



**empyrean  
school**

# **Code of Conduct Policy [Students and Teachers]**

## **Code of Conduct Policy Revised: August 2024**

### **Vision:**

To redefine education by nurturing young minds through our GROWTH values, empowering them to thrive and contribute meaningfully to a just and sustainable future.



### **Mission:**

To unlock every learner's unique potential and foster a love for lifelong learning by creating a purpose-driven ecosystem built on our pillars of happiness.

### **A] PURPOSE**

Empyrean School believes that the school serves as a second home where all children can learn and develop holistically. It is intended to nurture values such as responsibility, respect, care, civility, and academic excellence within a safe and supportive learning environment.

To achieve this, the school has established a comprehensive code of conduct. This code outlines guiding principles aimed at creating a safe, healthy, and conducive learning environment. It emphasizes the importance of supporting students in developing social and behavioural skills alongside academic learning.

The school code of conduct includes:

- Principles that underpin the school's values and mission.
- Standards of behaviour expected from all students and staff.
- Clear responsibilities and roles for teachers, students, parents, and guardians.
- Consequences for violations of rules and regulations.

### **B] SCOPE:**

The principles are designed to guide school staff, students, parents, and guardians in fostering a positive school environment and enhancing student

outcomes. It is essential for all stakeholders to study and embrace these guiding principles to ensure a better learning environment and promote academic excellence at Emphyrean School.

## **C] STUDENT CODE OF CONDUCT**

The purpose of the school policy on discipline is to help every pupil to know what is expected and to encourage courtesy and consideration for others.

All students are required to be familiar with the school's policies and procedures relating to student conduct, collectively referred to as the Student Code of Conduct.

A student may be placed on disciplinary probation when their behaviour has seriously violated the Code of Conduct or when violations persist in spite of counselling and/or warning of the student and parents/guardians concerned.

In cases of the violation of the Student Code of Conduct, the decision of the Principal will be final.

### **1] UNIFORM**

The students are expected to wear their school uniform from Monday to Friday. Sports uniform should be worn as per the timetable.

In order to maintain uniformity of colour, texture and design, parents are advised to buy the school uniform from the authorized source.

Boys (I to V)

Uniform	Description
T-Shirts	Half Sleeves
Shorts/Trousers	Shorts
Socks	Light Blue with Grey Stripes
Shoes	Black

Winter essential	School Jacket
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#### Boys (VI to X)

Uniform	Description
T-Shirts	Half Sleeves
Shorts/Trousers	Trousers
Socks	Light Blue with Grey Stripes
Shoes	Black
Winter essential	School Jacket

#### Girls (I to V)

Uniform	Description
T-Shirts	Half Sleeves
Skirt (divided)	Grey and Blue checks
Socks	Light Blue with Grey Stripes
Shoes	Black
Short inner tights	Black cycling shorts
Winter essential	School Jacket

#### Girls (VI to XII)

Uniform	Description
T-Shirts	Half Sleeves
Trousers	Trousers
Socks	Light Blue with Grey Stripes
Shoes	Black

Winter essential	School Jacket
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## Sports Uniform

Uniform	Boys (I to X)	Girls (I to X)
T-Shirts	Half sleeves	Half sleeves
Trousers	Dark blue with (House colour) side panel	Dark blue with (House colour) side panel
Socks	Light Blue with Grey Stripes	Light Blue with Grey Stripes
Shoes	Black	Black
Winter essentials	School Jacket	School Jacket

**House Colours** (House Uniform to be worn as per the timetable)

**Aquila House** – Yellow    **Cygnus House** – Blue

**Lupus House** – Green    **Draco House** – Red

- Students should wear the I-cards compulsorily.
- Primary upwards girls should wear black bloomers along with their uniforms.
- Black shoes of prescribed make and School socks are to be worn on all days from primary upwards.
- In winter a jacket is used over the regular uniform.
- The school allows the students to wear black floaters from the beginning of the monsoon season till 15th September.

## **2] GENERAL GROOMING**

A student's personal appearance is the responsibility of the student and the parents, but is of vital concern for the school, especially when the appearance or personal grooming habits are disruptive to the functioning of the school. School reserves the right to make decisions concerning appropriate dress. Students should present themselves neatly and well-groomed.

Students should maintain high levels of personal hygiene. Clothing that is inappropriate or that exposes chest, shoulders, and bare midsection are not permitted. The shirt should be completely tucked in the pants so that the midriff should not be visible. Jewellery, sunglasses, hats, scarves, bandanas, stocking/skull caps, sweat bands, long earrings, chains, pendants, rings or bracelets, fancy / expensive watches, bangles etc., will not be permitted.

