

PODAR INTERNATIONAL SCHOOL, AMBEGAON
SCHOOL BEHAVIOUR POLICY
"BEAUNA CONDUCTA"



NOT THE RIGHTFUL CONDUCT ("MALA CONDUCTA")



RIGHTFUL CONDUCT ("BEAUNA CONDUCTA")

OPENING STATEMENT:

Podar International School, Ambegaon is committed to creating an environment where inculcable behaviour is at the heart of productive learning. Everyone is expected to maintain high standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour policy guides each member of the school to be self-disciplined and enhance the core values emphasizing on respectful behaviour, and the staff and students together managing poor conduct in school.



Our Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours.

AIM OF THE POLICY

- To create a culture of exceptionally good behaviour at all times during the school hours, in the school premises in order to enhance learning.
- To ensure that all learners are treated fairly, shown respect and to promote good relationships.
- To refuse to give learners attention and importance for poor conduct
- To help learners take control over their behaviour and be responsible for the consequences of it.
- To inculcate good behaviour in the students to help them become good citizens in future.

PURPOSE OF THE POLICY

To provide simple, practical procedures so that each member of the school can-

- Recognise behavioural norms
- Positively reinforces behavioural norms
- Promote self-esteem and self-discipline
- Teach appropriate behaviour through positive interventions

Responsible people for smooth implementation of the policy:

The Principal:

The head of the institution, the principal is the Chief Governing authority in the school and is thus responsible for ensuring that each and every member is aware of their role and duty in the implementation of the Behavioural Policy in the school and in having a conducive and coherent Learning environment in school.



The Leadership Module:

Consistency lies in the behaviour of adults and not simply in the application of procedure. The Leadership Module involving the Vice Principals, Coordinators and Year leaders are not expected to deal with behaviour referrals in isolation. Rather they are expected to support, guide, model and show a unified solution to the inconsistent behaviour in school.

The Staff:

The School Staff is accountable for following and implementing all policies and procedures of the behaviour policy laid down by the school.

The Students:

The students are expected to manage their personal conduct and oversee that a positive school environment is created by maintaining order, self-discipline and consideration for the rights and property of others.

Students' Responsibilities:

- **Being Respectful –**
 - speak kindly and politely to each other.
 - Seek permission to use others' property and treat such with care
 - follow directions promptly and positively.
 - care for each other, the school and its environment.
 - care for your own as well as school property
 - care for your classmates and school mates so as not to damage anyone or anything
- **Being Responsible-**
 - For personal hygiene, neat and tidy appearance throughout the day in school
 - Adheres to uniform policy by wearing correct and clean uniform
 - For hygiene and neatness of the school- not to litter or make the school dirty with their actions
 - Punctuality- Be punctual to school as well as in submissions of work
 - To maintain cordial relation with all- refrain from quarrels, fights or any disruptive or unlawful behaviour
 - Making amends for wrong doings



- **Being Resilient-**

- To choose the appropriate attitude ensuring a good and conducive learning environment
- To reflect on all good and bad experiences and behave in a positive way
- to understand their moral responsibilities and behaviour towards school & other classmates
- To be open to critical feedback

- **Seeing Results**

- Maintain high levels of attendance to ensure engagement in learning
- Stay on task
- fulfil expectations of success by attempting all set tasks to best of ability and in the time provided
- Access appropriate resources and teacher assistance to meet curriculum requirements
- Work to achieve and maintain strong results in behaviour and effort

Ideal Expected Behaviour of Students:

B- Be Genuine

E- Empathy is Eternal

H- Honesty should be in character

A-Acceleration in Acceptance

V- Valour amidst temptations

I- Integral Empowerment

O- Overwhelming Generosity

U- Undying Passion

R- Reliable US (Podar)





General

- No valuables to be brought to school.
- Mobiles, MP3 players, CD's. Books (outside prescribed syllabus), magazines etc. are strictly forbidden.
- School phones are available for contacting parents, in case of any emergency.
- School bags should be neat, of a manageable size, well-maintained and must carry the books required for the day specifically.
- Prohibition from bringing two wheelers to school.
- Not to loiter in groups outside the school gate after school hours.

Punctuality

- To school, at assembly and in every class is of utmost importance.
- Regular attendance during the entire school year is of prime importance.
- Submissions of all tasks in time.

