

Student Code of Conduct

Introduction

The Lawrence School, Lovedale (hereinafter “LSL”) is guided by the principles of the Indian Constitution, the National Curriculum Framework 2005, and the School Vision i.e. **‘to nurture the conscience and intellect of every student and staff member in a caring and inspiring environment’**. The Management at LSL is committed to provide all the Students and Staff members with a positive environment that supports academic achievement and promotes fairness, civility, acceptance of diversity and mutual respect as also a safe and secure space for learning and living. The aim of the Student Code of Conduct (hereinafter “SCC”) is to guide and thereafter promote the highest standards of learning and behaviour by the Students of LSL.

The Management at LSL does not endorse, nor shall it tolerate any form of Corporal Disciplinary Action for violation of the SCC.

Purpose and Applicability

The Purpose of the SCC is to develop a set of disciplinary actions and procedures that outline consequences for unsuitable behaviour by the Students. The aim of the SCC is to ensure suitable corrective measures at the first instance that encourage and promote self-discipline and responsible actions by the Students thereby promoting good behaviour in an environment that is conducive to effective and efficient learning;

Further the Purpose of the SCC is to:

- a) create a consistent set of expectations for student behaviour at LSL;
- b) reinforce positive behaviour and provide students with opportunities to develop appropriate social skills;
- c) outline the interventions and consequences for students who engage in inappropriate behaviour in violation of the SCC;
- d) engage the students in a safe, positive, and supportive learning environment

The provisions of the SCC shall apply to all Students at LSL with specific regard to:

- a) their interaction with other Students, the Staff and Support-Staff at LSL;
- b) interaction with outsiders and visitors to LSL;
- c) all LSL related activities whether on Campus or outside where such activities are part of the Curriculum and School Calendar, including but not limited to travel for Sports/Camps and other recreational activities.

General Guidelines and Principles of the SCC

In all instances it would be important to keep the parent informed on the misconduct and violations of the Students. The following are the general guidelines and principles on which the Student Code is based. Violations and the resulting disciplinary action and consequences shall be dealt with by the School disciplinary committee.

1. **Respect and Compassion:** Senior students MUST be understanding and helpful while the juniors shall respect and learn from them. A high standard of self-discipline and behaviour is expected from all. Students are expected to take responsibility for their own actions and to show courtesy and respect to all school staff, visitors, and to one another. Older students MUST take care of the young ones.
2. **Social Environment:** The social atmosphere shall be congenial, fun and emotionally secure. There shall be NO alienation, isolation, ostracism, fear or physical hurt. Relationships shall be healthy and happy among all students. There shall be no intimacy, physical or emotional.
3. **Behaviour towards Staff/Support-Staff/Outsiders and Visitors:** Students shall greet and be respectful towards every member of the school staff/Support-Staff/Outsiders and Visitors. Students shall communicate politely at all times. No member of the Staff shall be challenged verbally and physically. Students should extend all courtesies to the Staff members.
4. **Student Possessions:** All property of the Students shall be labelled. Only those items outlined in the Kit List provided by school shall be in possession of the Students. Each student will possess a complete set of text books, stationery and notebooks. Other requirements may be procured after permission from the concerned staff member.
5. **Prohibited Items:** Students are NOT allowed to possess electronic devices, electrical gadgets, jewellery, money, credit or debit cards, dangerous items and substances such as matches, aerosols, cigarettes, alcohol, drugs, fireworks, knives, and chemicals forbidden by law. Should a Parent or Student have doubts as to whether an item falls within the Prohibited list, they shall speak to their respective House Masters/House Mistresses and seek a clarification for the same.
6. **Learning Environment:** Students shall consider the classrooms (including labs, library and gymnasium, activity rooms) to be a sacred space in their learning environment. Classroom notice boards will be used effectively for display by students or staff to enhance and share their learning. Furniture will be aligned appropriately, books and bags kept in a suitable place, display work preserved and litter thrown in the garbage bin. Students will be quiet and settled in their seats. Students shall not miss classes, or leave the classroom without being excused

by the teacher. Students shall be responsible for protecting the Smart Class (and any other technological) devices.

