



## **The Lawrence School, Sanawar**

# **CHILD PROTECTION POLICY, DISCIPLINARY POLICY AND CODES OF CONDUCT**

### **A**

#### **CHILD SAFEGUARDING: MISSION STATEMENT**

The promotion of students' well-being and upholding of children's rights is the *raison d'être* of The Lawrence School, Sanawar. It is the collective and individual responsibility of everyone in the School, particularly the staff, to ensure that all children are safeguarded and protected from harm and abuse at all times.

### **B**

#### **CHILD PROTECTION POLICY**

We are committed to ensuring that all members of our community are aware of, and conform to, the highest standards of care, respect, integrity and trust in protecting children's rights, dignity and safety. We are morally bound to ensure the welfare of children and to proactively oppose all forms of child endangerment. This is the first principle that enables students to realise their fullest physical, mental, emotional and social potential.

To ensure the observance of these values by the School community on a daily basis, a *Disciplinary Policy* has been adopted and is elaborated below. Further, a *Code of Conduct for Students* (to be read with Appendices A and B) and a *Code of Conduct for Staff* (including a Dress Code: Appendix C) have been put in place.

Furthermore, appropriate bodies have been constituted and office-holders appointed to ensure proper child protection. The Deputy Headmaster/ Headmistress functions as the *Child Welfare and Protection Officer*. The *Child Welfare Committee* (Annexure A) conforms to the POCSO Act and the *Discipline Committee* (Annexure B) follows CBSE by-laws. An *Internal Complaints Committee* (Annexure C) functions in accordance with 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013'.

All these policies, committees, and codes are consistent with the School Vision and Mission.

## C

### DISCIPLINARY POLICY

#### 1. PHILOSOPHY

Internalisation of ethical values through self-discipline has greater life-long benefits than behaviour taught entirely by corrective measures. At The Lawrence School, Sanawar, we believe that constructive pre-emption works better than punitive impositions. The staff, parents and students work together to create and adopt practices that nurture positive attitude and mutual respect amongst all members of the School community.

*Do nothing that will bring awkward moments upon you, your family, or your School.*

#### 2. RATIONALE

This policy adopts a progressive approach towards guiding student behaviour. It encourages responsible and cooperative engagement between individuals within the community instead of relying entirely on sanctions. The School, therefore, addresses unacceptable behaviour by a student through a graduated response. Repeated breach of School discipline is, however, unacceptable. This ensures the safety and security of the School community. The policy is aligned with the adopted codes of conduct and both must be read in conjunction.

#### 3. AIMS

We seek to create a School community whose members respect each other. They must be sensitive to, and tolerant of, physical, cultural and economic differences among themselves and within the society in general.

To achieve this, we will:

- a) promote pupil well-being and happiness.
- b) create an orderly School community that facilitates effective learning, and nurtures respect for all members and the School environment.
- c) develop
  - (i) a sense of self-discipline in students.
  - (ii) an acceptance of responsibility for their actions.
- d) establish a fair and transparent set of procedures and expected behaviour that ensures the smooth running of the School.
- e) provide effective guidelines to deal with unacceptable conduct.

#### 4. NOTE ON RAGGING, BULLYING AND BODY-SHAMING

The School has a committee consisting of two Counsellors who are trained and equipped to address the issue of bullying and other behavioural concerns. A highly experienced pastoral care body of House staff and resident Tutors further oversees such issues, as and when they arise.

The Lawrence School, Sanawar is a CBSE affiliated School. It complies fully with the ‘Guidelines for Prevention of Bullying and Ragging in Schools, Reg: (D.O. No. 12-19/2012-RMSA’ and the ‘THE HIMACHAL PRADESH EDUCATIONAL INSTITUTIONS (PROHIBITION OF RAGGING) ACT 2009’.

The School has a *zero tolerance approach* towards ragging and no such act will go unnoticed or unpunished. All students and their parents need to sign an Anti-Ragging Undertaking and Anti-Ragging Affidavit.

#### 5. BODY-SHAMING COMMITTEE

Adolescents and pre-adolescents are sometimes despondent and discouraged about their own bodies. They need, responsive support and sensitive counselling. Our counsellors and mentors are trained to deal with these delicate issues, and help them be comfortable with who they are.

It needs to be stressed that *body-shaming by any member of the School community is completely unacceptable*. The School has a Body-Shaming Committee to deal with such cases. The procedure followed to discourage and stop such unacceptable behaviour is mentioned in *Annexure A* of the Code of Conduct for Students.

### D

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## PRELIMINARY: TERMS, DEFINITIONS AND EXPLANATIONS

### a) **Code of Conduct**

- (i) A code of conduct is a set of conventional principles and expectations that is binding on all students.
- (ii) It is established to foster and protect the core missions of the School: that is, to nurture the civic and scholarly development of students in a safe and secure learning environment that also protects the people, properties and processes that support the School and its mission.