- **Girls**

Girls are permitted to wear small ear studs. No fancy hairstyles will be allowed. Colouring of hair will not be permitted. Girls can use rubber bands, ribbons, hairpins or clips for their hair which are black in colour. Hair should be worn neatly and plaited or worn in two ponytails if below shoulder length. Nail polish or long nails or mehendi application on hands will not be allowed.

- **Boys**

Boys are not permitted to wear earrings or ear studs. The hair should be cut short and not fall over the collar or over the forehead. No fancy hairstyles will be allowed. Colouring of hair will not be permitted.

If children are unable to abide by the above-mentioned guidelines due to any religious or cultural beliefs, written permission needs to be taken from the Principal.

### **3] PROHIBITED POSSESSION**

Expensive items like smart watches, jewellery, cash etc.,

Electronic items like laptops, PSPs, tabs, AirPods, headphones etc without permission.

Other items like toys, balls, inappropriate books, magazines with racist, communal or obscene literature or images.

In the event that these items are found with the children, they will be confiscated and not returned under any circumstances.

#### **Cell phone**

Students of Empyrean School are generally not permitted to carry cell phones to school. Should any cell phone be found with the student during school hours, it will be confiscated due to non-compliance of the policy, and not returned under any circumstances. Disciplinary action will be taken as deemed fit by the school authorities. No requests, applications, parent meetings or appointments for the same will be entertained. The decision of the school authorities will be final and binding.

### **4] CARE FOR SCHOOL PROPERTY**

#### **Responsibility and accountability**

Students must respect the property of others, including keeping all books, facilities, equipment and other materials used in the school in good condition and refrain from damaging school property and/ or the property of others. No student should scratch or spoil the desks or chairs, school furniture or fixtures, curtains, etc.; write or draw anything on the walls or in any way damage things belonging to others. Care should be taken to keep the school clean at all times. Litter must be disposed of in the dustbins provided.

Exploding crackers on any occasion or splashing colours during Holi in the school premises or in the school bus is strictly forbidden and could lead to expulsion.

## **5] Behaviour outside School Property /Events and competitions**

Appropriate behaviour is required on campus, online, in the classroom, on the playground, on School-provided transportation, at assemblies, sporting events, and at all school-related activities outside school.

### **Acceptable behaviour**

**Field Trips:** Field trips are an extension of concepts explored in the classroom. Children learn better when they are provided with a 'hands on experience'. Field trips are carefully planned, reviewed and monitored by our staff to ensure the safety of the children.

**Overnight School Trips:** A written consent and undertaking from parents that their wards are permitted by them to go on the school trips. Attendance at these trips is not compulsory but would be preferred. The children must come in their school uniform and carry their ID card during these trips.

The school takes adequate safety measures, precaution and also necessary care during transit. However, the School or its Management or its Bus Contractor shall not be held responsible for any injury, accident or damage.

## **6] ACADEMIC PROBATIONS**

### **Use of Language**

English is the language of Instruction across the school. We believe that language reflects an individual's values, history, and way of thinking and thus we also incorporate Hindi and Marathi as languages of instruction/communication in the early years, acknowledging the diverse linguistic backgrounds and needs of our student body.

In order to ensure proficiency in English, students are advised to speak in English during the School hours.

**School timing / Arrival & Dispersal: -**

Students are expected to reach the school 10 minutes before the start of the school. Arriving late to the school is not acceptable. In special circumstances, pre-approval can be considered on case-to-case basis.

Students found to have come late for more than three days in a term will not be allowed to attend classes. On the third such occurrence, corrective measures shall be taken against them on each occurrence of reporting late to the school, the 'Record of Late Coming' section will be stamped and initialled by the in-charge teacher, specifying the date and time of late arrival.

**Absence from School**

All students are expected to attend school on the first day following the vacations. Absence on the day of closing/reopening of the school before/ after vacations may lead to strict disciplinary action being initiated. Absence on days which are between a holiday and a weekend will be dealt strictly.

**Attendance**

It is compulsory for students to achieve 90% attendance in each term in order to be eligible to take the end-of-term assessment. This stipulation can only be relaxed on genuine medical grounds, at the sole discretion of the School Principal.

Absence for more than 10% of the total number of working days may result in detention of the child in the same class. Provision for exception can be considered only under medical condition or due to student's participation in sports activities at State/National level.

Under special circumstances, a student will be allowed to leave the school campus before the official closing time. This will be done only with a written permission slip from the School Principal.

## **Classwork & Homework**

- Students are expected to be attentive in class, complete all assignments/homework on time.
- Students are expected to carry books and notebooks in strict accordance with the timetable and refrain from bringing unnecessary material to school.
- Students should try and do their homework entirely on their own, without the help of their parents. They should develop a regular homework routine, keep their parents informed with respect to homework assignments and show them the finished work.
- Students should ensure that they are prepared with necessary stationery supplies needed for homework.

