



Brilliant Public School, Sitamarhi

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BPS Codes & Rule Book

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Codes and Policies Handbook Brilliant Public School, Sitamarhi



Session: 2013-14



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Foreword

This handbook contains various Brilliant Public School codes and policies. These codes and policies mostly reflect the norms, principles, and rules that the school has evolved and followed since its inception in 2007.

As is usually the case in the school, many of these codes and policies were reviewed and written with the help of the renowned school policies being followed throughout India. Drafts were presented to the School Council and revisions, where necessary, were incorporated before being finally passed by the representatives of the boys and teachers. It would be fair to say that their publication reflects a rather solid consensus.

The handbook is meant for the boys, teachers, parents, and administrators of the school. We hope that the current handbook will evolve into a larger volume which has more information and explanation of school systems and practices.

Until that happens, we hope that the present effort will prove to be both a guide for conduct and a handy convenience at those crucial moments when we need clarification of the rules and regulations. The aim here is to make available to the Brilliant Public school community the major tenets and rules of the school.

Code of Conduct / Ethics

- All staffs must follow the law wherever they are. The activities of the School, and hence your activities, must always be in full compliance with all laws, rules and regulations of the jurisdictions in which the School conducts its functions .
- All staffs must avoid conflicts of interest. Be aware of how others may perceive your actions.
- School assets—including computers, materials and work time—must not be used for personal benefit.
- All staffs must safeguard the School’s nonpublic information.
- Violations of the Code include asking other staffs to violate the Code, not reporting a clear Code violation or failing to cooperate in a Code investigation.
- Violating the Code will result in discipline. Discipline will vary depending on the circumstances and may include, alone or in combination, a letter of reprimand, demotion, loss of compensation, suspension or even termination.



THE SCHOOL CODE

As a student and Staff of Brilliant Public School, Sitamarhi, I affirm,

- ❖ that the purpose of School is to develop, to the fullest, the intellectual, moral, cultural, aesthetic, and physical caliber of every student and to cultivate in each the desire for personal excellence and involvement in the larger good.
- ❖ that, towards this end, I shall strive to maintain a living environment within the school which fosters the growth of my faculties as well as the faculties of others.
- ❖ that I shall, at all time, in my behavior, speech, personal appearance, and relationships, upholds the highest standards.
- ❖ that I shall conduct myself with honesty, dignity, and grace.
- ❖ that, in all my dealings with others, I shall be guided by considerations of courtesy, respect, sympathy, and care.
- ❖ that I shall, in all conviction, accept responsibility for my conduct and opportunities for school leadership.
- ❖ that I shall constantly be mindful of the beauty and sanctity of the estate and the importance of the reputation of the school for students, past, present, and future.

Courtesies and Etiquette

In their dealings with teachers and with other adults, boys are expected to be guided by the following courtesies and points of etiquette:

- ✓ To address them as “Sir” and “Ma'am”, as the case may be.
- ✓ To stand up in the presence of teachers, except in the classroom.
- ✓ To sit only when asked to sit down.
- ✓ To remove their hands from their pockets in the presence of teachers and visitors and during formal occasions including assembly.
- ✓ To wish them in the course of the day or as they pass, in a dignified manner.
- ✓ To stand aside to let teachers and visitors pass.
- ✓ To open doors for adults and let them go first.
- ✓ To converse and behave, in the presence of teachers and visitors, in a becoming way.
- ✓ To serve teachers and visitors at the dining table.
- ✓ To move into vacant seats at the head of the dining table.
- ✓ To get the permission of the head of the table to sit down, to leave the table, and to speak to someone seated at the table.
- ✓ To engage the head of table in conversation.
- ✓ To greet teachers and visitors.
- ✓ To offer to help any visitor who seems to require it.
- ✓ To be polite to all non-teaching staff.
- ✓ To raise one's hands in class for permission to speak.
- ✓ To ask permission to leave or enter a classroom.