Work Ethics

- To be regular, up-to-date with work done daily in the class.
- Class work and home work to be diligently completed & handed in on time for correction.
- Preparation for tests, assignments, examinations, competitions to be well-planned and organized.
- Notebooks must be neat and orderly. No unnecessary scribbling etc.
- Staying back beyond school hours requires the requisite permission from parents, concerned teacher and supervisor.
- Change of residence, phone numbers to be intimated to school authorities immediately (School Registrar / Class Teacher / Admin Officer).
- Letter from parent when student is absent (short / long).

At Assembly

- To be in designated area at the first bell.
- Class wise lines to be formed immediately, no talking in groups.
- Stand to attention during National Anthem.
- Listen attentively to announcements, presentations etc.
- Quick smart dispersal in lines to respective classes.
- Shouldering of responsibilities given by the Class Teachers for the conduction of class wise assembly.



In Classrooms

- No running around, yelling across the room throwing things around.
- No scribbling on the desks, walls, boards etc.
- To be respectful, courteous, and polite to classmates, teachers and other non-teaching staff at all times.
- Stand and greet staff members/ guests who enter the classroom.
- Do not leave classrooms without permission.
- All litter to be disposed off in the bin provided.
- Fans and lights to be switched off when leaving the room.
- Bulletin boards to be well-maintained and updated regularly.
- Leave together in lines to Labs, Library, and P.E.
- Keep your belongings properly and in order in the space allotted to you.
- Use school equipment and facilities correctly, economically and with care

In the Corridors.

- Walk in lines at all times, quickly and smartly to the next class.
- Take care of corridor bulletin boards.
- Spread napkin on the desk while eating.
- Greet staff / guests in the pathways.
- Avoid pushing, pulling, quarrelling running and skidding in the corridors.

During Recess.

- Keep classroom and corridors safe, clean and quiet. Do not spill drinks, food. Make use of napkin while eating.
- Orderly lines at canteen. Dispose off litter correctly.
- Return to classrooms at first bell and be ready for the next class.
- Do not enter other classrooms.

During Examinations

- Go directly to the allotted exam room.
- Sit quietly at specific desk, read quietly, prepare for exam.
- All bags, books etc. to be left outside the exam hall in a neat line before the exam commences.
- No unfair means to be resorted to. No marks will be awarded if unfair means are used.
- Be prepared with your own set of pens, pencils, and geometry boxes etc, no borrowing / lending permitted.
- Any doubt in the question paper or otherwise to be cleared with invigilator on duty.
- Talking to another student is strictly not permitted.
- If unwell during the examination inform school authorities and refrain from coming to school.
- Medical certificate needs to be submitted in the school



In the Stilt.

- Disciplined behaviour at all the times.
- Move in neat lines from classrooms to auditorium.
- No talking during presentations / address by guest speakers / when the compere speaks.
- Disciplined, quick, orderly dispersal at the end.
- Co-operation and courtesy to be shown to all.

Strategies to Communicate schools' expectations to students and parents:

- ✓ **Remember what you see:** Display of the expectations in the school premises- Classrooms. Corridors, stilt area
- ✓ **Practice what you preach:** Behaviour of the School staff in consistence with the chalked-out plan
- ✓ **Praises and rewards:** For those students who behave positively

Recognition of Positive Behaviour

- Verbal praise
- Stickers
- Stars
- Positive comments written on student's work
- Month-wise certificates for Good Handwriting, Neatness, voracious readers, neat and tidy uniform, correct uniform etc.
- Star of the week (Timely submissions, Punctuality to school, sharing, caring, honesty, sincerity, rapport with teachers, rapport with students,)
- Student of the month
- Certificate for full Attendance in a month
- Student Leadership Positions
- Holding Hands(helping peers)

