

# Code of Conduct

A Guide for Student Behavior



ROSEBUD  
SCHOOL

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Dear Parents and Students,

Rosebud School is committed to providing all students with a quality education in a safe and secure learning environment. We are committed to providing and to continuously improve the environment that allows students develop their individual abilities and talents and to achieve excellence.

To accomplish our mission, collaborative effort among all of the school stakeholders – students, parents, teachers, community and the School - is essential. Developing a clear, consistent, comprehensive policy on student behavior is our first step toward increasing the safety of our school. We want students to know that the school management is serious about ensuring that school as a safe place for them, a place where productive and responsible behavior is expected.

The purpose of this Code is to clearly state our standards for acceptable conduct of students. This Code also explains the consequences of not meeting these standards of conduct and includes the discipline procedures for the students who have committed violations of the Code. We request you to review this information with your child. Remind your child that the standards of conduct we have set are useful in an educational environment and in life in general.

We are looking forward to an exciting year. Together, the school can continue to provide outstanding learning opportunities for students in a safe and orderly environment. We ask for your support and assistance.

Sincerely,  
Antoo Shrestha  
Chairman

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## **Mission and Belief Statements**

Our mission is to provide a safe educational environment where students are encouraged to develop lifelong learning skills that nurture positive attitude and self worth. The environment we provide and continually strive to improve upon is founded on the following values and beliefs we hold very dear and which we believe are characteristic of all Members of the Rosebud School Community.

### **Honesty in work**

- Speak the truth and act honestly
- Accomplish success through hard work not by lies, cheat and deceit
- Show integrity at work and give credit to others for their work

### **Sincerity in relationships**

- Be worthy of being counted and dependable upon
- Be open and genuine free of hypocrisy or pretense
- Be kind; Be considerate; Be encouraging
- Help others when in need
- Fulfill your commitments

### **Respect for self and others.**

- Treat other as you would like them to treat you
- Treat everyone with respect and dignity
- Take care of yourself and live a healthy, purposeful lifestyle
- Use manners and be polite. Respect your teachers in and outside School.
- Be thankful to your parents, guardians or sponsors for providing you with education
- Exhibit a positive, cooperative attitude about School and education
- Accept others for who they are without any prejudice
- Respect the differences in human beings
- Act always in a manner that enhances the safety, freedom and well-being of others

### **Adherence to regulations**

- Abide by the rules and regulations of the School and the Nation
- Participate in the enforcement of established rules and regulation

### **Responsibility for one's actions**

- Assume responsibility for your actions by accepting consequences, positive or negative
- Be a responsible member of the School community and of the society as a whole

### **Learning from mistakes**

- Accept mistakes as a part of the learning process
- Learn from your mistakes and learn not to repeat them

### **Care for resources**

- Respect the property of others
- Keep your School clean, do not litter or deface
- Use resources available at School wisely and productively
- Cooperate in the maintenance of the School's resources
- Realize that the resources available in School are not only meant for you but for the entire School community

### **A questioning spirit**

- Do not be afraid to ask questions
- Participate in class room and other school activities
- Think critically and creatively
- Respect the differences in opinion

We will make every effort to prepare our students for life.

## Definition of Terms

**School** includes:

- School buildings (owned, rented or leased by the School)
- Residential hostels (owned, rented or leased by the School)
- Any location inside the School or Residential Hostels properties
- School buses (including other vehicles owned or rented by the School)
- Any premises rented/utilized by the School for any official school events and activities

**School Property** includes:

- Any movable and non movable assets such as equipments, furniture and fixtures in the School
- Any other furniture, equipments and properties rented/utilized by the School for official school events and activities at School

**Student** means a child or a teenager currently enrolled in Rosebud School. An enrolled student who has been expelled from Rosebud School for any reasons is not a student of Rosebud School from the day he/she has been officially expelled from Rosebud School.

**Members of School Community** includes:

- Students currently enrolled in Rosebud School
- Members of the teaching staff including all full-time and part-time teachers of Rosebud School
- Members of administrative staff of Rosebud School
- Members of kitchen staff of Rosebud School
- Members of support staff including security guards, drivers and conductors of Rosebud School
- Members involved in the management of Rosebud School
- Any other person employed or under the direction/assignment of school and who is acting within the scope of their assignment

**Student Status** means the status of a student in Rosebud School specified by the education and related activities, facilities and privileges provided by the School. The status of a Rosebud School student may be a residential or a non-residential.

**School Hours** mean the time a student is required to be at School as per his/her schedule (time table) and as per his/her student status. School hours also include any time that a student is authorized to stay in the School should such stay extends beyond regular school hours. This also includes the time specified by the school for school related or sponsored activities and events.

**Student Discipline Committee** means a committee responsible for handling disciplinary matters in the School. This committee consists of Director of Intellectual Development, Superintendents of Primary, Middle and High Schools, and a Head of a Faculty.

**Block Administrator** is the respective Superintendent of Primary (Elementary) or Middle (Junior) or High (Senior) School.

**Parent** refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent. Hostel Warden is not a parent of any residential students.

**Person of Authority** is any Member of the School Community who has been authorized enforcement of the Code of Conduct. Person of Authority includes any person, who, during the performance of his/her responsibilities at Rosebud School, is in contact with students in School or at school sponsored events and activities. Persons having the authority to enforce the Code of Conduct, includes teachers, other school personnel acting within their scope of work, Block Administrator, any member of Student Discipline Committee, Vice Chairman or Chairman of Rosebud School.

**Offender** means any student violating and/or participating in the violation of the School's Code of Conduct.

## **Code of Conduct**

At Rosebud School, we respect the rights of all our students. We also expect our students, as a member of the Rosebud School Community, to fulfill their responsibilities. In order to ensure that we are successful in accomplishing our mission of providing every member of the Rosebud School Community to learn and work in a safe school environment, the School has established this Code of Conduct that is designed to clarify our School's policies governing the rights and responsibilities of students. The Code of Conduct outlines student discipline guidelines, consequences appropriate with the behavior, and a practice to do so consistently. Students, staff, parents and others are encouraged to study, discuss, and understand the contents to ensure that such rights and responsibilities are granted and respected. Students are expected to behave in accordance with school rules and regulation and local laws in a way that respects the rights and safety of others. Corrective action will be administered when a student's behavior does not fall within the guidelines.

This Code of Conduct applies at all times a student is present at School or participating in a school-sponsored events or activities or using School property. While this policy pertains to Rosebud School in general, the School Management recognizes the uniqueness of each Block and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules, and procedures that recognize those unique needs.

This Code of Conduct is not meant to be a contract between the School and the students, and may be amended at any time. An updated version will be made available on the school's website ([www.rosebud.edu.np](http://www.rosebud.edu.np)) and in the school library. It is the responsibility of every member of the school community and the parents to make themselves familiar with this Code of Conduct.

## **Roles and Responsibilities**

### **School Management Committee**

The School Management Committee is the governing authority in academics and academics related matters of Rosebud School. The School Management Committee is responsible for formulating reasonable policies and rules for ensuring good behavior and appropriate conduct while in the school environment. The School Management Committee holds all school personnel responsible for maintenance of order within the School and supports all personnel acting within the framework of this Code of Conduct. The Committee may assist the Chairman of the School to take proper decision in any case of appeal to the Chairman.

### **Chairman**

The Chairman shall establish guidelines and directives to carry out this policy; hold all school personnel, students, and parents responsible for conforming to this policy; and support all school personnel performing their duties within the framework of this Code of Conduct. The Chairman also shall establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the School Management Committee for approval and shall be attached as an addendum to this policy.

### **Director – Intellectual Development**

The Director for Intellectual Development is given the responsibility and authority to formulate rules and regulations necessary to enforce this Code of Conduct in coordination with three Block Administrators, subject to approval by the School Management Committee. The Director shall give direction and support to all school personnel performing their duties within the framework of this Code of Conduct. The Director shall conduct conference with students and/or parents of students conducting themselves in a manner contrary to the policy. The Director shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

### **Block- Administrators (Superintendents)**

Block Administrators are given the responsibility and authority to implement the rules and regulations necessary to maintain a well disciplined environment conducive for teaching and learning in School. They also have authority to take actions as detailed in this Code of Conduct and within the guidelines outlined in the Discipline Procedure, against any student who violates the school's rules and regulations. The Block Administrator shall conduct conference with students and/or parents of students conducting themselves in a manner contrary to the policy. In case of any violations by residential students outside regular school hours, the Hostel Warden shall serve the function of a Block Administrator.

### **Teachers**

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Conduct.

### **Other School Personnel**

All school personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. School personnel may, within their scope of work, enforce Code of Conduct and report any violations to a higher authority.