**Academic Honesty:** The purpose of the Academic Honesty Policy at Empyrean School is to foster a culture of integrity, fairness, and ethical behaviour among our students and staff. By ensuring that all academic work is the result of individual effort and original thought, we aim to cultivate a community of trust and respect for intellectual property. This policy supports our commitment to high academic standards, preparing students for future success while safeguarding the reputation and credibility of Empyrean School's educational programs.

### **Definitions:**

- **Academic Integrity:** Commitment to honesty and ethical behaviour in academic work, including original submissions and proper attribution of sources.
- **Plagiarism:** Using someone else's ideas, words, or work without proper acknowledgment. This includes copying text or ideas without citation.
- **Cheating:** Using unauthorized resources or assistance during exams, assignments, or academic tasks, including accessing exam papers or copying work.
- **Fabrication:** Falsifying or inventing information, data, or citations in academic work, such as making up data or sources.

- **Collusion:** Working with others to deceive or gain unfair advantage in academic tasks. This includes unauthorized collaboration on assignments or exams where independent work is required.
- **Facilitation:** Assisting others in committing academic dishonesty, such as providing unauthorized help or sharing answers.

### **Guiding Principles**

- **Honesty and Originality:** All work submitted must be original and properly credited. Plagiarism, cheating, and any form of dishonesty are not tolerated.
- **Respect and Trust:** Respect others' intellectual property and maintain trust by ensuring that all academic work is conducted honestly.

### **Consequences:**

- **Formal Warning:** The first offense results in a documented warning and a meeting with the teacher or coordinator.
- **Parental Notification:** Parents are informed, and a discussion may follow.
- **Redoing the Assignment:** The student may be required to redo the work or complete an alternative task.
- **Grade Penalty:** A grade reduction or a zero may be given for the assignment.
- **Academic Probation:** Repeated offenses may lead to academic probation.
- **Suspension/Expulsion:** Severe or repeated violations may result in suspension or expulsion.
- **Counselling Support:** The student may be referred to counselling for further guidance

### **PTM**

- Children must accompany their parents for the PTM, dressed in school uniform and carry their I-card and diary.

## School Transport

- Bus facility is available depending upon the feasibility of the bus route and availability of seats in the bus. Every bus has a female attendant who will accompany the students on all routes.
- A student using the school bus is expected to be at the bus stop at least 5 minutes before the scheduled arrival of the bus. The student has to be on the correct side of the arriving bus.
- Parents are requested not to board school buses to see off or receive their ward.
- Parents should not try to overtake and stop the school bus to facilitate the boarding of their wards as this endangers the safety of the bus and its occupants. This act will lead to strict disciplinary action.
- If parents are facing any problem with respect to the driver or the attendant, a written communication should be forwarded to the Relationship Team.
- Under no circumstances should students touch or tamper with any equipment or operate any part of the bus.
- If any parent whose child is availing school transport service wishes to take their ward privately in his/her own transport, he/she has to collect the Permission Slip from the school authorities 1 hour before the end of the last class.
- Students are allowed to use only the allotted bus and bus stop. No change will be allowed.
- If a student misses his/her allotted bus he/she should not try to board any other bus. It is the responsibility of the parents to drop off their wards to the school. However, the student will return by the allotted bus.
- The buses will not wait for latecomers.
- Boarding and alighting buses should be done in silence and in an orderly manner.
- No student should travel standing on the footboard.
- Students must not move around in the bus when it is in motion.
- Students must make sure that the aisle of the bus is clear, school bags and other belongings are placed properly.

- Students must not put any part of their body outside the bus. They should not put their hands out even for waving.
- No object should be discarded inside or thrown outside the bus.
- Unruly behaviour like shrieking, shouting and playing foul is strictly prohibited. Courteous behaviour is expected at all times.
- The drivers are authorized to stop buses at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all bus students.
- In case of any change, of a temporary or permanent nature, in transport pick-up / drop point or transport route, the permission for the same has to be sought by making an application to the Transport Desk at the School office.
- Parents have to ensure that their wards do not go to and from the bus stops, unescorted.
- Bus services will be discontinued without further notice for children who do not follow bus rules, damage accessories in the bus, offend passers – by with their actions or words.
- If any student is reported to be throwing objects from the school bus or found playing inside the school bus, necessary corrective action will be taken against him/her.
- **Anti Bullying during transportation-** The school has a zero-tolerance policy towards bullying in any form, including during transportation. All students are expected to treat each other with respect and kindness while on the school bus. Any incidents of bullying, harassment, or inappropriate behaviour will be taken seriously and dealt with promptly. Students found engaging in bullying may face disciplinary action, including suspension of bus privileges and expulsion from school. It is the responsibility of both students and parents to report any bullying incidents to the school authorities immediately to ensure a safe and supportive environment for all.
- **Child Protection:** The safety of students during transportation is our top priority. All transportation staff undergo child protection training. Parents must ensure children follow bus rules and board promptly. Any concerns about staff behaviour or student safety should be reported to the school immediately.