Dealing with some of the unacceptable Behaviour of Students



Since 1927

Unacceptable Behaviours	How to deal with them
<ul style="list-style-type: none"> ✚ Untidy and shabby appearance ✚ Class work/ Homework/ project not completed or submitted on time. ✚ Text books / notebooks not brought as required. ✚ Absence without leave note. ✚ Bringing valuables and large amount of cash ✚ Wearing heavy and expensive accessories 	<ul style="list-style-type: none"> ✓ Verbal warning ✓ Note in the school diary to be signed by the parent ✓ If note is not signed by the parents even after 5 remarks, a green line is drawn on the remark page by the Principal, which indicates no further communication through school diary. ✓ Face to face meeting with the parent along with the concerned teacher, coordinator and the principal to decide the appropriate further action.
<ul style="list-style-type: none"> ✚ Incomplete Classwork books, assignments or other given tasks 	<ul style="list-style-type: none"> ✓ Verbal warning ✓ Note in the school diary to be signed by the parent ✓ Students will have to sit in the library and complete the tasks assigned, during the leisure period ✓ Face to face meeting with the parent along with the concerned teacher, coordinator and the principal to decide the appropriate further action.
<ul style="list-style-type: none"> ✚ Late to school/ Assembly 	<ul style="list-style-type: none"> ✓ Refrain from entering the school gate till the completion of the assembly ✓ Note in the school diary to be signed by the parent ✓ Student is sent home after three consecutive late marks in a month.
<ul style="list-style-type: none"> ✚ Failure to wear school uniform ✚ Wears wrong school uniform 	<ul style="list-style-type: none"> ✓ Verbal warning to wear appropriate uniform ✓ ask to change into the correct uniform. ✓ Parents will be called to bring the correct uniform to school ✓ Meeting with the parent to develop a suitable plan for adhering to school policy

<ul style="list-style-type: none"> ✚ Wrong Hair Cut ✚ Hair Colour and highlights ✚ Wearing coloured contact lenses ✚ Makeup during regular school 	<ul style="list-style-type: none"> ✓ Asking the student to rectify the haircut as per the school policy ✓ In case of hair colour, it needs to be reversed to black ✓ Removal of lenses and makeup with immediate effect. ✓ Note in the school diary to be signed by the parent ✓ Meeting with the parent to develop a suitable plan for adhering to school policy
<ul style="list-style-type: none"> ✚ Chewing Gum ✚ Bringing unwanted literature/ equipment CD's / mobile phones to school; ✚ Disobedience/ Misbehaviour. 	<ul style="list-style-type: none"> ✓ Verbal warning ✓ Intimation to parents through a note in the school diary ✓ Suspension or exclusion, if the case is severe
<ul style="list-style-type: none"> ✚ Harassment/Threats- <ul style="list-style-type: none"> ❖ Verbal ❖ physical ❖ sexual ❖ racial ❖ bullying (including cyber-bullying) 	<ul style="list-style-type: none"> ✓ Report to ICC committee ✓ Immediate face to face meeting with the parent by the principal and coordinator ✓ Parents will ensure that inappropriate materials are removed from public view or from the internet or any electronic device. ✓ Suspension between one day to a week depending upon the severity of the issue. ✓ Expulsion from school
<ul style="list-style-type: none"> ✚ Possession of or smoking cigarettes in or around the school grounds or at a school activity or in school uniform. ✚ Possession of or the supply of drugs in or around the school grounds or at a school activity or in school uniform ✚ Possession of or the supply of alcohol in or around the school grounds or at a school activity or in school uniform 	<ul style="list-style-type: none"> ✓ If a student is caught smoking or in possession of cigarettes/ drugs/alcohol, he/she will be suspended for at least one week ✓ Persistent offenders will be treated as wilful disobedience and will be expelled from school ✓ If a student is suspected of being in possession of cigarettes/ drugs/alcohol, the student will be escorted to a member of Administration (where possible) where he/she will be requested to empty his/her bag. <p>Students who are in the company of offenders can expect similar consequences.</p>

<ul style="list-style-type: none"> ✚ Damage to school property ✚ Scribbling on desks ✚ Damage to the library books/tearing pages/etc. ✚ Loss of library books 	<ul style="list-style-type: none"> ✓ Isolation in the school library ✓ Immediate face to face meeting with the parent by the principal and coordinator ✓ Counselling of the student by the school counsellor ✓ Suspension between one day to a week depending upon the severity of the issue. ✓ Student needs to Pay the current market price of the damaged property or book
<ul style="list-style-type: none"> ✚ Possession or bursting of crackers in or around the school grounds or at a school activity or in school uniform ✚ Possession or playing with Holi colours in or around the school grounds or at a school activity or in school uniform 	<ul style="list-style-type: none"> ✓ Immediate intimation to the parents ✓ Meeting with the parents ✓ Suspension for about a week ✓ Expulsion from school if the case is severe
<ul style="list-style-type: none"> ✚ Cheating or copying during exam ✚ Any malpractice related to examinations conducted in school 	<ul style="list-style-type: none"> ✓ Student is allowed to complete the Exam Paper ✓ Meeting with the parents ✓ Zero marks allotted if student is proved guilty ✓ Suspension from other exams ✓ Expulsion from school if the case is severe.
<p>AMENDMENT IN 2022-23</p>	
<ul style="list-style-type: none"> ✚ Late to Class after Break Time 	<ul style="list-style-type: none"> ✓ Student will be allowed to attend the lecture with instructions by the teacher to write 3 questions and answers in punched paper during the leisure period on the same day.