THE OBJECTS OF EDUCATION

A complete education should teach a child:

- ✓ to be able to distinguish between good and evil.
- ✓ to form the habit of choosing good rather than evil.
- ✓ to have his brain trained to think logically.
- ✓ to have a reasonably wide general knowledge of important facts about the world in which we live.
- ✓ to be able to express himself clearly, in speech or in writing, in the language or languages of the people with whom he will work.
- ✓ to have a body that is healthy, strong, and vigorous, and to know how to look after it.
- ✓ to have developed a sensitiveness to beauty and a taste and feeling that will strive to eradicate ugliness from his surroundings.

TENETS AND NORMS

- The school aims at the all-round development of students where each is provided with the opportunity to develop his talents and life skills.
- The school seeks to develop a spirit of inquiry, a sense of service, and physical growth through the classroom, social and community service, and sport, respectively.
- The school seeks to develop an aesthetic sense through its music, art, and theatrical pursuits.
- The school encourages a love of nature, respect for the environment, and an affinity for the outdoors through its mountaineering and midterm expeditions.
- The school believes that each person should have room to flourish and develop his own personality and skills.
- The school community prides itself in being honest and ethical in all spheres of school life.
- The school seeks to inculcate in its members a sense of compassion, gentleness, and helpfulness.
- The school seeks to develop an egalitarian spirit through simple, frugal living.
- The school aims to give boys the chance to lead.
- The school bases its punishments on two principles: inconvenience to the boy and withdrawal of privileges.
- The school helps develop awareness of and involvement in the governance of the institution.
- The school promotes respectful relations between teaching staff, boys, and support staff.
- The school regards all boys, senior and junior, as equal, although senior boys may be given some additional privileges, as decided by the school from time to time.
- The sports philosophy of the school is based on the view that athletic activity is a physical good, an opportunity for teamwork and leadership, and caters to the desire for competition and fair play.
- The school encourages boys to be knowledgeable about India's rich cultural tradition and cosmopolitan in their interactions with people of other nationalities and cultures.



ADMINISTRATION OF THE CODE

IT'S UP TO YOU

Administration of the Code is everyone's responsibility. There are colleagues to help you do the right thing. If you act with integrity and seek guidance when you are uncertain, you'll be doing the right thing.

This Code is not an express or implied contract of employment and does not create any contractual rights of any kind between Brilliant Education and Development Society and its all staffs. In addition, all staffs should understand that this Code does not modify their employment relationship, whether at will or governed by administration.

YOUR RESPONSIBILITIES:

- It is your responsibility to read and understand the Code of Conduct / Ethics. You must comply with the Code in both letter and spirit. Ignorance of the Code will not excuse you from its requirements.
- Follow the law wherever you are and in all circumstances.
- Never engage in behavior that harms the reputation of the School.
- Some situations may seem ambiguous. If you find yourself questioning whether an action violates the Code, think through the situation and seek guidance. Don't ignore your instincts. Ultimately, you are responsible for your actions.
- All staffs are obliged to cooperate with investigations into Code violations and must always be truthful and forthcoming in the course of these investigations.

The most important message is this: When you are uncertain about any situation, ask for guidance.

DISTRIBUTION

All School staffs are subject to this Code and will receive a copy of this Code at the time they join the School and will receive periodic updates.

APPROVALS

The appropriate committee must review and approve in writing any circumstance requiring special permission, as described in the Code. Copies of these approvals are to be submitted to the Director and are maintained by the School Managing Committee.



INVESTIGATIONS

The responsibility for administering the Code, investigating violations of the Code and determining corrective and disciplinary action rests with the Managing Committee.

DISCIPLINARY ACTIONS

The School strives to impose discipline for each Code violation that fits the nature and particular facts of the violation. The School uses a system of progressive discipline. Violations may result in warnings or letters of reprimand, suspension without pay, demotion, loss or reduction of compensation, or termination.

Violations of this Code are not the only basis for disciplinary action. The School has additional policies and procedures governing conduct.

USE OF SCHOOL ASSETS

OVERVIEW

School assets are meant for School, not personal use. School assets include your time at work and work product, as well as the School's equipment and vehicles, computers and software, School information, and trademarks and name.