### b) **Rules and Regulations**

- (i) School Rules and Regulations are a set of directions for all students and staff to follow. They ensure harmony, safety and synchronization of the School community.
- (ii) Based upon experience and law, the School Management has formed these rules and regulations as guidelines to enable the smooth functioning of the institution.
- (iii) Each student and parent will be issued a handbook of the Code of Conduct to enable the student to understand and respect these rules and regulations, and also be aware of the consequences of disrespecting them.

### c) **Corrective Measures**

- (i) Corrective measures address student misbehaviour, build character and establish a positive School culture. These are intended to be remedial, not punitive, in nature.
- (ii) The policy prioritises behaviour that should be encouraged rather than behaviour to be avoided. School discipline is best achieved by anticipating and preventing misdemeanours, and by intervening effectively whenever they do occur. Successful discipline policies are non-punitive in addressing student misconduct and encourage student introspection.

### d) **Sanctions**

- (i) Sanctions are penalties imposed on students by competent School authorities, under prevailing rules, for acts of misdemeanour or for failing to act according to rules and regulations.
- (ii) The purpose of sanctions is improvement not retribution. This object should preferably be achieved through persuasion rather than sanctions. Sanctions should initiate remorse not encourage resentment.

- (iii) Ordinary omissions need only be sanctioned by measures that cause some inconvenience to students. Inadvertent error should be treated differently from a deliberate breach of rules.
- (iv) Sanctions should be applied to change the individual's behaviour: not hurt, humiliate, degrade or disgrace the person upon whom they are applied.
- (v) Community service is not to be used as a sanction. The idea of *service-beyond-self* deserves respect. It should not be construed as a burden or punishment.
- (vi) Sanctions should always be recorded. This will encourage students to take them seriously. The record of sanctions should be submitted to, and maintained by, the House Staff. It should mention the misdemeanour, the sanctions imposed and the name of the person imposing them and the student concerned.

## 1. STUDENTS' CODE

### a) **Respect**

- (i) I shall respect myself and endeavour to maintain self-control at all time.
- (ii) I shall be courteous to all fellow students as I, too, expect to be treated with dignity and courtesy.
- (iii) I shall show courtesy to all teachers and staff at Sanawar, as I expect to be treated with compassion and dignity.
- (iv) I shall be courteous to the people of my larger community.

### b) **Care**

- (i) I shall care for myself: body, mind and spirit.
- (ii) I shall care for others.
- (iii) I shall care for all School property: moveable and immovable.
- (iv) I shall care for the environment and help to enhance and preserve it in all I do.

## 2. RULES

### a) **Joining School at the Beginning of the Term**

- (i) All students must join the School on the notified day at the beginning of the term to avail the best facilities that the School has to offer.

### b) **Dormitories (Boarding Houses)**

- (i) All students are under the over-all charge of the House Staff. The House Staff are responsible for the all-round development of students and their progress in academics, games, cultural activities, etiquette, and discipline. Tutors, Matrons and Prefects assist

them.

- (ii) All activities and movements of the students will be with the permission, and under the overall guidance and supervision, of the House Staff. Students must report to their House Staff at the time of leaving from, and returning to, the School.
- (iii) *Only a member of the teaching staff* can ask a student to report for a meeting in a dormitory, or any other part of the School.
- (iv) Boarders are expected to adhere to the additional boarding rules as laid down by the Sr. Teachers, House Staff and House Matrons.
- (v) 'Lights-Out' is at 10:00 pm. Extra prep is allowed with the permission of the House Staff during the examination period.
- (vi) Leave: Boarders should be familiar with, and adhere to, the School SOP on leave. They must request their parents/guardians not to seek special favour/ dispensations.
  - (i) A child will be granted leave of maximum four (4) days in an academic year for any family function/ceremony.
  - (ii) The approval for the same will be granted against the documentary evidence provided to the School.
  - (iii) Such leave will not be granted in-lieu of School activities such as: House Shows, Camps, Examinations or Founder's.
  - (iv) Students shall depart for vacation strictly as per the dates specified in the School Calendar.
- (vii) SOP is allowed with parent as per the School Calendar.
- (viii) Parents and visitors are not allowed to enter a dormitory, except for a new admission on the day of joining the School.
- (ix) Parents and visitors are not allowed to provide tuck, money, etc. to any student. Parents are cautioned that a student is liable to sanctions if they are found with money or unauthorized food items in their possession.
- (x) Students are not allowed to keep cash with them. The balance money remaining with the student after journeying to the School should be deposited with the concerned House Staff.
- (xi) No student is permitted to buy, sell, or exchange goods or lend and borrow money, bet, or gamble. Violation of this rule will be severely dealt with.
- (xii) Students are also not permitted to be in possession of the following:
  - cigarettes, liquor, drugs
  - medicines without permission of the RMO
  - gadgets with which they can download videos