### **School Captain, Prefects, House Captains and Classroom Monitors**

Students who have been appointed as the School Captain, Prefects, House Captains and Classroom Monitors shall assist teachers and other school personnel in enforcing the Code of Conduct.

### **Students**

Students are expected to behave in accordance with the School's guidelines and policies and local laws and rules and in a way that respects the rights and safety of others. It is important that students take an active role in monitoring their own behavior and modeling appropriate behavior for their fellow students. In order to accomplish this, students must:

- Become familiar with the Code of Conduct
- Comply with the Code of Conduct
- Accept consequences for non-compliance and to ensure that violations are not repeated

**Parents**

Parents are the first teachers who provide direction for our children. With the support of the community, the parents of Rosebud School students must:

- Become familiar with the Code of Conduct and discuss them with their children
- Support and reinforce behavioral expectations and disciplinary policies of the School by assuming the primary responsibility for the discipline of their children
- Cooperate with and support School authorities regarding their children's school work and behavior
- Teach their children to seek positive resolution to problems encountered in daily living and to handle confrontation non-violently

Parents can also be held responsible for the behavior of their children as determined by law and community practice.

**Student Disciplinary Committee**

The Student Disciplinary Committee is a committee consisting of Director of Intellectual Development, three Block Administrators, and a Head of Faculty. This committee has been granted authority by the School Management Committee to hear and decide upon any charge of violation of the Code of Conduct which is referred to it by the Block Administrators, teachers and other Members of the School Community.

The Student Disciplinary Committee shall:

- Support all persons of authority performing their duties within the framework of this Code of Conduct
- Delegate administration of disciplinary actions against violations of less severe nature to the Block Administrator or other persons of authority without relinquishing its right to administer disciplinary consequences at any time
- Have the authority to inquire into and investigate the alleged violation
- Have the authority to require any Member of the School Community to appear in a hearing and to record testimony of witness or witnesses regarding the violation
- Give the student an opportunity to appear and be heard in person or to have his/her parents/guardians present at the hearing
- Seek expert opinion in disciplinary matters from professionals not a Member of the School Community
- Proceed in all respects according to the justice of the case and decide the issue according to equity and good conscience
- Notify the student and his/her parents about its decisions regarding the violation
- Notify the Chairman of the School in writing any violations of the Code of Conduct that warrants severe form of disciplinary actions including suspension of five or more days or expulsion

## **Discipline Guidelines**

Listed in following pages are the possible violations of Code of Conduct, their definitions and the recommended disciplinary actions for non-compliance. As in any civilized society, failure to abide by the established rules and regulations will have its consequences including the denial of the student's rights. Disciplinary actions range from a simple verbal warning to expulsion. A complete list of possible disciplinary actions is listed in the chapter "Definitions of Disciplinary Actions/Consequences," pages 19-20.

It is understood that a student can be charged with one or more violations for the same offense. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. disabled student whose misbehavior is related to his or her disability).

The list of violations is not meant to be all inclusive. Any offenses that may occur in School but are not mentioned in the following pages will be addressed as per case-by-case basis.

### **Abuse, Verbal or Written**

Use of language that is obscene, threatening, intimidating, or that degrades others is prohibited. Use of any language, act, remark or expression, including obscene gestures, which is offensive to modesty or decency is prohibited. Violation includes eve teasing, name calling and the use of offensive, degrading nicknames even if used in a light hearted manner. Verbal or written abuse that may be considered as sexual, religious, or racial harassment shall be addressed under the guidelines for harassment.

### **Academic Dishonesty**

Academic dishonesty, includes but not limited to, cheating on school assignments or tests, plagiarism, or collusion, and/or academic dishonesty through copying, forging signature of teacher and/or parent, or altering records, or assisting another in such action, is prohibited. In addition to the prescribed consequences, academic consequences may also be assigned.

Plagiarism (i.e. unauthorized use of someone else's work and representing the work of another as one's own) is prohibited. Plagiarism includes, but not limited to, copying materials from books or from internet or representing one's work without proper credit to the original writer.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

### **Alcohol, Drugs and Controlled Substances, Possession, Use or Distribution**

Possession or use of any form of alcohol, drugs, controlled substance and/or intoxicating substance including prescription medicine (unless as noted below) at School is strictly prohibited. Rosebud School has adopted a zero tolerance policy for such offenses and consequences are accordingly severe.

Possession and use of any kinds of drugs and illegal substances will be reported to the police.

The School may conduct or ask parents to conduct a chemical assessment of any student suspected of using illegal substances. A chemical assessment may be required before allowing a student to return to School after suspension. A chemical assessment will be required on a second school offense prior to readmission to school.

Note: Any medicine in possession without prescription of an authorized medical doctor will be regarded as a violation of this regulation. In case, a controlled medicine has been prescribed to a student, it is the responsibility of the parents/guardians to notify the School in writing with a copy of the prescription and the dosage and duration of time for which the medicine has been prescribed. The prescribed medicine should be handed over to the School's Infirmary for safe keeping where the student will be allowed, as prescribed, to administer the medicine him/herself or with the assistance of the school's infirmary staff. If a student has to be in possession of any medical devices such as asthma inhaler, it is the responsibility of the parent to inform the School authorities in writing.

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substances is prohibited. Possession with intent to distribute or sell of any kinds of drugs and illegal substances will be reported to the police.

### **Arson**

Intentional setting of a fire by use of flammable objects or fireworks that results in, or could have potentially resulted in, the destruction or damage to school property or property of others or that endangers or potentially endangers others by means of fire is prohibited.

**Assault**

Intentional attack by use of bodily force or weapons or any objects that could inflict injury upon another person, with or without provocation, is prohibited.

Any physical contact, against the wishes of another person, will be considered as assault.

Any acts of pushing, shoving and scuffling, even if done in a jokingly manner, that result in the injury of another will be considered as assault.

Note: In addition to the disciplinary actions, the offending student will be required to pay for all medical treatment of injuries inflicted on the victim due to assault. Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

**Bullying and/or Intimidating Behavior**

Any act of repeated aggressive behavior in order to intentionally hurt, physically or mentally, another person through verbal abuse, threats, physical assault, coercion and manipulation, and by denying other student his/her rights is prohibited. If the nature of bullying constitutes abuse, assault, and/or harassment, it shall be dealt with accordingly.

**Discrimination**

Discrimination occurs when a person has, on the basis of race, color, sex, age, student status, national origin, religion, or disability, been excluded from participating in, denied the benefits of, or been subjected to, unfair or unequal treatment under any academic, co-curricular, or other education program or activity. Any form of discrimination is prohibited.

**Disorderly Conduct, Hazardous Behavior**

Disorderly conduct includes provocative remarks or actions, lewd conduct, loitering (wandering around in School without any particular reason), skipping classes, spitting, polluting, disturbing the peace by making unreasonably loud noises, peeping through bathrooms, changing rooms or any other rooms where privacy of an individual is to be respected. Such conduct is prohibited.

Display of any behavior that could potentially be hazardous or could likely lead to injuries to self and to other students is prohibited. Examples include running in the stairways or hallways, sliding on floor, leaning out of or sticking any part of the body from building windows.

Note: The School shall not be liable for any injuries as a result of hazardous behavior by any student.

**Disrespect, Insubordination, Defiance of Authority**

Willful rudeness, undignified behavior, intimidation, insult or engaging in negative interaction by use of body language, or through spoken or written words, towards any Member of the School Community are prohibited.

Deliberate refusal or willful failure to follow an appropriate direction, respond to or carry out a reasonable request by any person of authority is prohibited.

**Disruptive Behavior**

Intentional acts, behaviors, or conduct in the classroom, in School, or during any school activity which disrupt or threaten to disrupt the educational process and/or the normal functioning of any school activity, is prohibited.

Inciting disruptive situation is prohibited.

**False Alarm**

Intentionally causing evacuation of a class room, building, a place of assembly, school buses or causing serious public inconvenience or in a reckless disregard of the risk of causing such inconvenience without cause is strictly prohibited.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

**False Reporting, Defamation, Rumor Mongering**

Deliberately reporting false information about another is prohibited.

Deliberately charging falsely or with malicious intention of harming the reputation of any Member of the School Community by demeaning him/her or deterring others from associating or dealing with him/her is prohibited. Any act of defamation of the School is prohibited.

Spreading vicious rumors and lies about any Member of the School Community through any forms of communication is prohibited.