7. **Dorm Rooms & Grooming:** The Dorm is home to the students. It is a safe and enjoyable place for students to rest, recreate and interact. Students shall keep the dorm very clean. They shall make their own beds, keep their cupboards clean and tidy, polish their shoes and maintain their kit. Matrons and House Masters/House Mistresses shall regularly inspect the student kit. Students shall have their baths as per routine, be groomed properly and wear proper school uniform at all times. Students should endeavour to be presentable and dress appropriately at all times. Boys shall not be permitted to keep long hair and sport beard, other than for religious purposes. Girls shall wear only a single pair of ear studs. Students are not allowed to colour their hair. Girls will keep their hair tied while in uniform.
8. **Dining Hall Etiquette:** Students shall be punctual for all meals in the dining hall and enter and exit the same in an orderly manner. They shall sit according to their assigned places, house wise. They shall follow appropriate table manners. They shall NOT waste food. All students shall get equal share of the food served. All students shall follow the signals when the Grace bell is rung. There will be absolute silence during Grace. Students will stand smartly during Grace. Students will welcome visitors when they visit the dining hall. They will wait for visitors to leave the hall, before exiting the hall themselves.
9. **Miscellaneous:** Students in ALL schools shall form up and move in an orderly manner for activities and games. They will walk on the right side of the road in an orderly manner and will report to the teacher concerned. Students who visit the hospital will carry a Hospital slip duly signed by the House Master/ House Mistress, or a teacher.
10. **Use of Internet:** Students are responsible for good behaviour when using the internet, which is provided for them to research and to communicate with others. The Students should understand that Internet access is a privilege and its use requires a degree of responsibility. Violations for the breach of the use of the Internet shall be dealt with strictly.
11. **Proper Conduct and Good Sportsmanship:** Students shall at all times represent themselves and LSL with honour, proper conduct, and good sportsmanship. They shall understand that healthy competition is encouraged, but disrespect for participants is against the spirit of sportsmanship. They shall confine the competitiveness of the game to the field, and in particular behave properly both before and after games. Students shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made. When LSL hosts any Sports/Games events the Students (whether players or spectators) shall welcome all participating teams and treat them with highest regard and respect.

Disciplinary Procedures

The Management at LSL understands that each and every act of violation or unsuitable behaviour by Students has to be dealt with great care and specific action, including necessary counselling of the Students. Any disciplinary action should be proportionate to the violation.

At no point shall any disciplinary procedure be adopted without first giving an opportunity to a violator of being heard.

In order to treat each instance of inappropriate behaviour by Students the following procedures shall be adopted:

1. In all cases of harassment (Sexual abuse, bullying etc.) the School shall follow the guidelines given in the Child Protection Policies and Acts as applicable.
2. Card System: A Card System shall be adopted for certain violations of the SCC. At each instance a card may be issued to a Student only after having recorded the violation in writing in the House Anecdotal register and giving the Student an opportunity of being heard.
 - a. **Prefects Card**: The Prefectorial System at LSL is a means to assist the Staff in ensuring discipline through the School. The Prefects in consultation with the House Master/House Mistress may exercise limited authority through the Card System for violations of the SCC.
 - b. **House Master/House Mistress Card**: Depending on the seriousness of the violation, the House Masters/House Mistress may also give a card for specific violation of Dormitory /Dining Hall behaviour. In any event two Prefects cards shall automatically result in one House Masters/House Mistress Card.
 - c. **Deputy Headmaster Card**: With specific regard to violations of classroom behaviour and Academic misconduct, the DHM may issue a card upon being informed of such violation by a member of the Staff.
 - d. **Headmaster Card**: The HM card may be issued in cases of habitual violations and where at least three House Masters / House Mistress Cards and/or two DHM Cards have been issued. Once the HM card has been issued the same shall be recorded in the Student file and shall form part of the School record of the Student.

All violations of the SCC by the **Prefectorial Body** shall be dealt with by the Headmaster / Deputy Headmaster directly in consultation with the respective MIC/House Master/House Mistress.

3. Corrective and Counselling Procedures: Not all violations of the SCC require disciplinary action. In certain instances a violation may warrant certain corrective action and counselling may be imperative to rectify the inappropriate behaviour. The corrective action as

recommended by the disciplinary committee shall be followed for all instances where disciplinary action may not be required.

4. **Staff Intervention:** It shall be the duty of all Staff Members to report any violations of the SCC that they may have noticed to the respective House Master/House Mistress. In cases of classroom violations and depending on the seriousness of the violation the Staff Members may take necessary corrective action or report the violation directly to the Deputy Headmaster / MICs. Poor academic achievement shall NOT be regarded as a violation of the SCC and only counseling and remedial measure may be used in such cases.

5. **Non-negotiable violations:** The School shall expel a student if he or she violates any of the following.
 - Shows disrespect to any staff member of the school either verbally or physically.
 - Is involved in an act of bullying.
 - Involved in possession and/or use of cigarettes, alcohol, drugs or any substance forbidden by law.
 - Involved in sexual misconduct.
 - Cutting School bounds.
 - Instigating students in anti-establishment activities.

Hearings and Appeals Process

Any Student who may violate the SCC shall be necessarily given a fair chance of being heard prior to any disciplinary action. The Student may also appeal any disciplinary action taken against them. The appeals process shall be as under:

Violations	Disciplinary Committee	Appellate Authority
Dorm Room/ Dining Hall	DHM / MICs / Respective House Master / House Mistress	Headmaster
Classroom/ Academic Misconduct		
Non-Academic/ Sports and Games		
Misuse of School Property / Internet facilities		

All appeals shall be made in accordance with the policy document on 'Parent Grievance Procedure'.