- expensive jewellery with valuable gem stones
  - expensive watches, shoes, clothing, cameras, personal sports equipments, Holi colours, weapons/ sharp harmful objects and firecrackers, etc.
  - girls are allowed to wear only tiny studs or small hoops.
- (xiii) Students are not permitted to keep mobile phones. Students will hand over the mobile phone to their House Staff on arrival.
- (xiv) Students can call from public phones placed outside their dormitories. In case of an emergency, parents may phone the House Staff House Matron, Sr. Tutors, DHM.
- (xv) Birthday Celebrations: parties to celebrate birthdays are not allowed. Students are permitted to spend a certain amount at the Tuck Shop for their birthdays. They may order for a cake through their House Master/Mistress. No parents/guardian is permitted to visit the School on the same pretext.

**c) Day Scholars**

- (i) All activities are mandatory including Morning PT and Evening Prep.
- (ii) Use of motorized means to commute within or outside School is not permitted.

**d) Dress and Turnout**

The Prefects, Matrons, Tutors, Housemaster / Housemistress / Sr. Master/ Sr. Mistress are there to guide students and ensure they are properly turned out. A sense of pride in dressing neatly and smartly should be instilled in the students by the House Staff and Prefects.

(i) General Points.

- All items of clothing brought to the School must be tagged with a name of child, House and computer code.
- Students will wear the prescribed School uniform to ensure uniformity.
- For night suits students will wear full sleeved collar shirts and full length Pyjamas.
- There shall be no variation in fabric or shades. Students will procure all clothing items from the 'QM Stores'.

(ii) Dress Code for Teams Participating in Competitions/ Tournaments /School Parties:

- For Travel: Full length jeans with House T-Shirts and School sports shoes.
- For Participation: School kit / Team sports dress as applicable.



(iii) Wearing of Chappals / Bathroom Slippers:

- Students are not permitted to be seen outside their dormitories in bathroom slippers.
- They are not permitted to travel in chappals /bathroom slippers when accompanying parents, or while proceeding outside the School.

(iii) Wearing of Turbans:

- All Sikh boys will learn to tie and wear black colour turbans from Class IX onwards.

e) **Personal Health and Hygiene**

(i) Health:

Students are expected to lead a healthy life and develop strong bodies and minds. While at School their personal health and hygiene will be monitored by the following:

- Student: Daily check.
- Prefects: Daily check.
- MI Prefect: Shall help implement the School Health Policy through students and House Prefects.
- Matrons and House Staff: Daily check with the help of Tutors.
- RMO: RMO to inspect the students twice a year or as and when required.

(ii) Hygiene :

- Bath: Students will bathe as scheduled. This will be monitored by the House Staff, Tutors, Matrons and Prefects.
- Hair Cut: Boys will have regular haircuts and will not keep long sideburns. This will be monitored by the Prefects, Matrons and House Staff. Girls with hair below shoulders length will braid their hair. No hair colour (bleached/streaked) is permitted.
- Shaving: *Other than Sikh boys*, the rest are not permitted to support a beard. They will shave/ clip regularly. This will be monitored by Prefects, Matrons, House Staff and Sr. Master.
- No make-up is allowed. All students are expected to keep their nails clipped and clean. Use of nail polish is not permitted.
- No body piercing or tattoos are allowed.

f) **Morning Assembly**

Morning Assembly is compulsory. All students will attend. The sanctity of the occasion must be maintained.

g) **School Functions**

The DHM will be responsible for conducting all School functions, and will be assisted by Sr. Master/ Sr. Mistress, Staff and Prefects. All students will be seated House-wise unless otherwise instructed.

h) **Birdwood (Class Hours)**

All students should:

- (i) be punctual for all activities.
- (ii) conduct themselves in a manner conducive to a good teaching-learning environment.
- (iii) be respectful, courteous, and cooperative with School authorities and visitors.
- (iv) attend classes with proper and complete study material.
- (v) maintain silence in the corridors during teaching hours.
- (vi) vacate all classrooms during break time.
- (vii) visit the stationary counter only during break time or with a teacher's note.
- (viii) carry the RMO's / hospital slip duly signed in case of being late for a lesson or absent for medical reasons.

i) **School Office**

No student is permitted to visit the School Office unless asked to meet the Headmaster.

j) **Tuck Shop**

- (i) The Nestle Counter is for boys and girls to occasionally take light snacks.
- (ii) It is an extension of the Tuck Shop and not a restaurant or a replacement for the CDH.
- (iii) All eatables will be consumed in the Tuck Shop area itself to minimize carry away items.
- (iv) Tuck Shop timings will be printed in the School Orders from time to time.
- (v) Students are not permitted to borrow or lend cheques.
- (vi) It is mandatory for the students to carry their ID card for any purchase.