### **Fighting or Inciting to Fight**

Engaging in any form of physical conflict where kicks or blows are exchanged is prohibited. Any form of fighting between two or more students or between groups of students in School, outside School in school uniform and in areas adjacent to the School is prohibited. Students of Rosebud School are expected to refrain from any form of physical conflict with anyone, including a Member of the School Community, even if provoked without any reason. Any act of provocation should be referred to the Block Administrator. Intentional promotion by a student to engage another student in a physical conflict or to incite other person, not a Member of the School Community, to engage in physical conflict with any Member of the School Community is prohibited.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

### **Fire Extinguisher, Unauthorized Use or Misuse**

Fire extinguishers are important tools that are needed in potentially life-threatening fires. Unauthorized use or misuse of such equipments is strictly prohibited.

### **Fireworks and Flammable Lighter, Possession and/or Use**

Possession or use of any combustible or explosive substance or device(s), including fireworks, is forbidden. Possession and/or use of a flammable lighter are prohibited.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

### **Gadgets, Possession and/or Misuse**

Possession of any gadgets and objects that can cause distractions, such as radios, cell phones, video games, cameras, laser pointers etc. is strictly prohibited in school. The School understands that mobile phones are vital means of communication during emergency situations. Therefore, parents/guardians of any non residential student wishing to provide their child/ward with mobile phone for use after school hours must first obtain approval from the school authorities in writing. Mobile phones must be switched off at all times during school hours and cannot be used at School at all times. Students are themselves responsible for the safekeeping of the mobile phones. Any non residential student in possession of a cell phone without approval of the School is in violation of this policy.

Students may be allowed to use personal cell phones or cameras during certain school activities and events with prior approval of the concerned Block Administrator. Misuse of or disruptive behavior with such objects is, however, strictly prohibited. Misuse of any device in a way that violates the personal privacy of another may result in the immediate initiation of the expulsion process. Disciplinary actions shall also include confiscation of such objects.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

### **Gambling**

Gambling, including, but not limited to, any form of betting or playing a game of chance for money and/or things of value is strictly prohibited. Possession of gambling devices (including machines, video games, and other items used to promote a game of chance) is prohibited and such devices will be confiscated permanently.

### **Gang/Threat Group Activity**

Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

### **Harassment**

Harassment is a severe form of discrimination. Harassment includes but is not limited to conduct based on a student's race, color, sex, age, student status, national origin, religion, or disability that has the purpose or effect of:

- Unreasonably interfering with an others' work, education or performance
- Creating an intimidating, hostile, or offensive working or learning environment

- Retaliating against another for having reported or threatened to report harassment, or for having participated as a witness in an investigation of alleged harassment

All forms of harassment based on age, student status, color, disability, ethnicity, gender, linguistic differences and national origin is prohibited. Harassment includes all forms of racial, religious, and sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature. Sexual harassment includes, but is not limited to, the following behaviors:

- Unwelcome statements of a sexual nature
- Unwelcome solicitation or pressure for sexual activity
- Intentional brushing against, patting, or pinching of another's body
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets
- Physical contact and blocking movements
- Leering with sexual overtones, gestures, display of sexually suggestive objects, pictures, posters, or cartoons
- Indecent exposure.

Sexual harassment in any form is strictly prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

### **Hazing**

Ritualistic test or task, which may be considered as harassment, abuse or humiliation with requirements to perform random, often meaningless tasks, sometimes as a way of initiation into a group, is prohibited. Hazing includes, but is not limited to:

- Any type of physical brutality such as hitting, taping, whipping, beating, striking, branding, electric shocking, or placing a substance on the body
- Any type of physical activity such as sleep deprivation, exposure to weather, and confinement in a restricted area, or other activity that subjects the individual to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the individual
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the individual to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the individual
- Any activity that intimidates or threatens the individual with ostracism, that subjects the individual to mental stress, embarrassment, or shame or humiliation, that adversely affects the mental health or dignity of the individual or discourages the student from remaining in school
- Any situation that causes an individual to be subjected to a hostile and/or intimidating environment or causes a disruption to the school learning environment
- Any activity that causes or requires the individual to perform a task that involves violation of school policies or regulations

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

### **Improper Display of Affection**

Improper touching, hugging, kissing and/or engaging in inappropriate acts of sexual nature are prohibited.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

### **Offensive Language and/or Behavior**

Offensive behavior, such as teasing, name-calling, put downs, inappropriate language, coercive behavior, or other mean-spirited behavior is prohibited. Use of profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language is prohibited.

### **Potentially Dangerous Tools, Possession**

Possessing potentially dangerous tools such as pocket knives, blades, box cutters, gas repellants, syringes or other items, which when misused may be considered dangerous, illegal, or could possibly cause harm, is prohibited. If it is discovered that a student has accidentally brought such an item to school the student shall

not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and such possession is prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another with such an object, the student will be determined to be in possession of a weapon and appropriate and charged accordingly.

### **Records or Identification Falsification**

Falsifying signatures, data, or forging notes is prohibited. Misuse of School identification card is prohibited.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

### **Secret Societies**

Membership in secret groups and clubs is prohibited throughout the school.

### **Technology and Computer Misuse**

Misuse of computer equipment or network, deletion or violation of password-protected information, computer programs, data, passwords, or system files, unauthorized access of computers used by the School personnel, accessing of system files and directories, accessing prohibited Internet sites; deliberate contamination of system, unethical use of information, defacement of School's website and using communication features in the School's website to harass and/or insult the School or any Member of the School Community are prohibited.

Note: Unauthorized access and/or misuse of School's file, data and information or unauthorized access and/or misuse of file, data and information from any teacher's computer using computers in School or using personal computers by means of hacking or illegal intrusions from any location will result in academic consequences, denial of access, suspension and/or expulsion depending on the severity of the offense.

### **Theft, Receiving or Possessing Stolen Property**

Unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving or possession of such property, is prohibited. Restitution, when appropriate, will be required.

### **Threat, Intimidation, Extortion, Blackmail**

Uttering or display of intentions of violence or injury with the purpose of harming or terrorizing another is prohibited. Coercion or inhibition by or as if by threats is prohibited. Trying to obtain someone's property (money or something of value regardless of the amount) or favour by intimidation, threat, use of force, or threat of force or by threatening to divulge embarrassing, discreditable information is prohibited.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

### **Tobacco, Possession and/or Use**

Possession or use of tobacco in any form is prohibited. Students who congregate in an area where smoking has recently occurred (bathroom stall, etc.) will each be considered smoking. Consequences to students will be sequential and inclusive during their entire career at Rosebud School.

### **Trespassing, Breaking Into, Unauthorized Entry**

Presence at on School property or any location in School after being warned to leave and not appear on such in prohibited. Students are not allowed to enter any other classrooms besides the one they have been assigned to, unless required by their teachers or the room serves as a location of a particular class or school event or they have been given permission to do so by the Block Administrator.

Non-residential students entering residential hostels at any time will be considered as in breach of this policy. Similarly, boys residential student entering girls hostel and vice versa will also be considered as trespassing. Admitting others through a locked or secured entrance without the permission of an authorized school personnel is prohibited.

Bringing unauthorized visitor to School is prohibited.

Entering any area of the School that has been blocked for security reasons is prohibited. The roof of the school buildings are off limits to all students.

Entering or forcibly entering, without approval, any school location where prior authorization is required is prohibited. Entering offices used by any persons of authority is prohibited unless approved by that person. If it is necessary to visit any person of authority in his/her office, knock at the door and request permission to

enter. Do not enter the room if the person of authority is not in the room or if the permission to enter is denied.

Any student on suspension who enters the School without permission shall be charged with trespassing and will result in an increase in suspension time.

The School shall not be liable for any injuries suffered by a student as a result of trespassing.

### **Unauthorized Sale or Distribution of Items Not Otherwise Specified**

Unapproved sale or distribution of items not otherwise defined in the Code of Conduct is prohibited.

### **Unexcused Absence**

Attendance at School is compulsory. Students are required to attend every classes or scheduled school events and activities in order to profit to the maximum degree from the enhanced learning environment that full attendance promotes. No action will be taken against excused absences unless the frequency of excused absence is so high that it severely effects the academic performance of a student. Unexcused absences will result in consequences including, but not limited to, academic consequences.

### Excused Absences

Students must be in School when required. However, there are times when student cannot justifiably attend School. Absences may be excused for one of the reasons listed below:

- Illness
- Illness of an immediate family member
- Death in the family
- Religious holidays of the student's specific faith
- Scheduled doctor appointments
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard to others
- Special cases. Examples of special cases include important public functions, conferences, as well as exceptional cases of family need.

Parents must report the absence the day before, the day of, or within two school days following the absence, or the absence will be considered unexcused. Any absence is unexcused until the school receives a phone call or a note to excuse the absence. Some situations will require written documentation from a doctor.