This policy will be reviewed and monitored from time to time. Amendments to the policy is the sole right of the school Authorities. Timely changes may be made with newer experiences and cases that occur.

ONLINE BEHAVIOURAL POLICY



Why Virtual Behavioural Policy?

- To inform staff, students and parents about using social media
- To make the stakeholders feel empowered to participate, while being mindful of the goals, values and reputation of Podar International School.

Social media includes online services and tools used for publishing, sharing and discussing information. They can include forums, blogs, wikis, social networking websites, and any other websites that allow individual users to easily upload and share content as per the curriculum.

Guidelines for Online Interactions and Behaviour

Everyone is welcomed and valued - make comments and posts that don't offend or discriminate against people or groups.

Everyone has an equal opportunity to be involved – Give each one a chance to speak and participate by being a patient listener and through polite communication.

Speak with an authentic Voice – Do not get involved in unnecessary gossips or rumours about school, spread through social media. For example- WhatsApp, Instagram, etc.

Be Collaborative – Podar International school Ambegaon is about everyone working together to help one another. Ensure your communication contributes to building an inclusive network and culture based on shared experiences, shared values and collective wisdom.

Be Respectful – We value others' opinions just as we value ours. We respect human difference and diversity and build mutual respect through our openness and fellowship.

We expect children to:

- Respect each other and show respect for all adults.
- Co-operate with other children and adults.
- Follow the 5Cs at all times - i.e., demonstrate courtesy, care, commitment, cooperation and consideration in all they say and do.
- Keep Camera on when attending the class.
- Unmute only when your turn comes. Always follow my turn your turn policy.
- Refrain from annotating.
- Maintain the discipline and decorum of the class.
- Choose a suitable corner in the house to create a learning environment.
- Follow all instructions about work completion in the class.
- Dress up formally for the class.

We expect staff to:

- Create a culture of respect for all people.

- Implement the school’s rules, rewards and consequences fairly and consistently.
- Raise all children’s self-esteem and develop their full potential.
- Provide a challenging, interesting and relevant curriculum.
- Create a safe and pleasant environment in the classroom and elsewhere, both physically and emotionally.
- Form a positive relationship with parents so that all children can see that the key adults in their lives share a common aim.
- Recognise that children are individuals and be aware of their needs.



We expect parents/ guardians to:

- Show respect for all members of the school community.
- Be aware of the school rules, rewards and consequences which are displayed in the school entrance and classrooms.
- Support their child’s learning and to co-operate with the school.
- Support the actions of the school when we have to use reasonable consequences as a result of a child's behaviour.

Unacceptable behaviour	Ways of dealing
<ul style="list-style-type: none"> ✚ Classwork/ Homework/ project not completed or submitted on time. ✚ Absence without intimation ✚ Constant distraction or lack of concentration. ✚ Children coming in late 	<ul style="list-style-type: none"> ✓ Verbal warning ✓ Portal Message ✓ Reminder Portal Message
<ul style="list-style-type: none"> ✚ Bullying/Fighting/Swearing/Bunking classes or school. ✚ Disobedience/ Misbehaviour 	<ul style="list-style-type: none"> ✓ Verbal warning ✓ Meeting with the parents ✓ Suspension for about a week ✓ Expulsion from school if the case is severe
<ul style="list-style-type: none"> ✚ Sharing inappropriate content on screen during the class. ✚ Scribbling on the screen / annotate without consent of the teacher. 	<ul style="list-style-type: none"> ✓ Meeting with the parents ✓ Suspension for about a week ✓ Expulsion from school if the case is severe

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