



DANILA KUMAR INTERNATIONAL SCHOOL
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CODE OF CONDUCT

DANILA KUMAR INTERNATIONAL SCHOOL

INTRODUCTION

Code of Conduct is a document based on the Educational Plan, which legislates all areas where educational work is organised and executed under the Danila Kumar Elementary School name.

The Code of Conduct should be adhered to when the students are representing the school both in and outside the school grounds (collapsed days, competitions, field trips). The Code of Conduct applies to all members of the school community; i.e. students, staff, parents of students, visitors to the school. A breach of the code will incur consequences outlined in this document, based on the Slovenian law.

THE CODE OF CONDUCT ENCOMPASSES:

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3. CONDUCT
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1. GENERAL SCHOOL RULES

All members of the school community are expected to conduct themselves in a manner that brings respect and honour to their parents and the school.

On the school premises we all greet each other respectfully and appropriately, e.g. Hello/Good morning/Good afternoon. Students address the teachers with Ms/Mr and their first or family name.

Arriving at and leaving the school	School premises and personal belongings	Clothing
<p>Students come to school at least 5 minutes before the 1st lesson starts, but do not enter building 3 before 8.10 am, except in case of extracurricular activities or upon agreement with the teacher. Parents drop off students in the designated area next to the reception. An exception are kindergarten and grade 1 parents who are allowed to accompany students to their classrooms. The same goes for picking up students after lessons.</p>	<p>Students are respectful of school property and the belongings of others.</p>	<p>Students and all school staff have to be dressed appropriately, their clothes need to be clean, modest and respectful. Students need to wear slippers.</p>
<p>After lessons students should wait for their parents in the designated area next to the reception and not in the car parking lot. If the parents are late, MYP students should wait in the reading room. Parents should notify the school in case of lateness. If students are to go home on their own, they should do so swiftly and not linger in the school or car park.</p> <p>Parents attending parent-teacher meetings have to report at the reception and get a visitors' pass.</p>	<p>Students turn off mobile phones when in the school building and leave those together with any valuable belongings in their lockers or schoolbag as instructed.</p> <p>Students should not bring large sums of money and valuables to school. The school does not take responsibility for any lost or stolen personal property.</p> <p>All electronic devices (smartphones, tablets, laptops, smart watches...) are forbidden unless they are a part of the pedagogical process and allowed by the teacher.</p>	<p>Students must wear appropriate sports clothes, rubber-soled slippers and remove all jewellery at PHE lessons. Long hair must be tied in a ponytail. PHE clothes should be washed regularly.</p> <p>During afternoon programme activities indoor sneakers are allowed.</p>
<p>Students should stay on the school grounds until their school day is over and not leave the school premises during breaks. Between 8.10 AM and 3 PM students</p>	<p>Move around the school in a safe and considerate way, without running.</p>	<p>At our school, there are no uniforms but students are expected to dress respectfully and modestly. Our school community respects coverings worn as</p>

and teachers observe pedagogical hours (the teaching and learning needs to be undisturbed).		a part of a student's bona fide religious practices.
Students leave the school during lessons only when a parent informs the school orally or in writing. Students need a special permission slip (dovolilnica), which they get in the international office. The slip must be signed by the homeroom teacher, head of the department or the counsellor. Students are dismissed from class when the teacher signals the end of the lesson, regardless of the school bell.	Students can leave the classroom during lessons only with special permission of the teacher.	For presentations and events, we expect our students to wear formal clothes .

2. RIGHTS AND RESPONSIBILITIES OF STUDENTS, STAFF, PARENTS AND SCHOOL VISITORS

Students are responsible for:

- being punctual, equipped and ready for work,
- always doing their best: do homework regularly, respect deadlines, organise notebooks and are equipped for their lessons,
- participating actively in school activities and collapsed days,
- being respectful to all members of the school community, and respect all peers and other members of the school community regardless of their ethnicity, religion or gender,
- reporting to a teacher or staff member in case of an accident or emergency,
- respecting teachers' instructions at organised school events,
- in case of absence on an assessment day, the student is assessed upon returning to school or as agreed upon with the teacher. In the case of a longer absence, the teacher appoints an assessment day according to their professional judgement.

Parents are responsible for:

- showing interest for their child's effort and progress throughout the school year,
- encourage their child in their learning experiences,
- actively participating in the school community,
- informing the school about any specific needs regarding their child (special educational needs, health issues, statuses).

Professional staff is responsible for:

- being professional at all times,

- communicating the responsibilities and right to the students,
- monitoring students' behaviour and model appropriate behaviour,
- being fair, principled and consistent
- be a role model to the students.

3. CONDUCT

Our Code of Conduct aims to ensure trust, understanding and safety for all members of the school community. With our educational policies we will educate students to become responsible, respectful critical thinkers. Safety is ensured through teachers on duty, teacher assistants, and applying the code of conduct at all times.

3.1 Hallway

Students can switch classrooms between lessons accompanied by a teacher, but by themselves during breaks. They need to move quietly, without running. They mustn't hide or make noise. Teachers on duty ensure that students behave accordingly, keep their lockers and cloakrooms neat and tidy and lock them, keep school buildings and grounds clean and tidy.

3.2 Classrooms and school premises

In the gym, auditorium, library, and laboratory and in the workshop students must follow the rules which specifically apply in those rooms in addition to respect general rules of behaviour.

3.3 Dining room

Students can enter the dining room in slippers only, without outerwear (jackets, coats, hats, etc.). The school bags need to be left outside the dining room in the designated place. Behaviour in the dining room:

- students wait patiently,
- don't jump the queue,
- don't push each other
- follow appropriate table manners, and remember to clean up after eating,
- show respect.

Teachers on duty should display positive discipline, commend students and classes who model good behaviour. They are responsible for encouraging and modelling manners and a respectful attitude towards food. If a student disrespects the rules, they get a warning and are written down in a log. The teacher on duty notifies the homeroom teacher. If a student is asked to leave the dining room, parents must be notified.

3.4 Ways of dealing with conflict

When I am hurt, I expect	When I hurt somebody, I need to
<ul style="list-style-type: none">- an apology- to be heard and understood,- respect,- support,- positive reinforcement,- a safe space,- a place where I can calm down.	<ul style="list-style-type: none">- apologise,- listen to the person I hurt,- try to rectify the consequences of my actions,- explain myself,- think about my actions and try hard to be forgiven,- rebuild trust,- do right by the person I hurt,- try to rebuild a good relationship.

3.5. Dangerous items and substances

In the case of suspicion of bringing illegal substances or dangerous items to school (pyrotechnics, weapons, drugs...), school staff or police have authorisation to search the student's schoolbag, locker, clothing. The student does not have the right to refuse the search, but they can choose another member of school staff to be present and witness the search. The search is conducted in the headmistress' office. An official report of the search is issued. The authorised personnel or the police make sure not to damage any of the student's property and is obliged to conduct the proceeding in a calm, respectful manner, without any conflict. If any illegal substances or dangerous items are found, these are confiscated, an official report is issued and parents need to be contacted immediately. A copy of the report is handed to the homeroom teacher, who follows the school's procedures. The obtained items can only be handed to the parents unless they are confiscated by the police.

4. ABSENCE AND LATENESS

Regular and punctual daily attendance is expected of all students. Records of the student's daily attendance and lateness are maintained by the school and are documented in the final report card.

- If a student is late more than three times, a letter will be sent to their parents.
- If a student is late more than 20 times, they can be expelled from school.
- The school should be informed by phone if a child will be absent and in writing when the child returns to school. **An excuse letter** in written form should be handed in to the homeroom teacher **within 5 working days**.
- If the student is absent more than 5 days, the homeroom teacher may request an official doctor's note.
- A student can be absent without giving the reason for their absence if the parent informs the school at least **3 days in advance**. However, special permission has to be requested from the school for a student to be granted leave. Five days a year is the maximum permitted.

- For a student to be granted leave for more than five days, parents can submit an official request to the headmistress, Mrs Mihelič.
- Skipping collapsed days will be reflected in the report card. A doctor's note is requested in case of medical reasons for not participating on the collapsed day. Other will be organised for students who cannot participate on the collapsed day.
- In case of absence solely on the days of assessment, teachers decide on the date and form of the assessment as well as the content. In case the student fails to acquire the needed levels of achievement, a re-sit exam will follow.

5. HEALTH INSURANCE OF OUR STUDENTS

Students have the right to health insurance (compulsory medical check-ups every second year of attending our school, vaccinations, etc.). The school takes responsibility to teach about negative effects of smoking, taking drugs, alcohol, and sexual harassment, verbal and physical violence. They are informed about their rights and how to seek help in case of sexual harassment or abuse as well as in case of domestic violence. In case of emergency, medically trained teachers give first aid and/or call an ambulance. The parents are informed immediately.

6. OFFICIAL SCHOOL WARNINGS

Educational measures are taken when a student violates the rules written in the Educational Plan and Code of Conduct. They are issued according to the process outlined in the Educational Plan, severity and individuality – student's maturity and his/her abilities, other circumstances influencing a child's behaviour are also taken into account. The choice of an issuing an Official School Warning is a result of a decision made by a professional staff member based on firm arguments.

Major offences, which will be taken into special consideration, are:

- continuous offences, which have already been officially dealt with,
- more than 12 sporadic missed lessons or more than 18 subsequent missed lessons,
- the use of pyrotechnics in school, the school grounds or on collapsed days,
- blackmailing of other students or members of school staff,
- intentional damaging of other students' or visitors' possessions, school equipment, buildings, or surroundings
- stealing from students, members of school staff or school visitors,
- correcting or writing grades on school documentation,
- destroying official documents, falsifying signatures and other data on documents, issued by the school,
- severe verbal assault on a student or a school staff member,
- physical assault on a student, member of staff or other person,
- threatening health or life of other students and school staff members,
- smoking,
- bringing in, possessing, offering, selling and consuming alcohol, drugs and other psychoactive substances; inviting peers or others to do so during any educational process,
- sexual bullying/assault on other students of members of school staff,
- internet abuse in order to insult the school, school staff members or students

- possession of dangerous/sharp objects (knives, daggers, lighters, other types of weapons, ...) and use thereof,
- displaying lack of respect towards members of school staff (calling names, swearing, making fun of teacher's behaviour and speaking, gestures showing physical threats, ignoring teacher's warnings).

6.1 Types of consequences

FORMAL	ALTERNATIVE
Conversation with the student and parents.	Mediation
Official oral warning – conversation with the student (included in written records)	Paying for the damage done
Official warning on paper – informing parents (included in written records)	Community and service work
<p>The student is no longer entitled to some rights (for example, <u>the status of a perspective athlete</u>):</p> <ul style="list-style-type: none"> - if the student does not respect the agreed dates for assessment, - if the student skips lessons, - if the student is irresponsible. 	<p><i>The main point is for the victim to get atonement and give the wrongdoer an opportunity to learn about the injustice of their action(s).</i></p> <p><i>The punishment is always aligned with external circumstances, the wrongdoer's personality and its educational effect.</i></p>

Keeping a student longer (after lessons end) – school informs the parents.

- **Lateness:** each lateness is recorded in the log book.
 First, second lateness: homeroom teacher warns the student orally and makes a written note.
 Third and further lateness: homeroom teacher gives a student an unexcused lesson and informs parents orally or in written form.
 Parents of students who are often late for the first lesson are invited to a meeting with the homeroom teacher.
 In case a teacher or other staff member keeps a student longer, s/he writes a note for the teacher of the student's next lesson.
 The abovementioned measures do not apply to excused lateness or the lateness that is planned in advance.
- If a child is not equipped for P.E. three times, they receive an unexcused lesson.
- Removing the student from the classroom if s/he disturbs lessons: when student's unacceptable behaviour persists despite the numerous warnings and mutual agreements. The student is supervised by a member of the school staff, appointed by the headmistress, and fills in a self-evaluation report. Student's parents are informed about the event by the school. Students are removed from the classroom as a consequence of personal insults or threats to teachers or physical assault on a member of the school staff or a student.
- Students who apply for field trips together with their parents sign a statement about obeying the rules. Parents are obliged to pick the student up if s/he breaks the rules written in the agreement (after all other necessary measures have been taken). : In case of repeated misbehaviour, the student might not be allowed to take part in the collapsed day(s) and will be offered alternative activities in school.

- If a student breaks the dining room rules and ignores the warnings of the teacher on duty or other school staff member, a short report is written in the special notebook. The student can also be asked to leave the dining room. The parents are informed about the incident on the same day and invited to a meeting. In case the inappropriate behaviour persists despite the discussion, the student prepares a homeroom lesson about table manners. If organization permits, the student can be asked to eat at a certain time. In the case that all measures have already been taken and the inappropriate behaviour continues, the student might lose the right to consume food in the school dining room.

If a student uses an electronic device at school or outside the school grounds during an educational activity, it will be confiscated. The student, accompanied by the teacher, takes it to the international office. The parents or legal guardians can collect the electronic device during office hours from 7 am to 3 pm every day. The student also informs them about the event.

- In case of internet abuse or any other media abuse insulting the school, school staff members or students, measures prescribed by the law are taken.

6.2 SCHOOL WARNINGS

The measures taken will be filed for the records. Also subject to the rules, they will be issued in stages, excluding serious infringements.

6.2.1 Verbal warning

Issued by the Teacher

Issued by the Homeroom teacher

6.2.2 Written warning

Issued by the Teacher

Issued by the Homeroom teacher

Issued by the Departmental teachers

6.2.2 OFFICIAL SCHOOL WARNING

Issued by all teaching staff

Issuing of Official School Warnings

The student, in accordance with Article 60.f of the Elementary School (81/06, 102/07 107/10, 87/11,

40/12-ZUJF, 63/13) may be imposed with an Official School Warning when they have breached their duties and responsibilities, determined by law and school regulations, and when educational activities or measures have not previously achieved a sufficient outcome.

Before issuing an Official School Warning, the school applies the measures laid out by the national curriculum rules and school rules.

Official School Warnings can be imposed by the school for violations that occurred during school time, daily lessons and other organized forms of educational activities and also activities of which are defined in the annual work plan, and school rules and regulations.

The process of issuing school warnings

A written proposal for the issuing of an Official School Warning will be presented by a staff member to the homeroom teacher. The homeroom teacher ascertains whether the student violated the duties and responsibilities set out by school rules and regulations, and what educational activities and measures the school pupil has previously undergone. Then the homeroom teacher has a meeting with the student and his/her parents, or school employees/councillors, who represent the interests of the student if the parents do not attend the meeting. After the meeting the homeroom teacher will prepare a written statement of the reasons for the proposal for the issuing of an Official School Warning for presentation at an

assembly of all school staff. At this assembly, the staff will assess if there are grounds for the issuing of the school warning or not.

The homeroom teacher will cooperate with school counsellors, and if necessary, other expert members of staff.

The process of issuing Official School Warnings

An Official School Warnings are delivered by the teaching staff. The student may be issued with a school warning in each school year no more than three times.

Notice of Official School Warning

The pupil is given two copies of the notice of the school warning. The pupil obtains the signature of his/her parents and returns it to the school.

If the homeroom teacher questions the authenticity of the signature of the parents or if the pupil does not return the signed notice within five working days of receipt, the pupil's parents will be informed.

The documentation of Official School Warnings

Records of the proceedings regarding official warnings are saved in the Official Warnings folder in the school's administrative office. The homeroom teacher records the warning in the Official Warnings folder and encloses a copy of the document signed by the parents. Equally a copy of an unsigned document is enclosed with the note regarding the lack of a parents' signature. An analysis of the individualised pedagogical programme is conducted by the homeroom teacher, counsellor and the programme coordinator.

Individualised Educational Plan

The school, within ten working days of issuing the school warning, is then required to prepare an individualized education plan in which concrete educational practices, procedures and educational measures are identified to be of benefit to the student, and then implemented.

The student will also be actively involved in this process.

For students who transfer to another school, an individualized educational plan will be prepared for this school. The parents may also participate in the drawing up of an individualized educational plan.

The school will monitor the implementation of an individualized educational plan.

Transfer to another school

The parents of the pupil, who has been issued with an additional Official School Warning in a single school year, are advised that a third school warning can be issued in another school

without the parent's consent, in accordance with Article 54 of the Law regarding elementary schools.

The Educational Plan and Code of Conduct for Danila Kumar International School in Ljubljana was discussed and adopted by the School council at its meeting on 19 February 2009.

Recent changes in the Education Plan and the Code of Conduct for Danila Kumar International School in Ljubljana were discussed and adopted by the School council at its meeting on 28. 5. 2019.