Absences are excused only for the reasons listed above. If absences are not excused, as defined in above, the absences are considered unexcused. Skipping classes i.e., not being in class when the class is scheduled to begin or leaving class or school without permission of the teacher and Block Administrator is considered unexcused absence. Such offenses are also subject to disciplinary actions listed under disorderly conduct.

If any student being absent from School without any excuse (as listed above) is reported, seen or caught being present at another location wearing a school uniform will be considered as defaming the School and will also be dealt accordingly.

### **Vandalism, Minor Acts (Less than Rs. 500)**

Willful and malicious destruction or defacement of property that belongs to the school, other students, staff members, or other individuals is prohibited. Vandalism includes, but is not limited to, breaking doors and windows, damaging lights, switches and other fixtures, destroying and defacing walls with unauthorized printed material, ink, dye, marker pen paint or similar substance. Any acts of vandalism reported to be committed by a group of students will result in disciplinary actions against the whole group if the primary offender(s) is not reported to a person of authority or such offender does not confess to the offense on his/her own. Vandalism resulting in damages less than Rs. 500 is considered minor act of vandalism.

### **Vandalism, Major Acts (More than Rs. 500)**

Willful and malicious destruction or defacement of property that belongs to the school, other students, staff members, or other individuals is prohibited. Vandalism includes, but is not limited to, breaking doors and windows, damaging lights, switches and other fixtures, destroying and defacing walls with unauthorized printed material, ink, dye, marker pen paint or similar substance. Any acts of vandalism reported to be committed by a group of students will result in disciplinary actions against the whole group if the primary

offender(s) is not reported to a person of authority or such offender does not confess to the offense on his/her own. Vandalism resulting in damages in excess of Rs. 500 is considered major act of vandalism.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

#### **Violation of Computer Lab Rules**

In addition to the Technology and Computer Misuse, students are required to follow the Computer Lab Rules while using the School's computer lab facilities. Rules outlined in the Computer Lab Rules (Refer to Appendix 1) shall be applicable at all times whenever students use the computer facilities of the School. Disciplinary actions will be administered as indicated.

#### **Violation of Dining Hall Rules**

Rules outlined in the Dining Hall Rules (Refer to Appendix 2) shall be applicable whenever at all times students use the dining hall facilities of the School. Students are required to follow the Dining Hall Rules strictly. Disciplinary actions will be administered as indicated.

#### **Violation of Dress and Grooming Rules**

Students have the opportunity to only wear clothing prescribed/provided by the school management within the school location or at school sponsored events or activities in School or outside. Students are required to follow the rules outlined in the Dress and Grooming Rules (Refer to Appendix 3) whenever at School, on a school location and/or school sponsored activity. Disciplinary actions will be administered as indicated.

#### **Violation of Use of Transportation Facilities Rules**

Rules outlined in the Use of Transportation Facilities Rules (Refer to Appendix 4) shall be applicable at all times whenever students use the transportation facilities (buses, vans, cars or rented vehicles) of the School. Students are required to follow the Use of Transportation Facilities Rules strictly. Disciplinary actions will be administered as indicated.

#### **Weapons or Dangerous Objects, Possession and/or Use**

The possession, real or implied, and/or use of items which are considered dangerous, illegal, or which could possibly cause destruction or disruption, or harm, injury or death of another is strictly prohibited. Possession and use of weapons will also be reported to the police. In addition to the disciplinary actions, possession of weapon or any dangerous object will result in permanent confiscation.

Note: Depending on the severity of offense, more severe form of punishment, including longer suspension or expulsion, shall be administered at the first offense.

## **Additional Discipline Information**

### **Corporal Punishment**

Rosebud School strictly prohibits any form of corporal punishment. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm. Any form of violent punishment is strictly prohibited.

### **Effect of Disciplinary Action on Student Record**

Violations and consequences accumulate for the current school year except for tobacco, drug violations, or violations leading to suspensions and expulsions. Tobacco, drug violations, and violations which has resulted suspension will be on the student's record for his or her remaining years.

### **Modification of Consequences**

Consequences for a specific violation can be adjusted on an individual basis at the discretion of Block administration and the School Disciplinary Committee.

### **Multiple/Chronic Violations**

A student, who accumulates excess referrals or several referrals for serious behavior, may be disciplined in light of the student's overall record. The student and parent will have a warning conference with a Block Administrator, and other appropriate staff members, to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the disciplinary guidelines may be expelled if he/she commits additional offenses of the same nature.

### **Parental Questions about Discipline**

Parents may contact Block Administrator or any Member of the Student Disciplinary Committee to discuss an infraction and consequence assigned if they have questions regarding the situation.

### **Physical Restraint**

Physical restraint may be utilized by administrators, teachers, and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself, others, or property.

### **Search Policy**

Rosebud School reserves the right to inspect and search the School's property at anytime. At no time does the School relinquish its exclusive control over its properties and any authorized School personnel may conduct inspection of School buildings, desks, benches, classrooms, dining halls, buses, residential hostel, and lockers provided to students for any reason without any advance notice or without student's consent.

School bags may be searched without the consent of the student.

Other personal possessions of a student or student's body may be searched only when the School authorities have reasonable suspicion that the search will uncover evidence of a violation of school rules. Student's right of privacy shall be respected at all during such searches.

Rest rooms and changing rooms can be inspected anytime without any advance notice respecting the student's privacy.

All Members of the School Community are expected to cooperate during search and inspection of the School's properties.

### **Unique Situations**

Because it is not possible to list every violation that occurs, those not specified will be addressed on a case-by-case basis. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the School's needs.

## **Reporting Violations**

It is the duty of all Members of the School Community, who is the subject of the offense or has witnessed the violation or is knowledgeable about the violation, to report violations of the Code of Conduct to any person of authority.

The School will take appropriate action against any student or personnel that retaliates against any Member of the School Community who makes a good faith report of alleged violations against any individual who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## Definitions of Disciplinary Actions/Consequences

Disciplinary actions for violations of the Code of Conduct may include, but are not limited to, one or more of the following:

**Warning** means verbal or written notice issued by a person of authority that the student is in breach with the Code of Conduct and any further non-compliance will result in more severe consequences.

**Confiscation** means seizure of any devices or objects not authorized for use in school. Such devices shall be confiscated immediately or after one verbal warning depending on the severity of the offense. Confiscated devices/objects will be forwarded to the Block Administrator. The confiscated item may be returned to the parent for first time offense only. Repeated use of unauthorized device will result in permanent confiscation.

**Student Conference** means the offender(s) will be called in by the Block Administrator at a teachers' or a school personnel's referral. Student will be inquired about the violation, required to explain what, how and why it took place and provide the names of any other students involved in the violation. Depending on the severity of the offense, the offending student will be required to write a confession in presence of the Block Administrator and such confession shall be used as evidence for any further consequences.

**Parents Conference** means a meeting regarding a student's offense among the offending student, his/her parents, the Block Administrator and/or any other member of the Student Discipline Committee. The parents shall be explained the nature of the offense and the disciplinary actions recommended for such offense. The School's Code of Conduct shall be used as a reference for the definition of the violation and the recommended disciplinary actions. Confession made by the offending student will be presented to the parents in such meeting.

**Academic Consequences** means grading down of any school activity that is to be graded by a teacher. Such activities include assignment, presentation, test, examination or a class related work. Any student caught cheating or conferring with other student during examinations will result in his/her work graded as "Failed" for that particular examination.

**Restriction/Loss of Privilege/Denial of Access** means denial of access to use of resources, facilities or participation in extra curricular activities for one or more days. Such consequences are applicable, but not limited to, violations of transportation policies and use of computer lab policies.

**Class Suspension** means temporary denial of student's right to attend one or more classes or other school activities during one school day. Student will be required to spend one or more periods, not exceeding five class periods, in a detention room. Any violations committed during in class suspensions will result in more severe consequences.

**Dismissal** means temporary denial of a student's right of school attendance. It shall be applicable for the remainder of the same school day on which a violation was committed. Depending on the severity of the offense, the Block Administrator shall notify parents/guardians by telephone of the dismissal and inform them to pick up their child. In the event that the student's parent or guardian is not available for notification of the suspension at the time of the suspension, the student shall remain in the School with all his/her rights to school attendance suspended and use of other facilities denied for the remainder of the school day.

**Fine/Restitution/Compensation** means restoring a damaged property either by replacing it as required by the rightful owner or by compensating with an amount equivalent to the assessed value. Compensation required for the medical treatment of the injuries sustained by anybody in School as a result of a violation by a student shall be the sole responsibility of the student committing the offense and his parents. Collective restitution (monetary fine for a group or the entire residential students) will be applied if the primary offender cannot be identified.