## 7] DISCIPLINARY PROBATION

### SAFEGUARDING - BULLYING AND DISCRIMINATION

Fighting, bullying, creating disturbances, denying use of facilities to others, and/or acting in such a manner as to risk injury to others, using threats or intimidation against others, theft or any other unlawful activity will not be permitted.

Discussing / preaching / instigating for or against any religion / wearing clothing that highlights one's religious beliefs / Discrimination / Racism of any kind will not be tolerated.

#### Anti-Bullying

Empyrean school holds a ZERO tolerance for bullying. A student found to be bullying will be accountable to the school's discipline regulations.

#### Types of Bullying

- **Physical Bullying:** Involves any form of physical aggression such as hitting, pushing, tripping, or damaging someone's belongings.
- **Verbal Bullying:** Includes name-calling, insults, teasing, intimidation, or making derogatory remarks about someone's appearance, abilities, or background.
- **Social Bullying:** Involves actions that harm someone's social reputation or cause social isolation, such as spreading rumours, deliberately excluding someone from group activities, or encouraging others to turn against a student.
- **Cyberbullying:** The use of electronic communication, including social media, text messages, or emails, to bully, harass, or intimidate someone. This can include posting harmful or humiliating content, sending threatening messages, or creating fake profiles to cause distress.

## Reporting and Confidentiality

- **Reporting Mechanisms:** All members of the Empyrean School community are encouraged to report incidents of bullying as soon as they occur. Reports can be made to homeroom teachers, coordinators, counsellors, or directly to the Principal. The school will also provide an anonymous reporting system to ensure that students can report bullying without fear of retaliation.
- **Confidentiality Protocol:** The school is committed to handling all reports of bullying with the utmost confidentiality. The identities of the individuals involved will be protected throughout the investigation process, and information will only be shared with those who need to know to address the incident effectively.

## Consequences and Disciplinary Actions against bullying

- **Verbal or Written Warning:** For minor, first-time offenses, a verbal or written warning may be issued, accompanied by a discussion on the impact of the behaviour and a clear explanation of the expectations moving forward.
- **Counselling and Behaviour Correction:** Both the victim and the perpetrator may be required to participate in counselling sessions designed to address the underlying issues and promote positive behaviour.
- **Suspension:** In cases of repeated or severe bullying, the student responsible may face temporary suspension from school. The duration of the suspension will depend on the severity of the incident.
- **Expulsion:** In extreme cases, where the safety and well-being of other students are significantly compromised, the school reserves the right to expel the student involved in bullying. This decision will be made by the Principal in consultation with the School Trust.

### **Actions below will lead to suspension or expulsion:**

- Assault - Causing, attempting to cause, or threatening to cause physical injury to another person, including a school employee.
- Weapons - Possessing, selling, or otherwise providing any weapon including knives, explosives, pellet guns, paintball guns, and BB guns. Prohibited too is the use of any object in a threatening manner. Possession of any type of firearm will result in immediate expulsion.
- Academic Dishonesty - Any student caught cheating, plagiarising, or assisting another student to cheat could lead to suspension/expulsion.
- Extortion - Making threats with the intent to obtain money or something of value.
- Property Damage - Causing or attempting to cause damage to school property or private property. Parents/guardians are responsible for any losses or damage to property of the school, or the property of another student or staff caused by a student.
- Theft - Stealing or attempting to steal school or private property, or receiving stolen property. Parents may be required to pay for damages.
- Obscenity - Committing an obscene act or sexual act, even if consensual. Sexual Harassment - Making unwelcome advances, requesting sexual favours, and/or verbal, visual or physical conduct of a sufficiently severe sexual nature, and/or creating an intimidating, hostile or offensive educational environment.
- Disruption or Defiance - Disrupting school activities or otherwise refusing to follow instructions.
- Hate Crimes - Causing, threatening to cause, attempting to cause, or participating in acts of hate against people or property. This includes, but is not limited to negative behaviour that targets members of a particular gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged.
- Harassment -Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work, or creating substantial disorder, or creating a

hostile environment. The number of days a student will be suspended will depend on the severity of the offence.

- Maligning the reputation of the school/teachers/management on social networking sites or otherwise. Propagating biased and skewed opinions with the intention to harm the reputation of the school.

