

CODE OF CONDUCT

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****Revised in January 2020**

Connection with the other policies: All the policies and school culture

IBO AND RGS Mission Statement

We at RGS have aligned our mission statements with the IBO and our students code of conduct directly relates to both the mission statements mentioned below



As advocated by IBO we at RGS ensure that the students code of conduct is embedded in the school culture, understood and supported by the entire school community. Parents and students are informed about the policy through parent meetings, the school website handbook, curriculum booklet and Parent-Teacher conferences.

Introduction : Students represent their home, the school, and their cultural community. Conduct should be courteous and exemplary, both in school and in public. The school constantly and actively seeks to reward positive traits and behavior in informal and formal settings.

The RGS Code of Conduct is aligned with the IBO Learner Profile and Attitudes. The Code of Conduct is designed to develop students who are principled; who have a sound grasp of the principles of moral reasoning; who have integrity, honesty and a sense of fairness and justice; and who show empathy towards the needs and feelings of others. Teachers and school administration will work with parents to address problematic behaviors to ensure that, in the future, the student will demonstrate the qualities of an Internationally Minded Student. Each student is entitled to the rights described below without consideration of age, ethnicity, nationality, gender, religion, political viewpoints, physical challenges or sexual orientation. We understand that rights are also responsibilities and will never be used to interfere with the rights or learning of others

IB LEARNER PROFILE

The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose.

The IB Learner Profile is the IB mission statement translated into a set of learning outcomes for the 21st century. The attributes of the profile express the values inherent and connected with the schools culture , value and ethos of RGS. IB Learner profiles are very well connected and reflect in our school culture as defined in our website.

IB learner profile assists in describing behaviour that helps to create a better and more peaceful world .Teachers work with students to develop these attributes and reflect on the appropriate behaviour .Specific behavioural expectations are interpreted in relation to the IB Learner profile below.

LINK - <https://www.ibo.org/globalassets/digital-toolkit/flyers-and-artworks/learner-profile-en.pdf>

LINK FOR THE VIDEO:

<https://drive.google.com/file/d/16ZWlovjRWldH11y6GQmZucjLdo6wUJ8m/view?usp=sharing>

COMPLIANCE WITH IBO

Programme standards and Practice 2014

Standards and Practice A : 4 - The school develops and promotes international-mindedness and all attributes of the IB learner profile across the school community.

Standards and Practice C3.16 Teaching and learning develops the IB learner profile attributes.

Programme standards and Practice 2018

Purpose 3: The school community fosters internationally minded people who embody all attributes of the IB learner profile. (0101-03) Purpose 3.1: The school ensures that the school community is aware of the IB learner profile and is committed to international-mindedness and its importance in embodying the IB mission. (0101-03-0100)

Culture 6: The school implements, communicates and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)

Culture 6.5: The school considers the Learner Profile in all of its IB-mandated policies. (0301-06-0500)

Lifelong learners 2: Students demonstrate and reflect on their continued development of the IB learner profile attributes. (0402-02) Lifelong learners 2.1: Students understand the learner profile and can reflect on it effectively. (0402-02-0100)

RIGHTS AND RESPONSIBILITIES OF RGS STUDENT: : Responsibilities acknowledge that we all have the same rights. When we are responsible, we respect the rights of others, and we contribute positively to the continuous improvement of our learning community.