**Suspension** means temporary denial of a student's right of school attendance. A student can be suspended from School for more than one day for up to fifteen (15) days. A suspended student cannot attend School or any School related events or activities or use School resources during his/her suspension period except in case the Student Disciplinary Committee has ordered his/her presence before the Committee in School during the course of its investigation. Failure to abide by this rule shall result in expulsion. The student will

have to return to School after the end of his/her suspension period. The student may return to school if the Student Disciplinary Committee allows him/her to return to school in writing before the end of the pre-determined duration of suspension.

**Expulsion** means permanent denial of a student's right of school attendance at Rosebud School. An expelled student is no longer considered student of Rosebud School and will, consequently lose all rights and privileges granted to him/her as a student of Rosebud School. An expelled student cannot enter the premises of Rosebud School at any time after his/her expulsion from Rosebud School unless accompanied by his/her parents or authorized guardians and with prior notice to and approval of the Block Administrator.

**Other disciplinary actions** mean consequences, not mentioned herein, but deemed appropriate by the Student Disciplinary Committee within the general guidelines of this Code of Conduct. If required by law, the School shall also refer any violations deemed illegal by local laws to the concerned authority including police. If necessary, the School shall also initiate legal actions against the offender.

## Appendix 1: Computer Lab Rules

As students of this school, all students are entitled to use the computer lab facility and the state of the art equipments during your computer classes or during prescribed hours. Students are expected to conduct in a responsible and conducive manner while in the computer lab as any violation of the Computer Lab Rules may result in denial of access, loss of the privilege to the use of the computer lab and related facilities, restitution and in case of severe violations, restriction from the computer for a definite time. **The School's Code of Conduct applies at the computer lab at all times. Students must follow the discipline guidelines outlined in the Code of Conduct.** Additionally, students have to follow the following discipline guidelines:

### You are allowed to:

- Use the computers for school work only
- Use the computers to enhance your computing skills without causing damage to the equipment

### You are strictly prohibited from:

1. Eating, drinking or chewing gum in the computer lab
2. Playing and running around in the computer lab
3. Talking in loud and disruptive manner
4. Bringing and using sharp and pointed objects in to the lab (e.g., compasses, pins etc.)
5. Installing or downloading software and other applications
6. Modify or deleting any pre-installed system files, other files or entire software
7. Using the computer for recreational purposes (e.g. playing games, chatting)
8. Connecting USB drives, external drives and any other peripherals to the computer
9. Changing the settings of the computer including wall paper or screen saver, registry files
10. Destroying, removing, detaching or disconnecting keyboards, mice, and any wires and cables attached to the computer and the monitor
11. Turning the computer or monitor on or off without approval or instruction of the teacher or the computer lab supervisor. Once a computer is turned on, leave it on. It will be turned off by the computer lab supervisor.
12. Wiping the LCD screen with hands, clothes, any material or object. If you find the LCD monitor dirty, please ask the computer lab supervisor to clean it.
13. Saving your personal files to computer's hard drives or network drives unless you have been provided a designated space. Files saved in unauthorized space will be deleted. Should you wish to save your files in your personal floppy, CDs or USB drives, please ask the computer lab supervisor for assistance.
14. Moving computers and LCD monitors around
15. Sitting on the table where the LCD monitors are placed
16. Sharing your UserID (logon name) and password, if you are provided with such, with other students
17. Impersonating another user by using their logon name and/or password
18. Accessing unauthorized files, accounts or other systems

Offenses 1-19 are considered minor offenses.

19. Scratching the LCD screen with finger or any other object. Remember, LCD screen are very sensitive and need to be treated extremely gently. Even a minor scratch can cause irreparable damage to the LCD screen.
20. Damaging the LCD screen and the computer in any manner to the extent that the damage can only be repaired by a professional technician or cannot be repaired at all and has to be replaced
21. Damaging keyboards and mice
22. Installing viruses and malicious software and codes that cause harm to the computers and the network
23. Unauthorized access and misuse of School's file, data and information
24. Unauthorized access and misuse of file, data and information from any teacher's computer

Offenses 20-26 are considered major offenses.

If you are granted the right to use the Internet facility in the computer lab, you are strictly prohibited from:

- Accessing websites of offensive, pornographic and violent nature and with content that is generally considered as unsuitable for school children

- Downloading and installing any kinds of files (games, software, codes) from the Internet on to the school computers
- Using the Internet to cause damage to the school computers and networks
- Using the Internet and email to damage the reputation of the School or any Members of the School Community
- Using the Internet and email to harass, insult or harm other Members of the School Community

All these offenses are considered major offenses.

**Disciplinary actions for violation of Computer Lab Rules, include, but not limited to:**

- Verbal warning for first minor offense and/or immediate suspension from the computer lab for one school day
- Minor offense committed twice or more will be treated as a major offense
- Denial of access to the computer lab for a specific period for first major offense
- A major offense may also result in the loss of computing privileges and suspension from the computer lab for the entire school year. Additionally, the student causing the damage to the computing equipments will be required, depending on the severity of the damage, to pay for the repair or replacement of the equipments. Damaging of any equipment to the extent that it can no longer be utilized and has to be replaced will certainly result in the compensation for the replacement of the equipment.
- In case the student responsible for the damage not own up to the offense, the entire class of the student may be penalized or even required to pay for the damage caused by their fellow classmate
- In addition to the above, offenses committed in the computer lab can also be charged under any violations listed in the Code of Conduct's Discipline Guidelines. Disciplinary actions will be as indicated.

**Other important things to remember:**

- If you experience any technical problems with your computer, do not attempt to solve the problems yourself. Ask the computer lab supervisor for assistance. Should you accidentally delete system files, report this to the computer lab supervisor immediately.
- Keep the lab clean and tidy. Put things back when you are finished with them, including keyboards, mice, and chairs, and leave the computers as you would want to find them.
- As the lab is a shared facility, always remember that if you damage a computer, other students will also be deprived of using the equipments because like you they have also paid for and have the same right to use the school's computer. Loss of one computer will affect at least ten other students.
- Students are encouraged to report violation of these policies by fellow students immediately to the supervising teacher or the computer lab supervisor.

## **Appendix 2: Dining Hall Rules**

The School's dining hall is a place where students have the opportunity to eat meals provided to them. Depending on the student's status, students are provided with breakfast, lunch, snacks and dinner.

### **Student responsibilities in Dining Hall**

- All students are required to be present at dining hall during specified meal times. Any student found loitering around in other areas during his/her meal time will be charged under disorderly conduct.
- Form a queue under the supervision of teachers or captains and prefects and enter the dining hall in an orderly fashion.
- Proceed in an orderly fashion to get your meal served by the kitchen staff.
- Take food only as much as you can eat. Do not be greedy.
- After being served, proceed to a dining table. Sit in a vacant spot. If space permits, allow others, who may not have found a vacant spot, to sit. Do not fight or argue with anyone over seats.
- After finishing meal, clean up the dining area you have occupied. Take the utensils to a designated space for used utensils and leave them there.
- Proceed out of the dining hall in an orderly manner.
- Unless taking part in a School activity that coincides with the meal times, meals will not be served to anyone who has missed the meal time.

The School's Code of Conduct shall apply at all times in the dining hall. Students must follow the discipline guidelines outlined in the Code of Conduct. In addition to the Code of Conduct, students need to be aware that:

- Any form of disrespect is prohibited. Disrespect towards dining hall and kitchen staff is prohibited.
- Any form of insubordination is prohibited. Students are required to obey the instructions of the F&B Manager, dining hall staffs, supervising person of authority or prefects.
- Any form of disorderly conduct or hazardous behavior is strictly prohibited. Playing, running in dining hall is prohibited.
- Any form of fighting or assault in dining hall is prohibited. Any form of harassment or verbal abuse is prohibited in the dining hall. Arguing and fighting with any students and members of the kitchen staff over food or place to sit are prohibited.
- Any form of vandalism is prohibited. Destroying dining hall furniture and utensils are prohibited.
- Any form of theft of kitchen utensils and equipments is prohibited.
- Entry in dining hall, unless during specified meal time or if a School event or activity has been scheduled to take place in the dining hall, is prohibited. Entry in kitchen and washing areas are prohibited at all time.
- Food-throwing or playing with food is prohibited.
- Wasting of food is prohibited.

### **Disciplinary Actions:**

Offenses committed in the dining hall will be charged under any violations listed in the Discipline Guidelines. Disciplinary actions will be as indicated.

### Appendix 3: Dress and Grooming Rules

Rosebud School has adopted a Dress Code Policy with a simple motto “If you look smart, you behave smart.” Rosebud School expects the support of parents, teachers, administrators and students in the spirit for which the standards are intended. This mandatory policy is applicable to all students from Grade I and above. Students are expected to dress and groom within the limits set by the guidelines.