Common sense should prevail, of course. The occasional personal phone call from your workplace, for example, is inevitable. Substantial personal phone calls, however, represent misuse. The point is to recognize that theft or deliberate misuse of School assets is a violation of the Code.

GENERAL PRINCIPALS:

- You can not misuse School assets for your personal benefit or the benefit of anyone other than the School.
- You may not take for yourself any opportunity for financial gain that you find out about because of your position at the School or through the use of School property or information.
- Misuse of School assets may be considered theft and result in termination.
- Before accepting payment for speeches or presentations related to the School or your work at the School, always get Principal's approval.
- School computer systems and equipment are meant for School use only. For example, they should never be used for outside es, illegal activities.



BASIC RULES AND POLICIES

Absence from Campus

No student may leave the school campus without permission of his Housemaster, the Vice Principal, or the Principal.

Absence from Classes

No student may leave a class without the permission of the teacher concerned.

Absence from House

No boy may leave the House after dinner except with the permission of the Hostel Warden.

Leave

- Students are not given leave during the school term except in the case of family medical emergencies and the marriage of a member of the immediate family (brother, sister, uncle, aunt).
- Medical leave will only be granted by the Principal. On return to the school, the boy should deposit with the School Hospital all supporting medical documents and medical certificates including prescriptions.
- Dental leave will be granted by the Vice Principal (see below under “Medical”). Students will be granted two days leave to attend a wedding, apart from the time taken in traveling.
- The Hostel Warden may give permission to students to attend the weddings of cousins, uncles, and aunts in Sitamarhi.
- Students may also be given leave for college-related entrance tests, with the Principal's permission.
- A boy on a Yellow Card may avail of leave only with the consent of the Principal.
- The school does not give study leave to students from in the month of February or March of the year in which they give the examinations.
- Boys are not usually allowed home before the formal conclusion of term.

Leaving the School after the Exams

Upon completing the examination, boys will leave the school, either with their parents or by train (in which case they are to be escorted to the station by their House teachers). They are expected to leave the day they write their final examination.

Absent/Late at the Beginning of the Term

Except in the case of medical problems, boys are expected to return on time.

Anyone who comes late without a satisfactory explanation will stay behind at the conclusion of the term.



Dining Guidelines

- Attendance at meals is compulsory.
- Boys must sit at the table assigned to them, by Houses.
- The menu of the dining hall is determined by the Catering Manager in consultation with a student-staff Mess Committee.
- The school serves vegetarian and non-vegetarian diets.
- No student is permitted to fast at mealtimes for any purpose unless certified by the school doctor for medical reasons.
- All students are expected to serve at table during mealtimes. There are no exceptions.
- There are no special seating arrangements by diet or social background.
- Boys only serve their peers. No junior boy may serve at a senior table.
- No food, cutlery, crockery, serving dishes, or any other equipment may be taken out of the dining hall.

Punishment Book

All punishments by Monitors must be recorded in the Punishment Book which is monitored by the Hostel Warden.

Red Card

The Principal can give a boy a Red Card for poor academic performance.

Yellow Card

The Principal can give a boy a Yellow Card for indiscipline.

Blue Card

The School Captain can give a boy a Blue Card for persistent lateness, slackness, untidiness, etc.

Bathing

Students must bathe every day. For the purposes of hygiene, students bathe in open space.

Cell phones

Cell phones are not permitted.

Computers

Personal laptops and desktop computers are not permitted except as notified by the school.

Attendance

No student may miss regular or remedial classes, detention, meals, assembly, school authorized sports sessions, co-curricular/tutorial meetings, and any school events without permission.



Saturday night entertainments or other entertainments and events (as notified) are compulsory unless permission to the contrary has been obtained from the Hostel Warden.

Disabilities

The school reserves the right to assess a student for learning disabilities and to assign remedial classes or programmes to students who have been diagnosed as requiring help.

Entering a House

No boy may enter another House without the permission of the Hostel Warden of the House he wishes to enter.

Favours

No Monitor or senior boy may ask a junior boy to do personal chores and errands for him or ask him for the use of his personal items.