RIGHTS	RESPONSIBILITIES
<p>Expression and Opinion RGS students have the right to:</p> <ul style="list-style-type: none"> ● Freedom of thought, conscience, and religion. ● Protection from arbitrary interference with privacy, family, home and communication. ● Freedom to hold opinions without fear of interference and express opinions for consideration. ● Freedom to seek, receive and impart information and ideas. ● Freedom to assemble and associate peacefully. 	<p><u>Be Respectful</u> RGS students are expected to:</p> <ul style="list-style-type: none"> ● Understand the school’s Mission and Core Values and seek to support them through words and actions. ● Know and abide by the expectations, procedures, and rules in classrooms, programs, and those contained in this handbook. ● Conduct themselves with integrity and dignity. ● Use appropriate and positive language and behavior. ● Participate fully and positively in school activities. ● Arrive on time to school, to classes, and to organized activities. ● Protect and cherish their property, the property of the school, and of others.
<p><u>SAFE ENVIRONMENT</u></p> <p>RGS students have the right to:</p> <ul style="list-style-type: none"> ● Safe and clean school facilities. ● Personal safety and the safety of property. ● Freedom from physical, emotional, psychological and verbal harassment or bullying. 	<p><u>Be Safe</u> RGS students are expected to: •</p> <ul style="list-style-type: none"> ● Walk and not run in the building. ● Assist in keeping all areas of the school, including lockers, sanitary and clean. ● Refrain from roughhousing. ● Practice healthy habits and refrain from substance (drug/alcohol) use. • ● Follow directions and remain calm during emergencies and emergency drills. • ● Remain on campus during school hours and the hours of organized school activities. <p><u>Be Caring and Open Minded</u> RGS students are expected to:</p> <ul style="list-style-type: none"> ● Be courteous and helpful to others. ● Listen to and share ideas with others. ● Assist and welcome newcomers to the school. ● Use positive and supportive comments.

<p><u>Education</u></p> <p>RGS students have the right to:</p> <ul style="list-style-type: none"> ● Mutual trust and respect. ● A meaningful education, which supports the Mission and Core Values of ASB. ● A relevant and dynamic curriculum. ● Confidentiality and discretion in all personal matters. ● Freedom to inspect and review their academic records and seek correction if a record is believed to be inaccurate, misleading, or in violation of their privacy or other rights. 	<p><u>Be Principled and Honest</u></p> <p>RGS students are expected to:</p> <ul style="list-style-type: none"> ● Share concerns and questions appropriately and with respect. ● Respond to questions and concerns openly and fully. ● Turn in lost items to the office. ● Respect the property of others. ● Follow practices of academic honesty, avoiding plagiarism and cheating.
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CONSEQUENCES

Our Mission and Values emphasize among other things curiosity, self-motivation, compassion, kindness, and integrity. While each of us will strive to meet our mutual expectations, we also understand that there are times when students make choices that are contrary to those expectations. There is a consequence to every action. If a student makes a choice contrary to our expectations, certain consequences will result.

When a student commits a serious infraction of our community-developed Core Values, a number of actions are possible. The implementation of these actions is based on the Principal’s discretion. The list below represents a number of possible actions. Depending on the nature and the gravity of the choice and the age of the student, any or all of the following may result:

- Warning to the student (including, where appropriate, an explanation of the consequences of a second or subsequent violation).
- Recess or after-school suspension.
- Communication with the student's parent(s) or legal guardian(s).
- Counseling of the student/s.
- Parent/student/administrator conference.
- Suspension - Disregarding rules and regulations in this handbook may result in suspension.

Suspension may be in or out of school. The student is responsible, during the period of suspension, for completing the assignments given during the period of absence from class. In cases where the violation is of sufficient magnitude and/or if the offense takes place in the context of a history of violations of other school policies and rules, the Head of School may expel the student. Decisions regarding probation and suspension are made by the Principal. Appeals against such decisions may be made to the Head of School.

Decisions regarding expulsion are made by the Head of School, in accordance with Board policy. We emphasize the following expectations as examples of our culture of being responsible and taking responsibility:

Harassment and Bullying

RGS believes that every child has the right to learn without fear in an atmosphere of mutual trust and respect. Every student is expected to be responsible for his/her behavior, to exercise self-discipline and to refrain from behavior that interferes with other students’ right to learn or endangers the health or wellbeing of others. RGS will not tolerate harassment or bullying.

It is acknowledged that bullying and/or harassment cause distress and fear, and it is recognized that bullying is not a normal part of growing up. Individual children have different levels of tolerance. It is important for all students to understand this and the effect their behavior may have on others' well being. It is also recognized that, while the victim's safety and wellbeing are paramount, many children who engage in bullying may themselves have emotional or psychological problems which may need to be addressed by their parents and the school.