### **k) Central Dining Hall (CDH)**

- (i) Students are required to 'line-up' within 30 seconds of the bugle call / bell being rung.
- (ii) The Head Boy /Head Girl will make all announcements after meals. Prep School will follow a similar procedure.
- (iii) Students will follow the mandated dress code for meals.
- (iv) Healthy and wholesome food is served in the CDH where all students eat their meals. Food and fruits are not permitted to be carried outside the CDH.
- (v) Food and water are a precious resource. All food is to be consumed in the CDH, and every effort be made to eat and drink well, and not waste food and water.
- (vi) Headcount at each meal to be ensured by the teacher on duty.

### **l) School Hospital**

#### **(i) Emergency Cases**

- The Hospital is open for 24 hours a day for emergency cases. The RMO and Nursing Staff stay on the Hospital premises.

#### **(ii) OPD Timings**

- OPD timings will be notified in the School Orders at the beginning of the term. These are displayed on the Hospital/School//Dormitories notice boards.
- Morning OPD: PD after breakfast and Sr. School during milk-break. In case of an emergency, a student will report to the Hospital with permission slip from Matron (if in dormitory), DHM/DOF (if in Birdwood), and Instructors (if during hobby/games).
- Evening OPD: 4:00 to 5:00 pm
- OPD on Sundays & Holidays: Emergency cases only

#### **(iii) Hospital Admission and Discharge**

- Admission: Students admitted for in-patient care must carry their night suits, towel and toiletry to the Hospital.
- Students admitted as emergency cases, will receive their personal kit through the Matrons.
- Discharge: Students will only be discharged between 4:00 pm to 5:00 pm.
- On being discharged they will report to their Matrons. They are not permitted to leave the Hospital without prior permission.

(iv) Hospital Visits

- Matrons, Tutors and House Staff are expected to visit their students while they are admitted in the Hospital.
- Students are permitted to visit their friends admitted in the Hospital only during visiting hours or with the permission of the RMO.

(v) Hospitalization Information

- Intimation of hospitalization and discharge will be sent by the RMO to the parent by e-mail.
- The intimation regarding hospitalization, discharge or medical leave of a child will be sent to the concerned House Staff through email.
- Should there be an emergency or parental intervention required, the RMO will personally speak to the guardian.

(vi) Specialised Consultation

- If required, specialised consultation will be arranged by the RMO.
- The students will travel under escort and be properly dressed and turned out.
- They will obey the instructions of the escort, be courteous to the consultant and the staff, and thank them after being examined.

m) Prohibited Items. Students are not permitted to keep certain items in their possession while in School. For details, see ‘Dormitories (Boarding Houses)’ above.

n) Leave. See ‘Dormitories (Boarding Houses)’ above.

o) Lost and Found Items

- (i) Students must inform the Dean of Faculty whenever an item is lost during class hours and House Staff thereafter.
- (ii) When an item is found, it should be handed over to a teacher who will take steps to find the owner and return it.

p) Corrective Measures and Consequences (*Please also see Appendices A and B*)

(i) Introductory Note

The School curriculum endeavours to empower students to reach their fullest potential in academics, sports and co-curricular pursuits, and thereby grow into resilient and considerate adults with a positive attitude. The existing system of incentives and rewards ensures that their efforts and achievements are duly recognised.

However, some students may need counselling and extra support to help them conform to the School norms. Initial attempts will be made to rectify behaviour through reprimands, warnings, or even withdrawal of some ‘free-time’ privileges etc. In some instances parents would also be notified. If there is no improvement, additional measures may be adopted to make students understand the consequences of their actions. The repetition of a misdemeanour or its gravity will be considered in determining the specific consequence. These consequences are rooted in the overarching philosophy of sensitivity, support and pedagogic responsibility followed by the School in engaging with students. They are in the best interest of the students and should be taken in the right spirit by them and their parents. (*See Appendix A and B.*)

*Corporal punishment will **not** be used in the School.*

(i) Academic Conduct

A system of subject cards helps to keep track of the academic performance of students. These cards are issued to inform students about any shortcoming they need to address. Through this the House Staff are also informed about students who require encouragement to improve. The details of the subject cards are mentioned below.

- Subject Cards (Coloured Slips)

Except for the Green Slip, the other subject cards are issued by the subject teacher to students for poor academic performance. This may be either because they need help to improve their academic skills, or they require to change their attitude. The concerned student has to get the subject card signed by the House Staff.

*The Green Slip: Work Appreciation Report.*

This slip is issued to students by a teacher to appreciate something good done by them. It could indicate that the student is:

- very enthusiastic and participates regularly in meaningful class discussions
- attentive and sincere in class
- for some other reasons worthy of appreciation

This slip informs the Tutor/House staff about the positive behaviour of the student.