Dress and grooming on a school location and/or school sponsored activity in the following manner is prohibited at all times:

- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes any antisocial or illegal groups or gangs.
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others
- Wearing of masks or grooming that limits or prevents the identification of a student.

The Dress Code Policy has been developed to establish a standard of decency for covering the body, for improving the educational environment of the school, for fostering school unity and pride and for enhancing school safety and the policy should be interpreted in the spirit for which it is intended.

Students are expected to obey the rules and directions of their captains/prefects, teachers and administrators. Parents are requested to encourage their students in participating in the spirit intended by the standards for personal appearance and the discipline program. The Dress Code Policy shall be positively enforced by captains/prefects, teachers and administrators.

#### General Uniform Guidelines

	Girls	Boys
Shirt	Plain White Shirt with Rosebud School logo. Shirts may be short/long sleeve with or without pockets.	
Skirt	Skirt, in design prescribed by school, should be mid-knee length. Skirt must be secured at the waist / hip bone.	
Pants		Pants, in design prescribed by school, prescribed by school should be secured at the waist / hip bone. Acceptable bottom shall be between 15 – 18 cm. depending upon height of the student.
Belt	Mandatory part of the school uniform and should be worn at all times.	
Tie	Mandatory part of the school uniform during winter season and should be secured at neck at all times.	
Sweater/Blazer	As prescribed by school and is mandatory for all students.	
Shoes	Conservative black shoes preferably with buckle or straps. Sandals, slippers, open toe or open heels, or boots are not allowed.	Conservative black shoes with black laces for Grades VII – X, and preferably strap shoes for Grades I – VI. Sandals, slippers, boots are not allowed.
Socks	Plain white knee length socks. Should be clean at all times. <b>Special preference should be given to hygiene and cleanliness.</b>	
Stockings	Winter stockings as prescribed by school.	
Accessories	Includes winter caps, gloves and scarf prescribed by school and plain handkerchiefs with dimensions less than 30X30 cm. Other accessories including headwear i.e., hats, bandanas, sweat bands (wrist/head), and sunglasses are not acceptable.	
Undershirts	Includes undershirts, vests, sameez must be white with no visible printing or graphics.	

Undergarments	Proper undergarments are to be worn at all times. White sameez is compulsory for girls of Grades VII – X. Undergarments shall not be visible anywhere.
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In addition to the above Uniform Guidelines, there are certain minimum standards of hygiene, sanitation and personal appearance which students are expected to follow. Student's dress and grooming shall be neat, clean and follow the general guidelines below.

### Appearance Guidelines

	Girls	Boys
Uniform	Shirts, Skirts/Pants shall be clean, properly ironed everyday. Shirts are to be buttoned properly and tucked neatly inside skirt or pant. Belt should be visible at all times. Half shirts should be at least elbow length and folding of half shirts is strictly prohibited. Skirts and pants are to be secured firmly at waist / hip bone. Students shall give special importance to cleanliness and hygiene especially for socks and undergarments. Shoes shall be polished and shined everyday. Tie, when worn, should be worn properly. Tie should be knotted right between the shirt collars and tie knots cannot be hung more than 2cm below the top most shirt button. Tie, identity cards and belt are an important part of the school uniform and shall be worn at all times.	
Hairstyle	Hair must be kept clean and well kept. Hairstyles must be worn clear off the eyebrows. Long hair must be tied back away from face with small size black-colored pins, white ribbon or white rubber band. Use of white hair band is mandatory for short hair. Hairstyles shall not have sudden changes in length. Patterns, lines and ridges cut into the hair are not acceptable. Unusually colored or beaded braided hair is prohibited.	Hair must be combed properly. Hairstyles must be worn clear off the eyebrows and cleanly shaved clear of the ears and neck length of the shirt. Acceptable length of hair is up to 4 cms in the front and 1.5 cms at the sides and back. Use of gel or hair oil for descent hairstyle is acceptable for school. Bald hair shall be considered only for ritual purposes. Hairstyles shall not have sudden changes in length. Patterns, lines and ridges cut into the hair are not acceptable. Unusually colored or beaded braided hair is prohibited.
Jewelry	Ear-rings cannot be more than ½" diameter. Small hoops or studs are acceptable (plain or with artificial gems/stones). Original jewelry shall not be acceptable. No other jewelry shall be worn including expensive watches.	Boys shall not wear earrings or jewelry of any kind. Prior approval is a must for jewelry of any kind only for ritual purposes.
Make-up	Make-up of any kind is strictly prohibited. Use of nail polish, gazal and mehendi is not acceptable.	Make-up in any form is prohibited.
Deodorants	Mild fragrance deo sticks or deodorants are acceptable. Strong fragrance and perfume is not acceptable.	
Nails	Nails shall be trimmed and neatly cut at all times.	

### Disciplinary Actions

Failure to abide by the Dress and Grooming Rules will result in consequences listed in the Discipline Guidelines. Disciplinary actions will be as indicated.

## **Appendix 4: Transportation and Bus Use Rules**

Rosebud School is committed to providing a safe and enjoyable riding experience for its bus riders. The Transportation Department is responsible for the safety of the bus users while they are on the school bus. Parents are responsible for the safety of their student until they are on the school bus. School vehicles are meant for use by the students and other members of the Rosebud School Community only.

Students shall be given the first priority in seating. Staff and employees of Rosebud School may occupy a seat if one is available after all students have been seated.

Please review this information and discuss it with your child/children. This information is being provided so that your child/children will clearly understand the bus behavior expectation. Riding the school bus is a privilege that can be revoked if a student chooses not to comply with the Use of Transportation Facilities Rules.

Students, who use the School's daily pick up and drop off service, are assigned to a particular bus for the entire school year depending on his/her pick up/drop off location (bus stop), unless the Transportation Department has reassigned him/her to another vehicle and has informed the student and the parents accordingly. As a rule, students cannot to be dropped off at any other location other than the designated bus stop or use a bus plying in another route unless such request is informed to the Transportation Coordinator in advance. Parents must inform the Transportation Coordinator at least one week in advance if the bus stop of their child/children is to be changed. Our goal is to provide a safe and effective transportation service, not to complicate transportation situations for parents and students.

It is the responsibility of the Parents to ensure their child arrives at the bus stop on time. School buses cannot wait for more than the designated time at any bus stop. If a student misses the bus, he/she is required to inform the School immediately so that he/she can be picked up by any other school vehicle that may be coming in that direction at some later time. Otherwise, it is the responsibility of the parents to arrange for an alternative means of transportation for their child.

It is the responsibility of the Parents to accompany their child to the bus stop and wait with the child until he/she has boarded the vehicle. It is also the responsibility of the parents to be present at the bus stop to pick up their child when he/she is dropped off by the School vehicle. It is understood that if any student of Rosebud School is allowed to walk to/from the bus stop alone, it is at the explicit consent of the parents.

The School shall make every effort to inform the student and/or parents on time if the bus service has been delayed or cancelled. However, it is also the responsibility of the student and/or parents to contact the School or the Bus Driver in the event of cancellation of bus service or the bus has been delayed.

### **Student Responsibilities**

#### Going to the bus stop to board school bus or getting home from bus stop

- Use a direct route to get to/from the bus stop
- Obey street signs
- Use sidewalks where provided
- If there are no sidewalks, walk on right side of the street in the direction of the oncoming traffic. This is to ensure that you can see the vehicle coming towards you and take appropriate action in case of emergency.
- Use extreme caution and common sense when crossing the streets. You cannot estimate the speed of the approaching vehicle. Do not cross the street unless it is absolutely safe to do so. Where available, use zebra crossing to cross the street. If zebra crossing is not available, cross streets at corners. Look towards your right before crossing the street. Cross the street if safe to do so. If the street is two way street, look towards your left when you reach the middle of the street and cross if safe to do so.
- Arrive no more than 10 minutes before the bus is scheduled to stop.
- If there are other Members of the School Community from the same area, walk with them especially when it is dark.
- Be aware of suspicious individuals (young, old, male, female) on foot or in motor vehicles. **DO NOT ACCEPT RIDES FROM STRANGERS EVEN IF YOU HAVE MISSED THE BUS.**

### Waiting at the Bus Stop

- Wait away from the traffic. Stay at least five feet off the road or street.
- Respect the property around the bus stop. Do not pick flowers or shrubs, throw stones, litter, etc.
- Use appropriate language at all times.
- Respect other students by not pushing, shoving or fighting.
- Stay back until the bus is actually stopped. A PUSH AT THE MIDDLE OR END OF THE LINE CAN SEND THE FRONT PERSON INTO THE BUS OR UNDER ITS WHEELS.
- Older students shall be helpful to younger ones.
- Follow the School's Code of Conduct at bus stop