Harassment is improper behavior that is directed at and is offensive to another student or a member of the staff, and that the student knows (or ought to know) would be unwelcome. It includes objectionable conduct, comments or display on a one-time or repeated basis which demeans, belittles, or causes humiliation or embarrassment, and includes harassment based on grounds of prohibited discrimination - race, national or ethnic origin, color, religion, age, gender, marital status, sexual orientation, physical appearance or disability.

Bullying is a form of harassment. It is improper behavior by one or more students that is directed at another student, and is offensive and interferes with their well being. It includes teasing, name-calling, threats, unwanted physical contact or violence, often on a repeated basis, which demeans, belittles, humiliates or frightens the other student. It can take place in and out of the classroom and even outside School.

Dress Code

The purpose of RGS Dress Code is to support a positive learning environment. RGS wants to establish an environment that will be comfortable for students, conducive to learning and respectful of our culture. In addition, we want students to take responsibility for dressing for school while maintaining autonomy. Students are required to dress up in their respective uniform based on the assigned days in respect to their schedules for the days

UNIFORM	BOYS		GIRLS	
	DRESS CODE	ACCESSORIES / HAIR / FOOTWEAR	DRESS CODE	ACCESSORIES / HAIR
SCHOOL	Red T Shirt and blue trouser with blazer	Short hair School socks Black shoes	Red T Shirt and blue trouser with blazer	Neatly plaited hairs with red hair accessories School socks, Black shoes
SPORTS	House wise T shirt , sweat shirt and Track pant	Short hair School socks White shoes	House wise T shirt , sweat shirt and Track pant	Neatly plaited hairs with white hair accessories School socks White shoes
MARTIAL ARTS	Black uniform	Short hair School socks Black shoes	Black uniform	with red hair accessories School socks Black shoes
FOOTBALL / BASKETBALL	Shorts , T shirt , socks (full length)	Short hair School socks White shoes / studs	Shorts , T shirt , socks (full length)	Neatly plaited hairs with white hair accessories School socks White shoes / studs

RGS's Responsible Use of Technology Guidelines

The guidelines below apply to any, and all digital devices and software services students may be using in school.

Technology Use Guidelines

We RGS use technology as one way of enhancing its mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community. The school's technology infrastructure and network provide extraordinary opportunities to enhance student learning with a variety of technology tools and services. To ensure these resources are always accessible, it is imperative that all members of the learning community use technology in a manner consistent with our school mission. Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand responsible use. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

I. Technology Maintenance

Each user is responsible for their use on a digital device (Students are allowed to access laptops / ipads) only on approval from teachers.

Every class has an IT corner equipped with i pads / laptop under GYOD (get your own devices) . Students' approval are allowed to use computers and technological devices that give students access to information services or enables them to access information are sophisticated devices that require care and gentle treatment to function properly; if you mistreat a device, it will likely run poorly or malfunction.

A. Hardware

- Users / teachers incharge are responsible for taking care of their digital devices and charging them when not in use. Store them appropriately so that they can be readily accessed when needed.
- Users / teachers incharge are responsible for taking care of audio/visual equipment in their possession.
- Users / teachers incharge are cautioned to refrain from using a digital device around foods, liquids, or in any location/setting that will bring harm to the device.
- Each technology users / teachers incharge must be responsible for keeping their digital devices in working order (Fully charged with licensed software installed)

B. Software

- All school related work should be saved on RGS provided cloud storage systems - Google Drive so that data is accessible from any computer in the event of a hardware failure or loss/damage. It is also recommended that users should have an individual offline backup stored on a pen drive or external hard drive.
- Students are responsible to maintain appropriate bandwidth for school-related work and communication. This includes not downloading or streaming any files unless required for school work.

C. Damage

- All damage done to personal and RGS provided digital devices both at school and away is the sole responsibility of the user / teacher incharge.
- In the case of damage to school-owned devices caused by negligence or inappropriate use, the user of the device is responsible for repairs or replacement.

II. Ethical Use of Technology

Students may use laptops/ i pads only in areas supervised by an adult including learning spaces, and common areas.

