

# The Galaxy School

## Code of Conduct



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## 1 TGS Vision Statement

- To be at the forefront of education.
- To develop and implement state-of-the-art practices and processes.
- To provide a secular, caring and disciplined environment for all learners.
- To be ethical and transparent in all its activities.
- To challenge students and staff members to reach their highest potential.
- To share its vision and expertise freely with others.

## 2 TGS Mission Statement

- To provide a stimulating and nurturing learning environment that maximises individual potential and ensures that students of all ability levels are well-equipped to meet life's challenges.
- To integrate 21st Century skills and practices into every lesson in the classroom.
- To realise the unique talent in our children and create a motivating and supportive learning environment that will help them realise their personal best.
- To take into account all areas of formation - intellectual, academic, social and physical.
- To be a constantly evolving and learning community that fosters open, candid communication and exchange of ideas and skills, where each individual's contribution is necessary and vital if the goal is to achieve excellence.
- To provide a holistic education to our students, one that will prepare them to be dynamic, independent thinkers ready to take on the challenges of a global society.
- To create benchmarks in the field of education.

## 3 TGS Belief

- TGS believes that all students and staff have talent, and it is the institution's responsibility to develop it. The role of TGES is to find ways for its stakeholders to succeed rather than find ways for them to fail.
- TGS believes in mutual trust; there is no place for fear, boss management, boss teaching, bullying, sarcasm or coercion.

- TGS believes in the excellence of every child, every staff member and not just a few. It believes in the collaborative efforts of all students and staff and producing desired outcomes. The message is to cooperate with others and compete with self.
- TGS believes in creating an atmosphere where students and staff give nothing but their best, without any exception, and have this expectation of each other all the time.
- TGS believes in continuously changing for the better; in meaningful and holistic ways.

## 4 Scope of the policy

- Set clear expectations for student behaviour.
- Promote positive behaviour and develop appropriate social skills in the students.
- State the interventions and consequences for students engaging in inappropriate or unacceptable behaviour.
- Share the rights and responsibilities of all stakeholders of the school community.
- Engage students in a safe and conducive learning environment.

## 5 Behavioural expectations and responsibilities

### 5.1 The TGS community is responsible for

- Respecting the rights of students, parents, teachers and support staff.
- Encouraging and assisting others.
- Reading and understanding the Students Code of Conduct (SCC).

### 5.2 Responsibilities of the HOS

- Providing appropriate training and resources to implement the SCC.
- Support and guide parents struggling to resolve issues at the school level.
- Review suspension appeals.
- Conduct expulsion hearing.
- Review/revise the SCC.

## 5.3 Responsibilities of the IBDPC

- Sharing the SCC with all the stakeholders and implementing it fairly and consistently.
- Reviewing disciplinary concerns and recommending appropriate interventions/consequences.
- Identifying appropriate training resources to implement the SCC.

## 5.4 Responsibilities of Teachers

- Using appropriate classroom strategies to maintain a conducive learning environment.
- Sharing instructions on school and classroom behavioural expectations, procedures, and rules in the advisory.
- Reinforcing the SCC proactively.
- Providing corrective instructions to students with challenging/questionable behaviour.
- Filing and maintaining the incident reports for their advisees.

## 5.5 Responsibilities of Parents

- Reading and supporting your child in following the SCC.
- Understanding the responsibilities of your child.
- Teaching your child to respect others' rights.
- Teaching your child to respect schools and others' property.
- Ensuring your child attends school every day, on time, and in proper attire.
- Helping TGS in implementing the SCC.

## 5.6 Responsibilities of Students

- Reading and following the SCC.
- Being respectful, responsible and safe at all times.
- Attending the school/classes regularly.
- Respecting the school's and others' property.
- Asking advisors, teachers, IBDPC, counsellors, and parents for help to resolve problems/disputes.

## 6 The Student Code of Conduct (SCC)

Students will be held accountable for any breach of obligations, minor or major, and subject to disciplinary (and substantive) liability as defined in the school's regulation. The advisor/subject teacher will file an incident report for minor/major infringement. The incident report will be shared with the student, parents, and the IBDPC. Students accept that any minor or major breach will be reflected on their report card and school transcript.

### 6.1 Behaviour

Students must

- Respect other community members at all times.
- Display courteous behaviour towards other students, teachers, support staff, parents and school guests.
- Not disturb the teaching and learning process by their disruptive behaviour.
- Not provoke, participate, or encourage violence in any form.
- Leave the school premises in a quiet and orderly manner.

#### 6.1.1 Minor Breach

- Failing to comply with the SCC and School's decisions.
- Failing to execute the teachers' or school staff's requests, instructions, or orders.
- Behaving rudely, aggressively, impolitely, and inappropriately with the community members (students, teachers, staff, and guests).
- Participating in activities, directly or indirectly, that damage/destroy school property.
- Disregarding personal hygiene, neatness, and safety protocols on the school premises.