### **KIDDISCIPLINE – UPTO GRADE 3**

In the KIDDISCIPLINE POLICY, students will be rewarded with smileys for consistent good behaviour. Additionally, they will gain privileges upon reaching a certain number of smileys. The privileges as follows:

#### **Privileges**

If the children show consistent good behaviour, their privileges are:

<b>Number of smileys earned</b>	<b>Privileges</b>
5	Casual dress
6	Casual dress and Discipline monitor for two weeks
7	Casual dress and Discipline monitor for two weeks
8 & above	Casual dress, Discipline monitor for a month and Gets a KIDDISCIPLINE E-CERTIFICATE

## STUDENT DISCIPLINE- GRADE 3 AND ABOVE

Topic	Expected Behaviour	Misdemeanours	Consequences
Uniform	Proper uniforms on proper days, along with ID cards.	Improper uniforms (Sports uniform on regular days and Regular uniform on Sports days)	Student will not be allowed inside the school premises/ in house detention
		Not wearing ID cards	Student will face in house detention
	Trimmed nails	Untrimmed nails, application of nail polish, Mehendi/ henna applied on nails and hands	Disciplinary process will be initiated
	Watch will be allowed only from grade 5 (Black straps only/inexpensive small dials)	Using Fancy, expensive, cosmetics, and flashy watches and accessories.	The item will be confiscated and returned after a fortnight to the parent after a formal meeting with the coordinator.
	Hair	Hair — Unkempt, coloured, or fancy hairdos. Fancy hair accessories.	Disciplinary process will be initiated
	(Boys: Hair should be 1 inch above the eyebrow. It should be trimmed regularly. It should not touch the collar. - Unless bound by religion) (Girls: If the child is wearing short hair, they should use only black and simple clips and hairbands. In case of long hair, hair should be tied in two ponies or plaits, depending on the length. Rubber bands and headbands should be black.)		

Topic	Expected behaviour	Misdemeanours	Consequences
Uniform	Footwear: black floaters during monsoon season. Post monsoon, School shoes and socks should be worn	Wearing sports shoe or another shoe. (Studs or other sports specific shoes can be carried for activities.)	Student will face in-house detention
		Wearing flouters post monsoon season.	
		Wearing colourful or non-school socks.	Disciplinary process will be initiated.
	School belt and bags are part of the school uniform.	Carrying non-school bags	Disciplinary process will be initiated.
		Not wearing the school belt	
	Girls to wear cycling shorts under their regular school uniforms.	Wearing long/coloured leggings.	Students will be asked to remove the inappropriate clothing item.
	Ankle length black leggings of school will be allowed during winters		
School Timings	The school gate will close at 8.20am for arrival	Getting into an argument with the teachers and security to admit the child. (The school gate will not be opened to allow any child under any circumstance)	After 3 late entries, student will be sent back home  Disciplinary process will be initiated

Topic	Expected behaviour	Misdemeanours	Consequences
Labs	All equipment /books/electronic gadgets/computers , will be handled with permission and care	Damaging or misuse of school property/Chemicals and other hazardous and expensive equipment are manhandled or misused	Disciplinary process will be initiated
Respect	School property is under your care.	Damaging school property/ Graffiti and writing on school walls/ manhandling lab equipment/ tearing or breaking bus seats.	Disciplinary process will be initiated
	Classmates and fellow students deserve to be treated with respect.	Use of foul language/ shouting/ yelling/ bullying/ physical violence/ whistling/ name calling/ teasing/ violent behaviour in school bus/ Using colours	Disciplinary process will be initiated
		Bullying of any manner and kind	Zero tolerance to Bullying
	All staff (Principal, Teachers, Support, and Ancillary) ought to be treated respectfully.	Back-Answering' Getting into arguments: failing to greet Disrupting school activities/ not following instructions	Disciplinary process will be initiated

	The school respects every religion and expects our students to follow suit.	Discussing! preaching, instigating for or against any religion, wearing clothing that highlights one's religious beliefs.' Discrimination/ Racism	Disciplinary process will be initiated
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Topic	Expected behaviour	Misdemeanours	Consequences
Respect	Students will at all times respect the personal space of other students.	Unwelcome physical advances (consensual or otherwise)/ inappropriate gestures or body language/ physical intimidation/ Obscenity	Disciplinary process will be initiated
Field trips and Picnics	All are expected to adhere to the school disciplinary policies	Inappropriate behaviour being displayed.	Disciplinary process will be initiated
		Maligning the reputation of the school.	
Examinations	Students are expected to carry transparent writing pads and their own stationery.	Disturbing other students/ carrying fancy items and writing pads.	Disciplinary process will be initiated

	Students can conduct themselves appropriately during examinations.	Malpractices/ cheating/use of unfair means/taking answer sheet out of the exam hall/ Academic Dishonesty	Student will not be allowed to attempt the assessment paper
Kids travelling solo	Prior approval needs to be taken, in case a student is coming to or returning from school unaccompanied	Student travels to and from school alone	Student will not be allowed to commute alone, without prior intimation
Social Media Responsibility	Students are the ambassadors of the school and as such are expected to behave appropriately at all times.  Online presence and posts will be under parent supervision and keeping in mind the reputation of the school.	Maligning the reputation of the school/ teachers/ management  Propagating biased and skewed opinions with intention to harm the reputation of the school	Disciplinary process will be initiated

Disciplinary Process		
1 <sup>st</sup> instance	Verbal Warning along with a diary note	Class teacher / Subject teacher
2 <sup>nd</sup> instance	Verbal Warning along with a diary note	Class teacher / Subject teacher to counsel the child
3 <sup>rd</sup> instance	1 <sup>st</sup> Written Warning in the diary, and a call to the parent	Class teacher / Subject teacher and Coordinator
4 <sup>th</sup> instance	2nd Written Warning, meeting with parents and signature on Assurance Letter	Coordinator
5 <sup>th</sup> instance	Final written warning in the presence of the parent	Principal
6 <sup>th</sup> instance	Suspension for a number of days (Depending on severity of issue – 2 to 5 days), with parents	Principal
7 <sup>th</sup> instance	Student will repeat the year/ Expulsion	Principal
(Withdrawal of school transport facility for misbehaviour in the school bus)		

## D] TEACHER CODE OF CONDUCT

The Teacher Code of Conduct is crucial for the following reasons:

- **Professionalism:** Ensures that teachers maintain a high standard of professional behaviour, including punctuality and appropriate dress, which contributes to a productive learning environment.

- **Student Welfare:** Protects students by ensuring that all interactions are respectful and that their safety and well-being are prioritized.
- **Ethical Standards:** Provides guidance for ethical decision-making and the handling of confidential information, maintaining trust and integrity within the school community.
- **School Reputation:** Helps build and uphold a positive image of the school by requiring teachers to model high standards of behaviour.
- **Fairness and Consistency:** Guarantees that all teachers are held to the same standards, promoting fairness and accountability in the educational environment.
- **Conflict Management:** Offers a clear framework for resolving conflicts and addressing concerns, ensuring effective and consistent handling of issues.
- **Professional Growth:** Encourages continuous professional development and self-reflection, which supports teacher effectiveness and overall educational quality.

## 1] SCOPE

This code of conduct should serve as a guiding principle about ethical and professional conduct for teachers affiliated within the institute. This code understands limitations of teachers which are beyond control of teachers and this code emphasizes dissemination of duties as per the code of conduct within these constraints and to the best ability of a teacher.

## 2] EMPLOYMENT EQUITY

Empyrean School is an equal opportunity employer and recruits personnel, without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental disability or financial ability. We remain alert and sensitive to the issue of fair and equitable treatment for all.

## **Selection and recruitment**

All employment opportunities at Emphyrean School are posted on employment websites or in the local newspaper and school website. Applications are encouraged from current employees, but will be screened in the same manner as applications received from outside applicants.

## **Orientation**

All employees joining Emphyrean School will receive an orientation session, which will encompass general policies, procedures and operations. This will also provide employees, new to either a position or Emphyrean School, an opportunity to understand the performance expectations the Management has with regard to any role. Employees can go through a copy of this HR manual from the School Library or borrow a copy from the School HR Manager

## **Employee duties**

Each employee will be given a work profile, which is a description of the job and the associated responsibilities, along with any additional tasks. The job description and role may change upon the discretion of the management, corresponding to growing needs and skill sets. From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance. However, the final decision on implementation will be made by the Management.

## **3] WORK ETHICS**

### **Working hours**

The regular office hours for Teachers teaching Grade 1 upwards is 7:50 am to 3:35 p.m. Monday through Friday inclusive (excluding holidays) with core operational hours being 8:15 a.m. to 2:40 p.m.

The regular office hours for Teachers teaching Grade Play Group to Sr.KG is 7:50 am to 2:00 p.m. Monday through Friday inclusive (excluding holidays).

During core hours, it is expected that all or at least most staff will be available.

- All Primary employees are expected to work 7 hours 45 minutes per day, which includes those hours indicated as core, inclusive of an eating break.
- All Pre-Primary employees are expected to work 6 hours per day, which include those hours indicated as core, inclusive of an eating break. Employees may also be expected to work such other hours as may be requested or required, from time to time.
- Office hours on Working Saturdays and Non-Instructional days will be 9:00am to 2:00 pm for all grades. Timings for non-instructional days will be notified by the coordinators in case of any change.
- Employees hired on a part-time basis will have schedules determined on a case-by-case basis.
- Admin Staff will have 8 hours working per day.

Employees are required to notify their Coordinator > HR > Principal in that sequence in advance, of planned days away from the school. Unplanned absences from the school should be reported to the employee's Reporting head/Coordinator as soon as could reasonably be expected. HR should also be notified of absences.

All planned and long leave requests must be accompanied by a written letter to HR. Approvals may be subject to the discretion of the Principal.