*The Yellow Slip: Progress Report (1)*

This slip is issued to students who fail to submit their assignments despite one or two reminders. It is the first academic communication between a subject

teacher and the Tutor and House staff of the child. The slip allows the student specified extra time to complete the assignment.

*The Pink Slip: Progress Report (2)*

This slip is issued when student fail to submit their assignments within the extra time stipulated in the Yellow Slip. Through the Pink Slip, the subject teacher recommends supervised Sunday detention for the child. It is a second academic reminder to the student and the concerned Tutor and House Staff.

*The Blue Slip: Work Ethics Report*

A Blue Slip is issued to students only on rare occasions, where a teacher finds that a student:

- pays poor or no attention in class.
- has insufficient or no participation in classroom discussions,
- is inconsistent or lacks sincerity in effort.

A teacher may use this slip to communicate to the Tutor or the House Staff regarding persistent poor work ethics of a child.

Record of all the slips issued will be duly maintained by the tutor concerned. Moreover, repeated defaulter should be referred to and supervised by the School Counsellors for regular follow-up. House Staff must be duly intimated about the same by the Counsellor.

- Letter to the Parents

If a student fails to, or is unable to, improve academic performance even after receiving the relevant Subject Cards, a letter will be written to inform the parents.

- Academic Dishonesty:

If a student is found indulging in academic dishonesty, zero marks will be awarded in the particular test and a letter will be written to the parents. The matter will also be referred to the Counsellor.

A copy of all letters shall be forwarded to the HM for approval and the same letter will be placed in the child's CR File.

(ii) Personal Conduct

Students are required to obey and observe all School Rules and Regulations in their personal conduct. Serious misdemeanour may result in a student being placed under 'In-School Suspension'.

- In-School Suspension

*Reasons for imposing suspension* have to be good and sufficient. This may include:

- behaviour that adversely affects the safety and well-being of any student or staff member
- breaking bounds
- a misdemeanour that the School authorities regard as serious

*Recommendation for suspension* has to be made by the DoF/ Sr. Master/ Sr. Mistress (stating clear reasons in the referral) to the DHM, who will thereafter obtain approval from the HM.

*Students under 'In-School Suspension' will:*

- attend normal PT, Assembly, classes and night study hour.
- remain in the assigned classroom during meal-time and have their meals after the rest of the School.
- thereafter, return to the assigned class and stay there till 8:00 pm.
- on scheduled bath days, leave by 5:20 pm for a bath and return to the class by 6:00 pm.
- if in Prep School: follow timings that are accordingly adjusted.
- on Sundays and holidays be present in the assigned classroom from 10:00 am to 1:45 pm and 2:00 pm to 7:40 pm.

'In-House-Suspension' may last *for a maximum of 7 days*.

*Student Support During Suspension*

- The DoF will arrange for appropriate and productive academic support to the student under suspension.
- House Staff and Tutors shall ensure the student remains in the assigned room and completes the work assigned.
- In case of a lone student from PD or GD an 'ayah' shall be put on duty.

- The security guard at the HM's residence will also help to ensure that the student remains in the assigned room. The guard will contact the head of the appropriate department (BD, GD or PD) in case of an emergency.

*Information to parents*

Parents of students placed under 'In-School-Suspension' will be informed in writing by House Staff after clearance from Sr. Tutor and DHM. A draft of the letter shall be forwarded to the HM for approval before despatch. A copy of the letter will be placed in the child's CR File.



## **E**

### **CODE OF CONDUCT FOR STAFF**

People who choose teaching as a vocation, especially in a residential School, are morally bound to conform to the highest standards expected of a teacher. They are required to be role models both in academic excellence and in ethical personal conduct. Only then can they command the respect of pupils, parents and colleagues. Teachers are in a position to inform, instruct and influence young and impressionable minds. The social responsibility this entails is enormous. The following directions may serve to guide and encourage them in this life-long endeavour:

1. ALL TEACHERS SHALL, BY EXAMPLE, INSTIL IN THE MINDS OF PUPILS THE FOLLOWING FUNDAMENTAL VALUES:
  - a) values of patriotism.
  - b) respect for law and order.
  - c) idea of human oneness and tolerance for all religions.
  - d) the spirit of co-operation and social service.
  
2. TEACHERS HAVE AN IMMENSE RESPONSIBILITY TOWARDS PUPILS. THEY MUST:
  - a) be impartial, sympathetic and helpful to all students; especially those who need greater assistance.
  - b) endeavour to improve the physical, mental and moral wellbeing of their pupils, and thereby help them become balanced and confident individuals.
  - c) be politically unbiased in professional life and ensure that pupils do not participate in active politics.
  - d) promote freedom of thought and expression and respect and tolerance for diversity.
  