Gifts to Staff

Parents and guardians are not expected to offer gifts and other facilities to teaching and non-teaching staffs

Hair Care

Boys are expected to maintain a neat, hygienic length of hair.

Boys are not permitted to dye their hair or have exaggerated hairstyles.

Lights Out

After supper, boys will not be permitted to move out of the House except in special circumstances with the permission of the Hostel Warden.

Lights-out timings are to be strictly followed.

Locking a Room

No boy may lock his room at any time.

Searches

The school reserves the right to conduct searches of rooms, lockers, cupboards, clothing, or bedding, or any other personal effects of boys. Searches are to be conducted by teachers in the presence of the boys concerned. They may not be conducted by other boys unless this has the authority of the Hostel Warden. Boys are expected to clear their lockers and cupboards on the last day of school each term. The school will break open the locker or cupboard of a boy if he leaves for the holidays without emptying his locker or cupboard.



Senior Students

- No Monitor or senior boy may have a junior boy in his study at any time.
- Boys must sleep in regulation school beds. No mattresses are permitted on the study floor.
- The study may have up to two easy chairs (space permitting) and a study table and chair, a table lamp, and a soft board.
- Furniture made at the school's Design and Technology Centre are permitted provided they do not violate the above rules.
- Curtains are allowed in senior studies at the Hostel Warden's discretion, but in any case they should be of sober design and colour.
- No furniture is to be moved out of the study.
- No room may be locked at any time for any reason.

Suspension, Withdrawal, Expulsion

In the case of serious offences or repeated infringements of basic school rules, the Principal may suspend a boy from the school, ask for his withdrawal, or expel him.

Telephone Calls

A student may make two telephone calls per month at the discretion of his Hostel Warden for a maximum of five minutes. He may receive calls on the House telephone at stipulated times. Calls by parents or guardians should not last more than five minutes for the convenience of other families.

Vehicles

No vehicles, including motorbikes and scooters, are permitted on campus except for those belonging to the teachers. Parents and guardians may only bring in cars on the first and last day of the school term.

Verbal and Psychological Abuse

The school will take action against those who verbally abuse a person based on his caste, religion, mother tongue, region, culture, nationality, social and economic status, or physical or mental disability. No boy may organize a social boycott of other boys.



THE ACADEMIC HONESTY CODE

Brilliant Public School, Sitamarhi is committed to academic honesty. To say this is to state the obvious. However, in the life of a community, there is advantage in stating the obvious as clearly and as explicitly as possible to remind members what is expected of them.

The purpose of the Academic Honesty Code is therefore to review and reinforce the norms that govern academic honesty and to ensure that students, teachers, and parents are on common ground.

Academic honesty is vital to a good education in every sense. Good marks/grades and recognition in terms of awards mean nothing if they are unfairly attained.

Knowing that one has used unfair means, even if one is not caught, will remain with a student forever. In the long run, it will undermine a student's confidence. The use of unfair means is rarely a secret even if it does not come to the attention of the school.

Other students will know, sooner or later, and their regard for students who use such means will decline. Unfair means damage not only personal reputations but also the reputation of the school. Each student carries the reputation of his school with him, to college and university life and, later, to professional life.

Finally, one of the most important goals of school education is the development of good citizens. The use of unfair means in public life is not compatible with good citizenship.

At the heart of any school curriculum is assessment. Behind any system of assessment must be the following assurance:

- that the student's submission is his own.
- that any assessment method is sacrosanct in the sense that students have access to the testing method at the same time and in the same way.
- that submissions for assessment are completed in the required time period, whether these submissions are done at school or at home that submissions are done according to methods and using devices and aids that are permitted
- that all student academic records and certificates are secure and cannot be altered.

This code deals with major forms of academic dishonesty that harm the assessment system including cheating, plagiarism and falsification, tampering and forging, and other forms of misrepresentation including malingering.



Academic Dishonesty

Cheating

To cheat is to use unfair means to achieve an objective. In academic life, to cheat is to use unfair means to trick the assessment system in order to get marks, grades, or awards.