### **Punctuality**

Punctuality is one of the most important attributes for an employee. Every employee is expected to adhere to the school timings. Reporting time for teachers is 7:50 am and reporting time for RE team is as per the respective shift timings.

An employee will be allowed to take a half day during the working hours. Only with the prior permission of the Principal.

## **Dress code**

Monday to Friday – are days when the teachers are under the close scrutiny of the children under their care. The teachers are expected to dress in formal attire, with minimalistic makeup and accessories, and a professional look.

Working Saturday – semi casual wear is allowed.

Sleeveless, Off-shoulders, Cold-shoulders, Spaghettis, Capris, Jeggings etc... are not allowed.

Teachers are the representatives of the institution and are expected to carry themselves accordingly.

## **Professional development**

At Emphyrean, we prioritise growth and development in both our teachers and students. By investing in the professional and personal growth of our teachers, we create a ripple effect that benefits our students and the school as a whole. To ensure excellence in all aspects of school life, we encourage a culture of continuous improvement through conscious observation, feedback, and suggestions from all staff members.

This applies to curriculum development, teaching methodologies, assessments, extracurricular activities, projects, policies, and procedures. By embracing innovation and adopting best practices from around the world, we strive to make Emphyrean a beacon of excellence, where experimentation and creativity thrive, leading to increased efficiency and enhanced learning outcomes.

All teachers are expected to undertake a minimum of 50 hours of professional development training, encompassing a diverse range of programs, including CBSE-mandated courses, external workshops, in-house training sessions, and Cambridge-certified programs. This comprehensive approach ensures our educators stay updated on best practices, fostering a culture of continuous learning and excellence in teaching.

At the discretion of the Principal, employees may be sent to attend conferences, courses, seminars, meetings, workshops by publications and guest lectures identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested and approved by the Principal, then Emphyrean School will cover the cost of registration, course materials and some travel expenses.

#### **4] WORKPLACE BEHAVIOUR AND CULTURE**

##### **Professionalism**

When representing Emphyrean School, the staff should dress and behave appropriately. Employees should choose to dress in a manner, which presents a professional image to the public and is respectful of others. Use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

Confidentiality of the salary should be maintained.

##### **Harassment**

Emphyrean School wants to provide a harassment-free environment for its employees. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. Emphyrean School will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment, but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, are strictly prohibited.

Staff members will be able to file their complaint regarding any kind of harassment with the Sexual Harassment Committee.

### **Workplace violence**

Workplace violence can be defined as a threat or an act of aggression

Resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act, which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

Empyrean School has a zero-tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

### **Dispute resolution**

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, Empyrean School recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Many times, disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, then speak to the Principal. The Principal will arrange a meeting between those involved in the dispute, to determine a resolution.

## **5] HEALTH AND SAFETY**

Empyrean School, along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organisation complies with all requirements for creating a healthy and safe workplace in accordance with the safety guide.

### **Prohibited consumption**

Alcohol consumption or illegal drug use is not permitted during work hours on the premises. Alcohol will also not be used to celebrate an occasion/event.

### **Smoke free environment**

Smoking in the office/premise of Empyrean School is not permitted at any time.

### **Child protection**

The organization implements a comprehensive Child Protection Policy, addressing various aspects of child safety including health, safety, anti-bullying, and photography. These standards are uniformly applied across the organization, and partner organizations are encouraged to uphold them when collaborating.

Empyrean School will take proactive measures to ensure that any disclosure of personal or child-related details in its written, printed, or social media platforms is done with prior consent from the individual. In cases where

necessary, the school reserves the right to alter the individual's name to safeguard the welfare and interests of those involved.

Each teacher is accountable for the safety and security of every child of the Emphyrean family; however, the teachers' in-charge of child protection will closely monitor the safety of children against sexual offences.

## **6] CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY**

### **Confidential information**

From time to time, employees of Emphyrean School may come into contact with confidential information, including but not limited to information about Emphyrean staff at all levels, curriculum, finance and business plans.

Employees are required to keep any such matters that may be disclosed to them or learned by them confidential. Furthermore, any such confidential information, obtained through employment with Emphyrean School, must not be used by an employee for personal gain or to further an outside enterprise.

Confidential Information shall mean and include school curriculum, study reference material, literature, methodology, databases, financial and marketing information available in any form including books and compact discs as well as any proprietary information used for imparting skills and training to you or any other staff under you.

Teachers shall abide to:

- a) keep all Confidential Information belonging to the school confidential and secret and not divulge or communicate to any person any information which is Confidential Information.
- b) not, without the prior written consent of the school, disclose Confidential Information belonging to the school in whole or in part to any other person except on a "need to know" basis.

- c) not make or retain any copies or any record of any Confidential Information submitted by School other than as may be required for the performance of your duties and obligations under the Letter of Appointment or remove them from the school's premises at any time without proper advance authorization.
- d) notify school promptly of any unauthorized or improper use or disclosure of the Confidential Information.