3. THEIR CONDUCT SHOULD BE ABOVE BOARD. Towards this end teachers should:
  - a) promote the dignity and solidarity of their profession.
  - b) abide by the rules and regulations of The Lawrence School, Sanawar.
  - c) respect the constituted authority and diligently carry out instructions issued to them.
  - d) respect the chain of command, and be punctual in attendance to all work or duty assigned to them by their immediate superior or thereon.
  - e) use the proper channel as laid down in the rules to represent grievances. Exerting influence through external support in service matters is deemed gross indiscipline.
  - f) be prudent and careful in dealing with School property and funds as these are held in trust.

- g) protect and respect the sentiments of members of the School community.
- h) maintain high moral standards in dealings with the members of the opposite sex within the School and outside.
- i) Male staff is strictly prohibited from entering the girls' dormitories with exception of the Senior Management Team who should be always accompanied by a lady staff member of that department on entering the living area (dormitory) of girl students.
- j) be unfailingly polite and courteous towards parents, guardians and colleagues.
- k) dress smartly and in a dignified manner.
- l) refrain from attending to their duties under the influence of alcohol (substances) etc.

4. ALL TEACHERS MUST:

- a) maintain official confidentiality whenever necessary, and never divulge confidential matters related to students or the institution.
- b) remain a-political and not be a member of any political party/ group.
- c) resign before becoming a candidate for election to Membership of a Legislative Body/ Assembly of the Centre or a State.
- d) not organize or attend any non-School meeting in the premise of Sanawar except where they are required, or permitted by the Headmaster of the School.
- e) uphold the dignity of their colleagues and not criticize them, their decisions, or actions in the presence of students and parents /guardians.
- f) not indulge in, or encourage, any form of negligence or malpractice connected with taking classes, correcting School work and homework, examination, or other School activities.
- g) ask for permission/ sanction before taking leave from the School Leave Sanctioning Authorities and keep the School informed about their movements and time of return.
- h) not undertake private tuition of students for remuneration of any kind. However, extra coaching organized by the School authorities after the School hours will be considered a duty and a service.
- i) all teachers need to be fully loyal to the School, and not engage themselves in any commercial activity as an agent/canvasser for any educational firm, publishing house or trader.
- j) teachers shall not accept or permit any member of their family or any other person acting on their behalf to accept any gift from a pupil, parent or any person with whom they come into contact by virtue of their position in the School.

5. NOTE ON ACCEPTING GIFTS BY STAFF

- a) The term 'gift' shall include free transport, boarding, lodging or any other service or pecuniary advantage provided by any person other than a near relation or personal friend having no official dealing with members of the Sanawar Staff.
- b) However, a casual meal, lift or other hospitality of a casual nature shall not be deemed to be a 'gift'. Further, on occasions, such as wedding, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept a gift provided the value therefore does not exceed Rs 500/- . In case the gift appears to be valued above Rs 500/- , the acceptance will be brought to the notice of the HM through the Bursar who will either permit the retention of the gift in writing or organize the return of the same to the individual who made the gift and a record maintained of its return.

6. DRESS CODE FOR TEACHERS (*Please also see Appendix C*)

- a) Sanawar has a long-established dress code for formal and informal occasions. All teaching and administrative staff (full time, part time, temporary or on contract) must abide by its norms. The School also recognizes the cultural diversity of its employees and will take a sensitive approach in case this affects the dress code. Exceptions may be made and communicated by the management to the employee whenever they are found acceptable.
- b) Well-dressed staff will also find it easier to encourage students, by example, to be smartly turned out and well-groomed. Clothing must be well-fitting, neat, clean, free of excessive wrinkles, tears, or worn-out areas. Shoes and bags must be smart and well maintained. Hair and nails should be clean and neat at all time. Men should be well-shaved/ support a trimmed beard.
- c) As a representative of the School, whenever a member of the Sanawar staff is off site, the attire should be formal or smart casuals.
- d) Support staff must report for duty in clean allotted uniforms. Appropriate action will be taken for repeated infringement.
- e) Kitchen staff is to wear clean and well-fitting aprons, caps and gloves. Given the nature of their job, they must maintain the highest standards of personal hygiene.

7. The above code of conduct will apply, where applicable, to the members of non-teaching/ administrative staff of the school also.

