as the police and the court. The child shall not attend classes during the hearing of the case. The child if proven guilty of the crime by verdict of the court(bothailable and non-ailable), is automatically expelled. However, if the child is innocent or if the child is called as a witness, attendance shall be considered.
- 2.7 The Character Certificates of the student shall be authentic.

Undertaking by the Student	
<p>I do hereby confirm that I have read all the provision in the Code of Conduct that governs by behavior during my stay in this school and I have fully understood them including the implications and consequences of offences and sanctions. I,.....class hereby accept to abide by all the provisions in the code of conduct and the consequences mentioned in the offences and sanctions.</p>	
Signature	:
Date	:

Undertaking by the parents/guardians

I (mention relation) of of class hereby have read all and understood all the provisions of "Students' Code of Conduct and Sanctions". I do hereby agree and accept the provisions in the code of conduct for my child. I shall support the school in the implementation of the code of conduct.

Signature :

Date :

Contact No. :

2. Teachers' Code of Conduct:

Rationale:

Teaching is the most important profession and the teachers are main pillars of any progressive society. They pass on knowledge and values to the students and prepare them for future. Therefore, the kind of future that a country aspires is in the hands of the teachers. They are the role model, mentor and the architect. This places teachers in Kuengaa community in a special position of responsibility, which requires exceptionally high standard of behavior and conduct.

The Code of Conduct is meant to support in creating conditions for effective teaching - learning in the school as well as to inspire public confidence in the school. The Code of Conduct shall also serve as a reference for both the school management and the teachers when it becomes necessary to initiate corrective measures.

Pursuant to these expectations, it has been felt important to include the Teachers' Code of Conduct in the School Discipline Policy and Management Strategy document. The Code of Conduct is applicable to the Principal, Vice Principals, Assistant Principal and to all the teachers.

The Code of Conduct is founded on the Principles of the Triangle Noble:

1. An abiding love for children;
2. A deep passion for learning; and
3. A heightened sense of the importance of education as a powerful tool for the transformation of individuals, societies and nations.

Provisions in the Code of Conduct:

"Towards:

1. my(teaching) profession, I shall:

- 1.1 update the content knowledge and teaching skills on a continuing basis;
- 1.2 keep abreast of educational trends and development;
- 1.3 be creative and innovative;
- 1.4 be willing to develop an open and reflective professional culture;
- 1.5 be punctual at all times in all the activities;
- 1.6 treat all colleagues fairly and with respect, without discrimination;
- 1.7 refrain from misusing the responsibilities bestowed them;

1.8 Refrain from any form of business that comes in direct conflict with the profession.

2. the Students, a I shall:

- 2.1 set a standard of dress and behaviour that is worthy of example;
- 2.2 help students to explore their innate potential and overcome their weaknesses;
- 2.3 guide the students to be resourceful and self-reliant;
- 2.4 respect students' views and feelings;
- 2.5 respect moral and religious beliefs of his or her students;
- 2.6 protect the confidentiality of information relating to the students;
- 2.7 refrain from smoking, drinking, chewing *doma* & use of improper language;
- 2.8 refrain from any form of abuse – verbal, physical or psychological;
- 2.9 Be firm and fair.

3. my colleagues, I shall:

- 3.1 respect other's views and suggestions;
- 3.2 work with team spirit and cooperation;
- 3.3 assist and support new teachers in their professional growth;
- 3.4 follow appropriate procedures to address issues professionally;
- 3.5 be willing to help in times of need;
- 3.6 assist colleagues in refraining from any form of misconduct;
- 3.7 refrain from groupism;
- 3.8 Refrain from any form of violence (verbal, physical, or psychological).

4. my School, I shall:

- 4.1 take ownership and pride in being a part of the school;
- 4.2 assist in the management of the school as and when called upon to do so;
- 4.3 willingly participate in all school activities;
- 4.4 Abide by the school policy.

5. the parents and community, I shall:

- 5.1 be polite, courteous and approachable;
- 5.2 respect the views of the parents;
- 5.3 respect their rights to information about the children;
- 5.4 involve parents in decision-making about the care and education of their children;
- 5.5 maintain a harmonious relationship with the community;
- 5.6 participate in community service where applicable;
- 5.7 Refrain from indulging in local politics.

6. the nation, I shall:

- 6.1 respect the rich cultural heritage;
- 6.2 protect the rich eco-system;
- 6.3 Be a patriotic citizen and participate in the democratic process and nation building; and
- 6.4 always put the bigger goal of the nation first."

Sanctions for the violation of the offences:

The Code of Conduct should not be viewed as a means of imposing sanctions but rather designed to create enabling environment and standards in the system. However, should there be a breach in any of the provisions of the Code of Conduct for Teachers, the consequences shall be as per the provisions in the Service Book wherein the sanctions are clearly specified and agreed. The requirement to sign an undertaking letter by every teacher shall be one component of formalizing the service as teacher in Kuengaa Higher Secondary School. The law of the land shall prevail in case the violations are of civil and criminal offences.

Undertaking by the Teacher			
I do hereby confirm that I have read all the provision in the Code of Conduct that governs by conduct in the discharge of my duties as teacher in this school and I have fully understood them including the implications and consequences in the Service book. I,, CID no. here by accept to abide by entire contents of code of conduct and the consequences laid down in the Service book.			
(legal stamp)		(legal stamp)	
Signature	:	Signature of witness:	:
Date	:	Name of witness:	:
		CID Number:	:

3. Support Staffs’ Code of Conduct:

Support staff forms one important component of the school community. Their role appears to be insignificant. But in essence, one can easily imagine the situation of the school in the absence of their role. Here in Kuengaa, they form an indispensable component of the community. The administrative staff, librarians, laboratory assistants, caretakers, gardeners, electricians, plumbers, cooks – they all support in facilitating effective learning and smooth functioning of the school. They form a professional group of service providers which require especial professional conduct and discipline.

Therefore, the Code of Conduct for the support staff shall read as follows:

“I shall

- 5.1 be punctual at all times;
- 5.2 carry out the duties responsively with quality and commitment;
- 5.3 maintain proper record all accounts/stocks and make it available when needed;
- 5.4 refrain from substance abuse that would affect in the proper discharge of my duties;
- 5.5 refrain from violence as a means to solve issues;
- 5.6 treat all my colleagues fairly and with respect, without discrimination;
- 5.7 refrain from misusing the responsibilities bestowed me;
- 5.8 be willing to take up extra works when assigned;
- 5.9 be the master in my own job; and
- 5.10 be a patriotic citizen and participate in the democratic process and nation building.”

Sanctions for the violation of the offences:

The Code of Conduct for the support staff should not be viewed as a means of imposing sanctions, but rather designed to create enabling environment and standards in the system. However, should there be a breach in any of the provisions of the Code of Conduct, the consequences shall be as per the provisions in the Service Book wherein the sanctions are clearly specified and agreed. The requirement to sign an undertaking letter by the support staff shall be one component of formalizing the service in Kuengaa Higher Secondary School. The law of the land shall prevail in case the violations are of civil and criminal offences.

Undertaking by the Support Staff

I do hereby confirm that I have read all the provision in the Code of Conduct that governs my conduct in the discharge of my duties in this school. I have fully understood them including the implications and consequences in the Service book. I,, bearing CID no..... here by accept to abide by entire contents of code of conduct and the consequences laid down in the Service book.

(legal stamp)

(legal stamp)

Signature:

Signature of witness:

Date:

Name of witness:

CID number: