



Edopia
A School for the Changing World

CODE OF CONDUCT

This Code of Conduct is one of the means by which all of the people who work and study at will live up to its mission. The School on the one hand, and individual students on the other, have justifiable expectations of each other, including:

- Students have a right to expect and the School has a responsibility to provide a secure, nurturing environment for learning.
- Student behavior should reflect and contribute to that safe, friendly, environment; the School will not tolerate behavior that undermines it.

RESPECT FOR THE RIGHTS OF OTHERS

Students are expected to respect the rights, needs and feelings of others in order to promote the dignity, health and safety of all. In particular, no one may initiate, nor shall anyone be expected to tolerate:

- Bullying, intimidation, teasing or ostracizing (verbal or physical);
- The use of offensive language; or
- Offensive use of electronic communication
- Public displays of intimate behavior between students

SANCTIONS RELATED TO MISBEHAVIOUR

Students are accountable for their actions; they are responsible for conducting themselves properly, in a way that upholds the reputation of, and in a manner appropriate to their age and level of maturity. They will be asked to explain any behavior that strays from these guidelines initially to their Class Teacher.

Should any student persist in misbehaving, then he or she will be held accountable. Parents will be informed when appropriate. The School will use discretion when applying sanctions, according to the seriousness of the offence and will take into account such factors as past history of misbehaviors, circumstances under which the misbehavior occurred, the age of the student, and other factors which are perceived to be relevant. Misbehaviors are categorized in four levels. The list below gives examples of misbehavior at each level; this list is not therefore exhaustive

LEVEL 1 INFRACTIONS (*three warnings> intervention>one warning> then suspension*)

Misbehaviors at this level represent minor infractions of procedures which regulate the orderly operation of, its environment, its users, and the teaching and learning process.

- Showing disrespect for others or for the surrounding environment
- Littering
- Being deliberately late to school or class
- Failure to complete work to a deadline
- Minor defacing of school property
- Inappropriate personal appearance
- Use of offensive language
- Hindering the progress of other students
- Inappropriate use of the internet, intranet or other ICT resources

LEVEL 2 INFRACTIONS (*one warning>intervention>warning>suspension*)

In this level are included misbehaviors whose frequency or seriousness tends to disrupt the teaching and learning environment of the School.

- Repeats or more serious examples of the kinds of misbehavior at Level 1
- Seriously disruptive behavior
- Petty theft
- Defiance
- Bullying, intimidation, teasing or ostracizing of other students (verbal or physical)
- Cheating or copying another student's work
- Truancy from lessons or leaving the School site or school-related activities without permission
- Use of obscene language or gestures
- Possession or distribution of offensive material

- Anti-social behavior e.g. minor scuffles
- Inappropriate use of recording devices on school premises

LEVEL 3 INFRACTIONS (*warning>intervention>suspension>expulsion*)

The consequences of these misbehaviors may have a lasting effect on the individual or may pose a threat to the health, safety and security of others and/or the reputation of Edopia.

- Repeats or more serious examples of the kinds of misbehavior at Levels 1 or 2
- Possession, use or sale of stolen property
- Tampering with devices designed to ensure the health, safety and security of others
- Plagiarism –unauthorized use of another person's work
- Stealing
- Vandalism
- Fighting
- Gambling
- Physically threatening other students
- Possession, viewing or distribution of pornographic materials
- Inappropriate body contact
- Possession, use or sale of tobacco.
- Possession, use or sale of alcohol
- Serious acts of defiance or threatening an employee of the School
- Bringing the school into disrepute through activities on or off-site
- Posting of unauthorized and/or inappropriate electronic or real images in public access locations which are directly or indirectly related to, its employees or students.

LEVEL 4 INFRACTIONS (*intervention>suspension>expulsion*)

Represented in this level are acts which are clearly criminal or present a direct threat to the welfare of others or may result in violence to persons or damage to property.

- Extortion of other students
- Indecent exposure
- Major vandalism
- Arson
- Assault
- Serious theft
- Possession, consumption or trafficking of illegal drugs
- Possession of drug related articles
- Possession of a prohibited weapon

For any student's misbehavior which infringes on the laws of Pakistan, Edopia may be obliged to inform the relevant authorities.

WITHDRAWAL OF STUDENTS

To help the school to manage our enrolments efficiently, it is absolutely necessary that parents provide the Admissions team at least one semester's written notice of withdrawal. Should one full semester's notice to withdraw not be received by the Admissions team, the deposit refund may not be granted. Edopia reserves the right to withdraw an already registered student when any or all of the following conditions apply:

- The student's learning needs cannot be met given available resources
- The student's presence in the class has an ongoing negative impact on her/his classmates
- The student's behavior is determined to have a detrimental impact on Edopia's community
- The student's attendance record is unacceptable (missing 10% or more of classes in any given semester without reason)

In the event that a student is required to withdraw from Edopia due to any of the above reasons, no tuition refund will be granted for the balance of the semester that the student is not in attendance.

I have read the Code of Conduct and I agree to the above stated terms and conditions.

Parent's Signature

Student's Name: _____

Parent's Name: _____