



CODE AND CONDUCT FOR STUDENTS AND TEACHERS

Introduction

In addition to academic preparation, schools are responsible for instilling in our youth the behaviors that are required to sustain society. To achieve this goal, schools must identify what is acceptable behavior and what is unacceptable behavior. The latter would be incomplete without also specifying what consequences these bring. To a great degree, the level of effectiveness of this approach determines how successfully a school can teach academics.

Schools generally define and shape desirable behavior within the framework of a code of conduct. Consequences and punishments for unacceptable behaviors are specified in a complaints policy. Neither by itself is sufficient to completely address the spectrum of student behavior.

Definitions

Codes of conduct specify behavior that is accepted or prohibited in the school as well as in any setting that is related to the school. Codes of conduct generally state the behavior expected to be demonstrated by the student.

Elements of an Effective Code of Conduct

- Establish expected behavior. Codes of conduct should enumerate those behaviors that the student is expected to demonstrate. These behaviors may become the system's/school's core values. Generally codes of conduct state that students are expected to:
 - Demonstrate respect for self and others.
 - Demonstrate courtesy to others.
 - Behave in a responsible manner.
 - Attend class regularly.
 - Be prepared for class.
 - Dress appropriately.
 - Cooperate with school officials.
 - Respect other's property.
 - Avoid violation of student code of conduct.

LUNCH HALL	<ul style="list-style-type: none"> • Stay seated until dismissed • Throw all trash away • Leave your table area clean 	<ul style="list-style-type: none"> • Use quiet voices and good manners when eating • Keep your hands and feet to yourself 	<ul style="list-style-type: none"> • Follow the traffic pattern in the lunch line • Keep food on your plate. • Recycle items in their appropriate bin
PLAYGROUND	<ul style="list-style-type: none"> • Play in appropriate areas • Walk to and from areas • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Show kindness to everyone • Follow the rules of the game • Play fair 	<ul style="list-style-type: none"> • When the bell rings, walk to your line and wait quietly • Return the sports equipment to its appropriate place
RESTROOMS	<ul style="list-style-type: none"> • Flush toilet and wash your hands • One person to a stall 	<ul style="list-style-type: none"> • Give people privacy • Keep restrooms clean 	<ul style="list-style-type: none"> • Use the restroom and then return to your classroom promptly • Conserve supplies (water, soap)
WALKWAYS	<ul style="list-style-type: none"> • Walk in the walkways & stairs • Watch for opening doors 	<ul style="list-style-type: none"> • Hold the door for people behind you 	<ul style="list-style-type: none"> • Go directly to class
CLASSROOM	<ul style="list-style-type: none"> • Follow directions 	<ul style="list-style-type: none"> • Respect your teacher and your classmates 	<ul style="list-style-type: none"> • Be ready to learn

Student Behavioral Expectations

Recognition of Positive Behavior

- Student of the month awards
- Letters/notes home to parents
- Awards/Certificates
- Student Leadership opportunities

Consequences for Misbehavior

If students choose to break a school rule, consequences/actions will be used:

- Verbal warning
- Teacher/Parent conference
- Classroom detention (after school, during recess/lunch playtime)
- Phone call and/or note home to parents, or parent conference
- Continued misbehavior – request that parent sit in class
- Out of class or out of school suspension

GENERAL

A teacher is expected to:

- be punctual (both at school and in classrooms).
- be a role model for the young learners as they mirror teachers' behaviour.
- motivate and mentor students to develop their potential.
- be approachable and accessible to students during school hours.
- be a good listener and a good communicator.
- be friendly yet firm, non-judgemental & impartial.
- ensure safety of children especially girls.
- not to carry any food items inside the school premises.
- maintain dining room discipline and teach table etiquette to students .
- inculcate a sense of gratitude among the students. Meals must be preceded by a line of thanksgiving and wishing well for the ones who are responsible for setting it before them. A one line prayer before starting of a meal is a must '**Annadata** sukhibhava'.
- maintain and monitor bus discipline if he/she avails of the bus facilities.
- teach toilet etiquette to students.
- help, participate and be thoroughly involved in any extended school activity.
- leave mobile phones in the Front Office on entry inside the campus. They can be collected back before exiting the campus.
- maintain dress code as instructed. Teachers represent the institution so they need to appear neat and presentable.
- remove footwear before entering the Yoga and Art & Craft rooms.
- judge unpredictable situations and take responsibility/decisions.
- not show favours to support staff in terms of gifts, money etc..
- avoid forming regional groups
- not to make WhatsApp groups with parents. Point of communication should be through the school email address.
- interact directly with school authorities with regard to leave, being relieved of responsibilities or any such issue related to the teaching profession (in VVP).
- work towards a warm staff room and classroom environment.
- be professional.

ACADEMIC

A teacher is expected to:

- enliven the teaching-learning process.
- translate Vishwa Vidyapeeth's vision into creative learning, create a culture of concern and create a desire in the students to give back to society (service) and care for the environment. (link lessons to this when possible)
- work and update self on subject knowledge.
- plan lesson plans in advance and in detail. This would help to have a better understanding of the content to be taught.
- check the attentiveness of students during the lesson.

- correct notebooks on time and in detail. All notebooks and test papers are to be sent home for parents to view.
- assess self and seek help if necessary
- sit for peer assessments when instructed.
- share learning material, teaching aids with co-teachers.
- maintain records, attendance registers, assessment/marks and assignment records.
- keep the Academic Coordinator and The Principal informed of any developments in the classroom or outside regarding students.