## Appendix – A

### CORRECTIVE MEASURES AND CONSEQUENCES (Breach of Code of Conduct)

	<b>Misconduct</b>	<b>Corrective Measure</b>	<b>Consequences</b>
<b>1.</b>	Assault on another person resulting in injury	In any case of causing an injury and display or usage of a weapon of any kind, the Discipline Committee will decide the punishment based on the degree of severity of the offence.	In serious cases student will be asked to leave Sanawar in the first instance.
<b>2.</b>	<p>Body-Shaming: This problem manifests in two forms:</p> <p>a) When individuals are uncomfortable with their own bodies.</p> <p>b) When an aggressor victimises a group or individuals for how they look.</p> <p>The latter kind could be in the form of:</p> <ul style="list-style-type: none"> <li>– Criticizing someone to their face.</li> <li>– Criticizing another’s appearance without their knowledge.</li> <li>– Predatory glances that embarrass others.</li> </ul>	<p>Repeated counselling at various levels by trained counsellors in the School will be conducted in both kinds of body-shaming.</p> <p>The corrective measures and consequences will vary according to the form of body-shaming being dealt with. Many of the consequences in the next column may apply only to the second (b) and not (a) form of body-shaming.</p>	<p><u>1<sup>st</sup> Time:</u> Whenever possible, behaviour improvement plans will be put in place.</p> <p>Letter will be written to inform the parents.</p> <p><u>2<sup>nd</sup> Time:</u> Parents will be requested to come to the School.</p> <p><u>3<sup>rd</sup> Time:</u> The number of times the offense has been repeated will be taken into account in determining the specific consequence. Progressive discipline will be used for repeat offenders.</p> <p>Child will be asked to leave.</p>
<b>3.</b>	Breaking bounds	Counselling, warning and a letter will be written to parents	Will depend on the seriousness of the violation.
<b>4.</b>	Bullying/ Manhandling/ Ragging/ alienating	Recommended to Discipline Committee	Will depend on the seriousness of the violation
<b>5.</b>	Consumption of drugs		Child will be asked to leave.

<b>6.</b>	Consumption of liquor		Child will be asked to leave.
<b>7.</b>	Consumption of tobacco and smoking		Child will be asked to leave.
<b>8.</b>	Pecuniary dishonesty (Tuck-Shop slips, bank slips, etc.)	Counselling and a Letter would be written to parents.	
<b>9.</b>	Possession of mobile phone and similar unauthorized items	1 <sup>st</sup> violation: Counselling and items will be confiscated.	2 <sup>nd</sup> violation: Counselling and items will be confiscated. The confiscated items shall only be returned at the time of leaving.  The parents will be informed.
<b>10.</b>	Possession of money	Money will be confiscated and deposited into the House Fund.  Counselling and in each case, a letter will be written to the parents.	
<b>11.</b>	Possession of pornographic material	Counselling and letter will be written to the parents.	
<b>12.</b>	Procuring food from outside	1 <sup>st</sup> violation: Counselling and items will be confiscated. A letter of warning will be issued.	2 <sup>nd</sup> violation: Counselling and items will be confiscated.  The parents will be informed
<b>13.</b>	Use of foul/ offensive language.	Repeated counselling.	

## Appendix – B

### CORRECTIVE MEASURE BY PREFECTS (Breach of Code of Conduct)

Prefects help maintain the School discipline and ensure that students are at the designated place and time. This is achieved by setting a personal example and not through instilling fear. The measures which can be taken by them are as under:

Sr. No.	Misconduct	Corrective Measures by Appointment		Remarks
		On Priority	Action Recommended/ Undertaken	
1.	Improper kit	Counselling	Prefects should not be vested with power of corrective measures such as early form-ups or recommendation for detention or withdrawal of cheques due to fear of its arbitrary use/misuse.  Prefects should be encouraged to do counseling in the presence of the concerned House Staff.	All such corrective measures will be recorded by the Appointments in their Sanctions Register and submitted to the House Staff.
2.	Late/ Absent			
3.	Improper conduct in Fall-in/ Assembly Hall/ School events			
4.	Improper turnout			
5.	Conversation mode other than English			
6.	Misbehaviour with support staff	Counselling	Report to House staff and fill referral sheets  OR Session with School Counsellor  OR In-School suspension	
7.	Hitting another student			
8.	Bullying another student			
9.	Use of inappropriate language			
10.	Damaging the School property			
11.	Extorting money/ canteen cheques			