Cheating may involve but is not restricted to:

copying from another student's test or examination papers or assignments knowingly allowing another student to copy from one's test or examination papers or assignments communicating, verbally or in writing, with another student during a test or examination in order to get or give help collaborating in any form with another student or with non-students on a test, examination, or assignment, including purchasing a report or project from anyone impersonating another student for the purpose of taking a test or examination or submitting a home assignment using unauthorized devices and aids in tests or examinations including but not limited to the following: calculating devices, listening devices, cell phones and other forms of electronic communication such as computers, written or published documents, crib notes, etc. working on a test, examination, or assignment after the permitted time attempting to procure, or actually procuring, test and examination papers before the scheduled test or examination by purchase, bribery, extortion, breaking into school or other academic facilities, entering a teacher's residence or office, or any other means making plans to cheat, with or without another's help, is considered cheating.

Tampering and Forging Assessments, Records, and Documents

Tampering with school records and assessments as well as other school documents, or forging records, assessments, and documents, are forms of academic dishonesty. Forging is understood to mean more than tampering: tampering means altering a relatively small segment of a test, examination, assignment, record, or document; forging may be much more extensive and may involve fabrication of an entire document.

Acts of tampering and forging include but are not restricted to:

- tampering with the assessment of tests, examinations, and assignments
- tampering with a teacher's assessment records
- tampering with the school's assessment records
- tampering with recommendation letters and forms
- forging the assessment of tests, examinations, assignments, records, and recommendation letters and forms
- forging signatures and seals of the school on mark sheets, recommendation materials, and certificates (including transfer certificates, name or birth certificates)



Misrepresentation and Other Forms of Dishonesty

Other forms of misrepresentation and dishonesty exist. These cannot be exhaustively documented but include the following:

Submitting an assignment for more than one subject without permission and without the knowledge of the teachers concerned hiding, or denying to other students, academic materials that have been recommended or made available to them (e.g. in the library or in the classroom) stealing or depriving another student of his own textbooks, notebooks, notes, or other study related materials in order to hurt his academic prospects damaging the textbooks, notebooks, notes, or other study-related materials of another student in order to hurt his academic prospects knowingly misleading another student about academic policy or requirements talking to a teacher repeatedly as a way of cajoling the teacher into changing grades, marks, and recommendations will be considered a form of academic dishonesty misleading the school, or colleges and universities that you are applying to, about your achievements and awards.

Punishments and Penalties

Cheating and other forms of academic dishonesty are not schoolboy pranks. There is no pride attached to cheating and dishonesty. They are unfair to other students, past, present, and future. They are punishable offences at Brilliant Public School, Sitamarhi.

The Academic Honesty Code will be issued to students and placed in the Library and in the boarding houses for ready reference. It will also be sent to all current parents and to all new parents at the time of admission.

Teachers will investigate any act of academic dishonesty and will report the matter to the Vice Principal for appropriate action.

Students found to have used unfair and dishonest means will face punishments and penalties including but not limited to: the award of a zero mark/grade for the affected assignment, test, or examination, which will then appear in the mark sheets issued by the school the award of a Yellow Card to the student concerned.

The school reserves the right to suspend or expel a student if his involvement in academic dishonesty justifies such an action. In arriving at this judgment, the school will take into account previous acts of dishonesty if any and the seriousness of the offence.

In addition, if the school determines that the credibility of a test or examination has been affected by the use of unfair means, and the identity of those students who used unfair means is not known, it may hold a fresh test or examination for all candidates.



THE SCHOOL COUNCIL

The objective of the School Council is to bring together representatives of the student and teaching body in order to hear the views of various segments on school matters and to involve them in the governance of the school.

Council members shall be elected by the various constituencies, in the first week of February each year. House Representatives are to be chosen by secret ballot in each House. The election is to be supervised by House teachers. House teachers can reject the candidacy of any boy for Council elections if the boy is not thought suitable. The Chairman may reject the nomination of any boy who is elected to the Council if the boy is not thought suitable. However, in the normal course, neither the House teachers nor the Chairman should find it necessary to intervene in the selection of Council members.