#### 6.1.2 Major Breach

- Three minor breaches from the list above will result in a major breach.
- Endangering others' and your physical and psychological safety while on school premises or trips.

- Destroying, damaging, releasing, modifying or entering data in school records and documents.
- Destroying/damaging school property.
- Bullying of any form. Bullying is not limited to discrimination, violence and abuse. It includes sharing or publishing content online/offline aimed at discrediting, shaming, ridiculing or humiliating students, teachers, other employees or the School's reputation.

### 6.1.3 Consequences

- The School will deal with disciplinary infractions in multiple ways, including counselling, issuing a written warning, meeting parents, suspension and expulsion, depending on the gravity of the infraction.
- Parents will reimburse for any damage caused by students to the school property. It could also be a reason for expulsion from school.

## 6.2 Attendance & Punctuality

Students must

- Regularly attend School and not be late for lessons or other forms of academic/co-curricular work.
  - Reporting time: 8:00 am (to the classroom)
  - Departure time: 4:45 pm (from the sports centre)
- Wear appropriate school uniforms during academic/co-curricular activities.
  - Mondays-Wednesdays: house T-shirt and track pants
  - Tuesdays-Thursdays: black/purple T-shirt and blue jeans
  - Fridays: kurta and blue jeans
- Not to leave the academic/co-curricular sessions without the teacher's/advisor's permission.

### 6.2.1 Minor Breach

- Late arrival to school.
- Refusing to wear school uniform on the premises.



- Leaving school premises during instructional hours or breaks without prior approval from the school/parents.
- Remaining absent for seven days in the academic term for unjustifiable reasons.

## 6.2.2 Major Breach

- Three minor breaches in an academic year are considered a major breach.
- Remaining absent for 14 days in the academic year for unjustifiable reasons.
- Three late arrivals in a week.

## 6.2.3 Consequences

- Warning issued for two late arrivals in a week. Students will be sent home from the third instance until they report on time.
- Warning issued for two uniform violations in a week. Students will be sent home on the third instance until they wear the appropriate uniform.
- The School will not be accountable for the academic loss in such cases.

## 6.3 Academic Conduct

Students must

- Come prepared for the sessions and other academic/co-curricular work.
- Conscientiously acquire knowledge, skills, and values imparted through the curriculum and other activities.
- Be seated in the study area and not linger in the corridors during the free slots.
- Not leave the school premises during breaks or co-curricular activities without the prior request note from the parents and approval by the advisor/teacher.
- Monitor their own progress and inform their advisors, teachers, and parents about it.
- Not indulge in any form of malpractice or academic misconduct during the school, internal, or external assessments.
- Adhere to the internal/external assessment schedule mentioned in the school calendar and refrain from deliberate absenteeism.

## 6.3.1 Minor Breach

- Unjustified refusal to participate in school activities.
- Remaining absent during assessment for unjustifiable reasons.

## 6.3.2 Major Breach

- Three minor breaches in an academic term will be considered a major breach.
- Indulging in academic malpractice of any form.
- Misusing doctor's note or medical certificate to justify the absence.

## 6.3.3 Consequences

- There is no provision for a re-test for remaining absent during any assessment for unjustifiable reasons. Refer to the Assessment Policy for further details.
- No grade will be awarded for indulging in academic malpractice. Students will lose their right to be considered for major TGS awards/events.
- The discipline committee will decide the consequences after considering the severity and nature of the academic malpractice/misconduct. Refer to the Academic Honesty Policy for further details.
- Students having yearly attendance less than 80% will not be registered for the IBDP exams.

## 6.4 General Guidelines

Students must

- Not use mobile phones and other devices during school unless mandated by the subject or allowed by the teacher.
- Submission of a valid driving license is mandatory for driving your vehicle to school.
- Accept that the school cannot be held accountable for what happens outside the school premises post-school hours.
- Abide by the SCC and other general acts of TGS within the school premises and at all other places where educational work takes place.

## 6.4.1 Consequences

- The SIM card and the phone will be confiscated for one month if students are found using mobile phones without prior approval/permission.
- Other Digital devices, i.e. music players, video games, and cameras, will be dealt with similarly.
- Students cannot park their vehicle on the school premises without a valid driving license.

A committee comprising a teacher, advisor, and HOS will review the pieces of evidence. The evidence includes:

- Written warning issued by the advisor/subject teacher in the form of an incident report on minor/major infringement(s).
- Particular attention will be paid to:
  - The gravity of the infraction and its consequences.
  - Circumstances under which the infraction was committed.
  - Aggravating and mitigating circumstances.
  - Degree of accountability and the liability of the student.
  - Age and psychological state of the student.
  - Prior breaches committed.
- Minor breaches will lead to:
  - Permanent mention of the incident in the school records.
  - In-school suspension for one day.
  - Counselling sessions with the school counsellor.
- Major breaches will lead to:
  - Permanent mention of the incident in the school records.
  - Suspension from the school.
  - Expulsion from the school.