### Boarding the Bus

- Wait until the vehicle has stopped and the door is opened before starting to board
- Make a queue and board the vehicle in an organized manner
- Do not push or shove while boarding the vehicle
- Use the handrail, if available, to keep from slipping, falling or tripping
- Show respect to any elder Members of the School Community already in the vehicle
- Greet the driver and conductor
- Move directly to your seat and sit down
- Any large items used by the student for his/her work at school should be handed over to the conductor for proper storage or stored in a manner that does not affect other students' right to use the transportation facilities

### Riding on the Bus

- Follow the driver and conductor's instructions
- Remain in your seat until the vehicle arrives at your stop
- Speak in a quiet voice. Your voice should not be heard above others
- Keep hands, feet, and your belongings inside the bus.
- Do not run around in the vehicle
- Do not throw objects inside the vehicle or out the window
- Do not use profanity, including words or gestures
- Do not tease or harass others
- Do not spit
- Do not eat, drink, or chew gum
- Do not vandalize the vehicle
- Follow the School's Code of Conduct in the vehicle

### Exiting the Bus

- Do not get off your seat until the bus has come to a complete halt.
- Wait until the door is opened by the conductor before getting off the vehicle
- Make a queue and disembark from the vehicle in an organized manner
- Do not push or shove while getting off the vehicle
- Use the handrail, if available, to keep from slipping, falling or tripping
- Always cross the road from the front of the bus, not from behind the bus.

**The School's Code of Conduct shall apply at all times in the school buses and vehicles. Students must follow the discipline guidelines outlined in the Code of Conduct.** In addition to the Code of Conduct, students need to be aware that:

- Sitting on the driver's seat is prohibited. Playing with the bus keys or tampering with the bus instruments is prohibited. Any attempt to start the bus, disengage the hand break, play with the accelerator, brakes and clutch shall result in immediate expulsion from the bus and other consequences as set forth in the Discipline Guideline.
- Any form of disruptive behavior is strictly prohibited. Do not disturb the driver when he is driving.
- Any form of insubordination is prohibited. Students are required to obey the instructions of the bus driver and the conductor.
- Any form of disorderly conduct or hazardous behavior is strictly prohibited. Spitting in the vehicle or outside from the vehicle is prohibited. Hanging out of the window or sticking any parts of the body (including head, hand or feet) is prohibited. Throwing objects inside or from the vehicle is prohibited.

Holding onto/or attempting to hold onto any portion of the exterior of the bus is prohibited. Opening the door or attempting to open the door while the vehicle is in motion is strictly prohibited.

- Any form of fighting or assault in the vehicle or in the bus stop is prohibited. Fighting, not only includes, fighting with the other Members of the Rosebud School Community, but also with any other person not a Member of the School Community.
- Any form of harassment or verbal abuse is prohibited inside the vehicle.
- Any form of vandalism of any part of the vehicle or tampering with the vehicles equipments is prohibited. Tampering with and/or misuse of emergency exits in the vehicle is prohibited.
- Any possession or use of prohibited items, including weapons, lighters, fireworks, is prohibited.
- Any form of behavior that could endanger the safety of other riders is strictly prohibited.

**Disciplinary Actions:**

During the course of the journey, offending students will be given a verbal warning by the driver or conductor and will be instruction to be seated in a particular seat, if necessary under restrain, for the remainder of the journey.

Violations shall be reported by the bus driver, conductor or the transportation supervisor to the Transportation Coordinator.

Grade	First Offense	Second Offense	Third Offense
Elementary (1-3)	★	Loss of Bus Riding Privileges up to 3 days	Loss of Bus Riding Privileges up to 1 month
Junior (4-7)	★	Loss of Bus Riding Privileges up to 5 days	Loss of Bus Riding Privileges up to 1 month
Senior (8 – 10)	★	Loss of Bus Riding Privileges up to 10 days	1-3 days Suspension and Loss of Bus Riding Privileges from 1 month to remainder of the School Year

(★) Indicates disciplinary action assigned by the Transport Coordinator.

In addition to the above, offenses committed in during the use of transportation facilities can also be charged under any violations listed in the Discipline Guidelines. Disciplinary actions will be as indicated. For example, breaking a window of the bus will also be charged under vandalism. Disciplinary actions will be as indicated.

Note: Depending on the severity of offense, more severe form of punishment, including denial of privileges, suspension or expulsion, shall be administered at the first offense.

## **Appendix 5: Residential Hostel Rules**

Rosebud School provides residential facilities for students of Grade I and above. In addition to the School's Code of Conduct which is applicable at all times, residential students are also required to follow the hostel specific rules and regulations of Rosebud School. The Hostel Warden or a person designated by the School authority for hostel matters acts as the Block Administrator and is given the responsibility and authority to implement the rules and regulations necessary to maintain a well disciplined environment in hostels.

### **General Rules:**

#### **1. Admission**

Admission in residential hostels is allotted for a period of one year. As space is very limited, admission in hostel is granted on first come first serve basis only. Priority will be given to students with permanent address outside Kathmandu valley. Any student, new or continuing, will have to pay a one time non-refundable hostel enrollment fee during initial admission at hostel. Student already enrolled in Rosebud School and who has been using the residential facilities in the current school year will have to confirm readmission in hostel for the next school year at the time of reenrollment at Rosebud School (at the end of the current school year) for the next school year. As with school enrollment fee, which is applicable for new admission only, hostel enrollment fee will also not be charged if readmitted in hostel within the specified time. Short term stay in hostel will be accepted only if space and circumstances permit. All applicable hostel fees, including hostel enrollment fee, will be levied for the entire duration of a short term stay.

#### **2. Accommodation**

Rosebud School provides dormitory style living in our residential hostels. The School provides the following bedding materials for use by residential students:

- 1 Bed including mattress and bed sheet
- 1 Pillow including pillow case
- 1 Blanket

These items are property of the school. Students cannot damage them or remove them from hostel at any times. Such cases will be considered as offenses described the School's Code of Conduct and will dealt as per established guidelines.

Residential students may bring one additional pillow and blanket and the required cover for their personal use. The School, however, will not bear the responsibility for the safekeeping of such items.

Every student must clean their bed and fold the blankets every morning.

#### **3. Casual Clothing**

Residential students are permitted to wear their own casual clothing during off school hours. However, residential students are required to wear modest and decent clothes. Dress and grooming in the following manner is prohibited at all times:

- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes any antisocial or illegal groups or gangs.
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others
- Wearing of masks or grooming that limits or prevents the identification of a student.
- Wearing of clothing that allows visibility of undergarments or wearing of extremely short pants or skirts

All school and casual clothing must be marked with the student's full name (in form of a name tag) in order to identify the correct owner of the clothing.

#### **4. Celebrations of Birthdays, Religious and Festive Events**

Parents/guardians wishing to take their child home for celebration of birthdays and religious festivals will have to request the Hostel Warden in writing before taking their child home. Unless approved by the Hostel Warden otherwise, the check-out and check-in times will be applicable as indicated in Holidays section. Parents/guardians of the student will not be permitted take their child's friends staying in hostel for any celebration.

Parents wishing to have their child celebrate their birthdays in hostel are required to inform the Hostel Warden in writing at least 1 day in advance. Parents may bring or send sweets, cake and other baked items to their child to share with his/her friends. The School, however, requests parents not to give any expensive gifts to their child or to his/her friends.

### **5. Disciplinary Actions**

Any form of non compliance with the Residential Hostel Rules and the School's Code of Conduct in general is an offense. For first offense of non serious nature, the Hostel Warden shall assign consequences as prescribed. First offense of serious nature and repeated offenses will be reported to the School Disciplinary Committee and the consequences for violations will be implemented as indicated in the Code of Conduct. Consequences include suspension or expulsion from hostel or from the school altogether. Any offense committed by a residential student during off school hours between 05:30pm-08:00pm that result in suspension or expulsion from the hostel shall be notified to the Parents/Guardians by the Hostel Warden the same evening. Parents/Guardians will be called for a Parents Conference and be required to pick up their child/ward the same evening by 09:00pm. Otherwise, the disciplinary action of suspension or expulsion from the hostel will be initiated the next day.

### **6. Daily Routine**

Every residential student will be required to follow the daily routine as prescribed by the School for school days and holidays. Students will be required to be at designated room during study time and coaching periods and be at the dining hall during prescribed meal time. Depending on circumstances, the Hostel Warden may change the daily routine of holidays in order to allow students to spend their time in a more productive manner. Unless a bed stay is necessary due to sickness, no student will be allowed to be in hostel during study time (unless the study time is conducted in hostel) or during meal times.

### **7. Family Emergencies**

Any residential student who has to leave for home for family emergencies will be allowed to do so. Although any advance notice in writing is not required, parents are required to inform the Hostel Warden or the concerned school authority by telephone.