The Council shall consist of the following:

The Principal (who serves as Chairman)

The Vice Principal

A representative of the House teachers

A representative of the Teachers

Four members from each House — two seniors and two juniors

The Council shall meet at least once a month or eight times in a year. The Secretary will notify members of meetings and will, in consultation with the Chairman, draw up an agenda for the meeting from amongst the proposals submitted by members. The Secretary will circulate the agenda to members prior to the meeting.

The Secretary will record the minutes of each meeting. He will finalize the minutes in consultation with the Chairman before circulating them to all members. The minutes of meetings must be approved at the next meeting of the Council and should be signed, upon approval, by the Chairman and the Secretary.

The Secretary shall maintain a minutes book consisting of all the minutes of the Council. He is responsible for conducting Council meetings according to the agenda.

The Council shall work by consensus as far as possible. The Chairman may seek a vote to get a sense of the house in the absence of a consensus. He has the power to give a final decision in the absence of a consensus or to overrule a consensus or majority vote if he feels the decision is not in the interest of the school. While the Chairman may veto motions, that is not his primary role. His primary role is to help the Council to conduct its deliberations in a fruitful manner, to reach consensus decisions, and to implement decisions made by the Council.



DISCIPLINE COMMITTEE

All serious disciplinary cases will be referred to the Discipline Committee at the discretion of the Vice Principal. The Discipline Committee's recommendations for disciplinary action will be forwarded to the House teachers' Council. The Principal may overrule both the Discipline Committee and the House teachers' Council but will in the general course be guided by the Committee and Council.

The Discipline Committee will hear serious disciplinary cases and make recommendations to the House teachers' Council and the Principal.

The aim of the school in setting up this body is to involve students more directly in the discipline process and to enable them to work with teachers to improve school discipline.

The Discipline Committee shall consist of the following seven members:

The Vice Principal

The House teachers' Representative on the School Council

The Teachers' Representative on the School Council

The Secretary of the School Council

The Committee shall invite to the disciplinary hearing the following:

The boy who has been sent up for the disciplinary hearing

The Hostel Warden and House Captain of the boy concerned

The Tutor of the boy concerned

Any other boys, teachers, or other members of the community as may be required in the case under review

Disciplinary hearings will be convened by the Vice Principal in the case of serious offences. Routine disciplinary matters will be dealt with in the usual way, namely, with a recommendation from the Hostel Warden to the Principal.

These will be the standard Yellow Card offences. Blue Card offences will continue to be the responsibility of the Hostel Warden. Red Cards are issued for academic laxity and will be issued by the Principal on the recommendation of the Hostel Warden in consultation with the Vice Principal.

Serious offences include but are not restricted to the following (in alphabetical order):

- Academic dishonesty (defined in the Academic Honesty Code)
- Damaging the reputation of the school (discourteous and disruptive behavior on an outing/midterm)
- Misbehaviour with teachers and other members of the staff
- Repeated flouting of rules (lateness, appearance, dress, absences)



SIGNATURE AND ACKNOWLEDGEMENT

All new staffs must sign an acknowledgment form confirming that they have read the Code and understand its provisions. Failure to read the Code or to sign an acknowledgment form, however, does not excuse an employee from the terms of this Code.

APPENDIX A

Acknowledgement of Receipt of the Code of Conduct / Ethics

I acknowledge that I have received, read and understand the Code of Conduct / Ethics dated April 20, 2013, and represent:

1. In accordance with the Code of Conduct / Ethics, I will report all violations of the Code to the School's Director, the confidential employee hotline or to the Chairman of the Managing Committee.
2. I am currently in compliance with all aspects of the Code and do not currently know of any violations of the Code of Conduct / Ethics; except as follows:
3. I will comply with the Code of Conduct / Ethics in all other respects.

Signature

Name

Title

Date

APPENDIX B

Annual Certification of Compliance with the Code of Conduct / Ethics

I certify that during the past year:

1. I have reported all violations of the Code of which I was aware.
2. I am currently in compliance with all aspects of the Code and have complied with the Code in all other respects, except as follows:
3. I have read and understand the Code, recognize that I am subject thereto, and agree that I will comply with the Code.

Signature

Name

Title

Date