### **Intellectual property**

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at Empyrean School shall be the property of Empyrean

School and the employee are deemed to have waived all rights in favour of Empyrean School. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

All methods/curriculum/teaching materials/educational programs developed by teachers either alone or in consultation with any other staff member shall be the exclusive property of the school and no one else. It is further clarified that these methods/curriculum/teaching materials/educational programs shall mean and include any software developed either by teacher or a group of staff or brought in by the school from any third parties or received from any third parties or received from affiliated organizations/institutions including literature sent by them.

### **7] NON-COMPETE AND NON-SOLICITATION**

During the term of employment with the school the teacher will devote his/her full working time to the school and will not, directly or indirectly, carry on or be engaged in any manner in any other employment or business whatsoever (including but not limited to freelancing jobs/ activities). The teacher will carry out your duties diligently and in the best interests of the

school, and will not do or permit to be done anything that causes prejudice, loss or injury to the school.

The teacher shall not, directly or indirectly, by yourself or through any person, engage in or carry on of your own accord or in partnership with any third party the business/activities or take up any employment, or in any manner associate, with any person, school, company, organization, foundation, educational institution or coaching class which is carrying on the business or activity of teaching students. The teacher shall not, directly or indirectly, by yourself or in association with or through any person, whether a company, organization, foundation, educational institution or coaching class which is carrying on the business or activity of teaching students, and in any capacity, whether as sole proprietor, partner, shareholder, joint venture partner or as an officer, director, consultant, employee or otherwise howsoever:

- a) solicit any teacher or other employee of the school;
- b) solicit, canvass, entice, engage in negotiations with, make an offer of employment or engagement (including retainership or consultancy), employ, engage or assist anyone else to employ or engage any person who is or was at any time twelve months prior thereto employed with the school
- c) persuade or attempt to persuade any employee or consultant of the school or any person associated with the school to terminate his or her employment or association with the school.

## **8] INFORMATION STORAGE AND USE OF SCHOOL STATIONERY**

Any storage devices (CDs, USBs, personal mobile phones, mail, Google location) used by employees at Empyrean School, located at the Empyrean School address contain information that belongs to and is the property of Empyrean School. Furthermore, it should be understood by employees that company equipment should be used for company business only during normal working hours. Downloading of personal materials on company equipment or downloading official material on personal devices is strictly

prohibited. Stationery, Paper, printing, Xerox, etc. should not be misused by the employees.

## **9] SOCIAL MEDIA USE**

An employee shall not:

- a) Use social networking sites such as Facebook, WhatsApp or Instagram as platforms for learning activities with students.
- b) Accept students or parents as 'friends' on their own social network sites or interact with them on social networking sites.
- c) Discuss students or colleagues or publicly discuss school policies or personnel on social networking sites.
- d) Post confidential student information.
- e) Post anything that is detrimental to the image/reputation of the school.
- f) Post anything without prior approval.
- g) Post anything which endangers the privacy of the school staff or students.
- h) Tag the School in personal posts.
- i) Post or share pictures and videos of private events/activities that take place in School.

An employee shall:

- a) Be personally responsible for content he/she publishes online. The employee should be mindful that what she/he publishes will be public for a long time.
- b) Ensure that no information is made available that can provide a person with unauthorised access to the school, its systems and/or any confidential information.
- c) Ensure that content associated with them is consistent with the school's values and culture.

## **10] CARE FOR SCHOOL PROPERTY**

**Pets:** The offices of Emphyrean School are a place of business, and as such, pets are not welcome during normal working hours.

**Renovations:** All employees of Empyrean School will see to it that no repair work is done during running classes.

### **11] INTERACTION WITH PARENTS AND EXTERNAL VISITORS**

Staff members are expected to treat each parent with respect, patience and understanding and shall follow advised protocols. Interaction can happen during school hours, except for PTM's with prior appointments.

As parents are the source of the school's existence, time should be taken to understand their queries and acted upon with wisdom and fairness. Staff members are encouraged to consult their superiors, in some escalations, HR manager or the Principal.

### **12] REVIEW**

This policy may be revised or amended from time to time, by the Management of the School or by a committee appointed for this purpose.

### **13] RELATED POLICIES TO BE READ:**

- 1] Child Protection Policy
- 2] Anti-Bullying Policy
- 3] Health and Safety Policy
- 5] Acceptable Use of IT Policy
- 4] Student Support Care (SEN) Policy

**Name, Signature and stamp of Principal**

Soumyabrata Mukherjee



**Principal**  
**Empyrean School**  
**Plot No.2, Sector -35G,**  
**Near Tata Cancer Hospital,**  
**Kharghar, Navi Mumbai - 410210**

**School stamp**