As the School does not allow any residential student to leave for home unaccompanied by an adult under any circumstances, a parent or any of the authorized persons will have to pick up the student in any emergency. In extremely difficult situation, the student may be accompanied home within the Kathmandu Valley by the Hostel Warden or any designated school personnel.

### **8. Food**

Parents/guardians may bring home made food, baked items and fresh fruits for their children during their visits. Parents are advised not to bring any junk foods for their children. Residential students may also consume following food and drinks during meal times on holidays, including Saturdays, only:

- Health Drinks (Bournvita, Horlicks, Soya Milk etc.). Carbonated beverages such as coke and soda are, however, not permitted.
- Bottled pickles. However, condiments such as ketchup, mayonnaise and mustard sauce as not permitted.
- Ghee.

### **9. Holidays**

Residential students are not be permitted to stay in hostel during school vacations, term breaks and school holidays lasting for more than three days (including any Saturday). Such holidays are indicated in the academic calendar. Unscheduled holidays dues to strikes and other unforeseen circumstances are not considered school holidays. The School may allow some residential students to stay in hostel during some short school holidays. However, staying in hostel during vacations and term breaks is not permitted.

Parents/guardians will have to pick up their child between 05:30pm-07:00pm (check-out) on the last school day before the vacation. Three days advance notice in writing to the Hostel Warden is required for pick up outside the regular check out time. Regardless of the situation, all residential students must leave the hostel within the first day of the vacation or term break.

The School allows only person authorized in the Residential Student Record to pick up the student. A written authorization by parents/guardian will be necessary if any other person excluding persons indicated in the Residential Student Record is allowed to pick up their ward. Authorization by telephone is not accepted.

Hostel reporting time (check-in) for all residential students returning back to hostel at the end of the vacation or term break is between 03:00pm-4:30pm of the last holiday or between 06:30am-08:00am of the first day of school. Residential students will not be permitted to check-in before the earliest check-in time.

Parents/guardians will have to notify the Hostel Warden in writing if any residential student is unable to check-in by the first day of school. An alternate check in time will have to be scheduled at least one day in advance with the Hostel Warden. No residential student will be permitted to enter classes before checking-in in the hostel and has been formally checked-in by the Hostel Warden.

The Hostel Warden keeps a record of all check-ins and check-outs. Parents/guardians are advised to cooperate with the School authorities in such matters.

#### **10. Hostel Events**

Residential students may be taken to an outside location for picnic, tours or entertainment purposes. The School expects students to display a high degree of discipline and conduct themselves in manner worthy of a student of Rosebud School during such times. As the School's Code of Conduct applies at all times even during school events held in an outside location, any offense committed during such times will be dealt with in accordance to the Code of Conduct,

#### **11. Incidental Items**

Any items of a relatively small amount, including toiletries that a residential student may immediately require for hostel life may be purchased by the Hostel Warden for the student. Such purchase will be added to the student's monthly bill or deducted from the pocket money.

#### **12. Inspection**

The School reserves the right to inspect personal belongings including storage spaces and luggage of any residential student at any time without any prior warning. Students will be required to open any locked luggage during inspection. Locked luggage will be opened forcibly if the student refuses to open the luggage when asked to do so without any liability to the School for the damages. Body searches may also be conducted whereby the student's right to privacy will be respected.

#### **13. Laundry/Shoe Cleaning**

Residential students are provided with laundry facilities. Hostel staff will wash certain school and casual clothing items and bedding items as per the laundry schedule of the hostel. Students are advised to leave laundry items in a designated area at specified time only. Throwing clothes in haphazard manner is prohibited. In such cases, a verbal warning will be issued in first offense. Such offense, if repeated again, will result in expulsion of the residential student from the hostel. All school and casual clothes must be marked properly in order to identify the owner as the School shall not bear the responsibility of any lost clothes.

Socks and undergarments will have to be washed by the students themselves during bath time.

Students are also responsible for cleaning their own school and casual shoes.

#### **14. Medical Treatment**

Parents/guardians of every residential student will be required to fill a Student Health Record completely at the time of the first check in day of an academic session. Any form of diseases, infections and illnesses suffered by a child during his/her enrollment at Rosebud School should be informed by his/her parents/guardians immediately to the school authorities in writing. Emergency contact numbers and names of contact persons will also need to be provided.

In case of an emergency, Rosebud School will seek emergency medical care as deemed appropriate according to the circumstances. Every reasonable effort will be made to contact parents at the earliest opportunity. Parents/guardians of any residential student suffering from communicable disease will be asked to pick their ward up and take him/her home for treatment.

Treatment for minor injuries such as cuts and bruises and minor aches and pains will be provided for by the School. However, any injuries or medical attentions that require hospital care will be the responsibility of the parents/guardians.

#### **15. Medicines**

As the School has strict policy regarding possession and use of medicines as outlined in the Code of Conduct, any use of medicine will have to be prescribed by a medical doctor. Such medicines along with a copy of the prescription will have to be handed over to the Hostel Warden who shall administer their use as required. Possession and/or use of any medicines without a proper prescription and without any information to the Hostel Warden is a violation of the Code of Conduct.

#### **16. Personal Belongings**

Residential students are personally responsible for the safe keeping of all their personal belongings. Students are advised not to bring money and items such as expensive devices, clothes or other expensive personal

belongings to hostel. All personnel belongings must be marked properly in order to identify the owner. Any case of theft, regardless of the value of the property, should be promptly reported to the Hostel Warden.

#### **17. Phone calls**

Generally, the School advises parents/guardians to refrain from calling their child on a daily basis. Parents/guardians may call the School anytime during school hours or the Hostel Warden during off school hours and on holidays if any message needs to be delivered to their child. In case of any emergency, the School will allow the student to call his/her parents or guardians or shall call the parents on the students' behalf. Students are allowed to receive phone calls from their parents every Saturday between 12:30pm-02:30pm.

#### **18. Pocket Money**

Parents wishing to provide their child with pocket money can hand over such money amounting to not more than Rs. 3,000.00 (three thousand) to the School. The Hostel Warden shall keep a ledger of pocket money amount of every student with details of receipt of pocket money and incurred expenses. If expenses exceed the pocket money, such expenses will be added to the student's monthly bill. Parents are requested not to provide their child with any money besides the pocket money.

#### **19. Respect for Property**

Residential students are required to keep the hostel clean at all times. All belongings of the student are to be stored or to be kept in a neat and organized manner. It is the responsibility of every residential student to help the hostel staffs in the cleanliness, upkeep and maintenance of hostels. Littering, throwing rubbish, failure to make the bed in the morning and any other forms of untidiness are prohibited. Such offenses, if repeated, will result in expulsion from the hostel.

Any sort of theft and vandalism of school property is strictly prohibited. Consequences for theft and any sort of vandalism include restitution of the property and other severe forms of punishment. Collective restitution (monetary fine for a group or the entire residential students) will be applied if the primary offender cannot be identified.

#### **20. Trespassing During Off School Hours**

As residential students have access to school during off school hours and holidays, residential students are not permitted to access any classrooms, office rooms or other locations where there have no reason to be. Residential students may use the school grounds during leisure time to play games without damaging school property. Residential students can also have access to the computer lab, library and audio-video room and any other room at times designated by the Hostel Warden. Any form of trespassing during off school hours and holidays is considered as offense and will be dealt with in accordance to the Code of Conduct.

#### **21. Use of Electronic Equipments/Appliances**

Use of any sort of electrical heaters, fans, shavers and cooking appliances is prohibited. Battery operated torch lights may be used.

#### **22. Unexcused Absence**

All residential students are required to be at a School location at all times during school and off school hours and holidays, if they are spending the holidays in the hostel. No student is permitted to leave the hostel for any reason without obtaining prior approval.

#### **23. Visit Rules**

**Authorization of Visitors:** Parents/guardians of every residential student will be required to fill a Residential Student Record at the time of the first check in day of an academic session. Parents/guardians must specify the names of the persons allowed to visit their ward in hostel. The School shall not allow any person not indicated in Residential Student Record to visit the student at any cost regardless of the urgency or relationship to the student. A written authorization by parents/guardian will be necessary if any other person excluding persons indicated in the Residential Student Record is allowed to visit their ward. Authorization by telephone is not accepted. The Hostel Warden keeps a record of all visits. Parents/guardians are advised to cooperate with the School authorities in such matters.

**Visiting Days and Hours:** Parents/guardians and authorized persons of a residential student are permitted to visit the concerned child on every second and fourth Saturdays as per Nepali months. Visiting hours are between 12:30pm-04:30pm. Parents/guardians are advised to follow the visiting rules.