## Appendix – C

### DRESS CODE FOR TEACHERS

Occasions	Clothing	Appropriate	In-appropriate
Headmaster's meetings Entrance Exam Founder's When there is a Chief Guest for an event*.  PTM* Teaching and office hours Dinner @HM's residence Official photos	FORMALS	<b>Gentlemen:</b> <ul style="list-style-type: none"> <li>• suits or combinations</li> <li>• shirt and trousers,</li> <li>• tie, cravat, scarf,</li> <li>• belt</li> </ul> <b>Ladies:</b> <ul style="list-style-type: none"> <li>• sari with a sleeved blouse,</li> <li>• salwar-kameez [with sleeves] and dupatta,</li> <li>• formal western dress</li> </ul>	<ul style="list-style-type: none"> <li>• jeans, track-suits, shorts</li> <li>• kurta pyjamas used for night wear</li> </ul>
	*Saris for ladies	SHOES	<b>Gentlemen:</b> <ul style="list-style-type: none"> <li>• formal leather shoes (polished) with laces</li> </ul> <b>Ladies:</b> <ul style="list-style-type: none"> <li>• formal footwear</li> </ul>
Inter-House events in Barne Hall  End of term dinner	FORMALS /CASUALS	<ul style="list-style-type: none"> <li>• formals</li> <li>• smart casuals</li> <li>• traditional</li> </ul>	<ul style="list-style-type: none"> <li>• track-suits, shorts</li> </ul>
	SHOES	<ul style="list-style-type: none"> <li>• leather or suede shoes</li> <li>• traditional footwear</li> </ul>	<ul style="list-style-type: none"> <li>• slippers, crocs etc.</li> </ul>
Dining (MCR)	INFORMALS	<b>Gentlemen:</b> <ul style="list-style-type: none"> <li>• trousers/jeans,</li> <li>• shirt/ collared t-shirts</li> <li>• track-suits</li> </ul> <b>Ladies:</b> <ul style="list-style-type: none"> <li>• sari,</li> <li>• salwar kameez dupatta,</li> <li>• trousers/jeans, shirt</li> </ul>	<ul style="list-style-type: none"> <li>• shorts,</li> <li>• night wear</li> </ul>
	SHOES	<ul style="list-style-type: none"> <li>• leather or suede shoes</li> <li>• sports shoes</li> </ul>	<ul style="list-style-type: none"> <li>• slippers, crocs etc.</li> </ul>
Games/ Hobbies Prep	CASUALS	<ul style="list-style-type: none"> <li>• jeans/cargo, t-shirt, track-suits</li> </ul>	
	SHOES	<ul style="list-style-type: none"> <li>• sport shoes</li> </ul>	<ul style="list-style-type: none"> <li>• slippers, sandals, crocs</li> </ul>
National Festivals 15 <sup>th</sup> August Gandhi Jayanti	TRADITIONAL/ FORMALS		

## Annexure – A

### CHILD WELFARE COMMITTEE

The 'Child Welfare Committee' is constituted at The Lawrence School, Sanawar in accordance with the POCSO Act 2012, enacted for the protection of children against sexual offences.

The composition of the committee is as under:

S. no	Designation	Committee Member (Designation)	Committee Member (Names)
1	Headmaster	Chairman	Mr. Himmat S. Dhillon
2	Deputy Headmaster	Member	Mr. Yash Saxena
3	Senior Mistress GD	Member and Child Welfare & Protection Officer for GD	Mrs. Anju Suri
4	Senior Master BD	Member and Child Welfare & Protection Officer for BD	Mr. Ravi Kumar
5	Senior Mistress PD	Member and Child Welfare & Protection Officer for PD	Mrs. Meena Bhalla
6	RMO	Member	Dr. Irvind Jote Kaur
7	Counsellor	Member	Mrs. Priya Dhillon
8	Special Educator	Member	Mrs. Jyotsana Harjai
9	Housemistress	Member	Mrs. Ashima Bath
10	Housemaster	Member	Mr. Deepak Pant
11	Tutor	Member	Ms. Ashali Solomon
12	Any other staff member as per the need of the case, at the direction of the Headmaster	Member	-----



## Annexure – B

### DISCIPLINE COMMITTEE

The Discipline Committee is constituted at The Lawrence School, Sanawar to address issues related to students' discipline in the School, in accordance with CBSE By-laws.

The Committee will handle all disciplinary matters within the framework of the Discipline Policy / Code of Conduct designed by the School.

The composition of the committee:

S no	Members	Designation
1	Headmaster	Chairperson
2	DHM	Secretary
3	Dean of Faculty	Member/ Offg. Secretary (in the absence of the DHM)
4	Senior Mistress (GD)	Member
5	Senior Master (BD)	Member
6	Senior Mistress (PD)	Member
7	RMO	Member
8	Counsellor	Member
9	Housemaster/Mistress	Member
10	Tutor	Member
11	Matron	Member
12	Head Boy	Member (Students' Representatives)
13	Head Girl	Member (Students' Representatives)

**Sr No 8 to 13:** Members from Sr. Nos. 8 to 13 may be included in the Committee by the Headmaster on a case specific basis/ requirement.

## Annexure – C

### INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee is constituted at The Lawrence School, Sanawar to address issues under **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.**

The purpose of this committee is to provide protection to women against sexual harassment at the workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of nomination.

The following Committee members are appointed under section 4 of the Act:

S No	Committee	Designation
1	Presiding Officer	Sr Mistress (GD)
2	Member	RMO
3	Member	Counsellor
4	Member (Female)	Teacher
5	Member (Male)	Teacher
6	Member from NGO or association committed to cause / a person familiar with issue relating to sexual harassment	Member (Special Invitee)