A. Software

- For GYOD,(Get Your Own Device) students are responsible for obtaining licensed software and maintaining them in proper working order with the latest updates.
- In order to maintain the functioning of your personal device and the school's network, you should only install software that has been approved by your parents, teachers and RGS technology department.
- The software installed must support your learning at RGS
- To keep the RGS network and your personal device safe you need to have endpoint protection (Anti-Virus, Anti-Spyware, Malware protection, Firewall) installed on your laptop.

B. Internet

As a mission-driven school, the Internet should be used to promote the mission of RGS.

The following activities show responsible use of the Internet:

- Researching
- Communicating
- Web-based learning applications
- Educational learning networks

The following activities will constitute responsible use if they are part of an assigned activity and allowed by your teacher:

- Listening to music
- Watching movies or videos
- Instant messaging, joining chat rooms, or social networking
- Online gaming and downloading music/videos/software from the Internet from approved websites.

Unacceptable Use of the Internet

- The Internet contains information that is inconsistent with RGS's mission inclusive of but not limited to pornographic materials, vulgarity, gambling, militant/extremist material, and hate speech. Users should not access, store, share, or display such information.
- Any malicious attempt to harm or destroy school technology equipment, network or materials, the data of another user, or any other institutions or their networks, is prohibited.

C. Communication Tools

The primary purpose of RGS email is for school related communication that serves the teaching and learning at RGS . Each teacher will have specific policies regarding the use of communication in their classrooms. These will include both handhelds (smartphones etc.) and your laptop.

These policies should be respected at all times:

- Students are allowed to access registered communication portals supporting learning and teaching only.
- Each teacher has specific policies regarding use of the laptop and google in class. Those policies should be respected at all times.
- Students may not send an email to (or "spam") class, an entire grade level, or any group within the school. Such communications should be processed through a faculty member and/or posted in school announcements.
- Monitored Use E-mail and other uses of electronic communication systems by students shall not be

considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

III. Being a Good Digital Citizen

The way we use technology tools has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it.

A strong respect for the principles of digital citizenship is essential for us to live our mission at RGS

A. Digital Rights and Responsibilities

- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Reading, deleting, copying, or modifying the electronic documents of other users is prohibited.
- All research and multimedia artifacts used in academic work, must follow copyright and fair-use guidelines and be properly cited. Information about fair use, creative commons, and royalty-free material can be acquired from teachers, information curators and coaches, or tech office personnel. B.

Privacy and Security

- In order to respect the privacy and security of community members, technology users should not use another person's network ID or password.
- Accessing other users' accounts in any form is not allowed.

C. Digital Etiquette

- Any online communication should be something you would be able to say in person: this includes emails, instant messages, digital images/videos, or web postings.
- Use networks responsibly; only use those networks which you have legal and age appropriate access to.
- Be aware that anything posted on the Internet is permanent. Think before you post.

D. Communication Norms

- Derogatory, obscene, or otherwise inappropriate e-mail exchanges, instant messages, digital images, or web postings are considered cyberbullying and are prohibited.
- Any form of social meanness using digital communication tools will be dealt with swiftly and will result in consequences.

IV. Consequences

Deliberate attempts to violate RGS's Responsible Use Policy, compromise, degrade, or disrupt system performance may result in restricted use of the school network or other appropriate consequences.

RGS may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the Responsible Use Policy. Independent access to the Internet is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Students will be responsible for their actions on the Internet and will be held accountable according to the RGS Code of Conduct and the laws. RGS will assume no liability in the case of illegal activity on the part of a student.

Disciplinary Action

- The first violation will result in loss of Internet access for an indefinite period of time and possible suspension from school.
- A second violation will mean additional disciplinary action. Depending on the severity of the violation, this may result in permanent loss of access to both the Internet and the Intranet, in accordance with the RGS Code of Conduct.

- Students and their families will be liable for any financial damages resulting from misuse of the Internet at RGS .

Reference :

- National guidelines for students code of conduct
- Programme standards and Practice 2014
- Programme standards and Practice 2018
- Making PYP Happen
- The learner
- The learning environment