

KOHANA'S CODE OF CONDUCT - STUDENTS

Discrimination Act:

Kohana International School and Kohana International Foundation do not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services. The material covered within this handbook is intended as a method of communication to students and parents regarding general information, rules, and procedures and is not intended to either enlarge or diminish any Board policy or administrative regulation. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.

Academics Progress Reports:

The main function of the reports is to inform the student and the parent/guardian of the progress the individual student made in the class. It is expected that accurate and objective reporting to the student and parent/guardian will encourage the student to make use of his/her educational opportunities to the best of his/her abilities.

Exam Policy:

- There are no formal tests or examinations in Nursery and LKg.
- There will be informal fortnightly assessments in UKg.
- Assessments will be ongoing and conducted throughout the year and they will be continuous and comprehensive (Grade 1 onward)
- Students will also be evaluated on research and other project works.
- Attendance is compulsory during the test. Due to any unavoidable circumstances, if the child is unable to appear for the exam, the retest won't be conducted.

General Attendance Information

The following attendance procedures are designed to encourage regular attendance and ensure communication between the school and the parents:-

- Students are required to attend all schedule classes unless authorized by parents or school personnel to be absent.
- If leave is taken for unforeseen reason the student must produce a written application signed by parent or guardian on his/her return to school. A

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note in the almanac would suffice for leave of upto two days.

- When a child is ill his/her parents or guardian must inform the Principal by letter within 7 days. On his/her return to school a letter from the parent or guardian explaining the reason for absence should be accompanied by a Medical certificate. A student returning to school after being ill with a contagious or infectious disease should also produce a Doctor's certificate that it is safe for him/her to do so.
- After vacations students must attend the school from the first day of re-opening.
- Students who have been sent away from school or have been struck off the rolls are as a rule, not re-admitted. If re-admitted they will have to pay the admission fee again.
- Avoid taking leaves other than the vacation period.

Anti-Bullying Policy

Kohana International School is committed in making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. Bullying behavior happens when someone keeps hurting, harassing, intimidating, threatening, or causing substantial emotional distress to a person. Cyber bullying is the use of electronic communication media (cell phones, text messages, instant messaging, social networks, etc.) to bully another student in the ways described above. Bullying and cyber bullying interfere with a student's educational opportunities and can substantially disrupt the orderly operations of the school.

Parents are requested to keep a track or check on the use of social media by their ward to protect any probable abuse. They should regularly counsel their ward against excessive usage of electronic gadgets in early years.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.

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- Using put-downs (ie., insulting or making fun of someone).
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose, or trying to get other kids not to play with someone.
- Using any electronic communication device (texting, cell phones, social networks, etc.) to insult, threaten, or post untrue information or embarrassing photos about another student.

Students at Kohana will do the following things to prevent bullying:

- Treat everyone with respect and kindness.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying behavior to an adult.

Teachers and staff at Kohana International School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying behavior and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response Process (Affirm Feelings, Ask Questions, Assess Safety, and Act by coaching the child on what to do in the future).
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Assign immediate consequences for retaliation against students who report bullying.

Consequences for Violation of the Anti-Bullying Policy:

Bully behavior, including cyber bullying, will not be tolerated. If cyber bullying occurs outside of school hours, but the repercussions are brought to school and disrupt the school and/or interfere with a student's emotional/social well being, consequences will be given. Depending on the severity and nature of the incident, Kohana will take one or more of the following steps when bullying occurs:

- Intervention, Warning, and Redirection: A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the

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student who is doing the bullying, that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success should they find themselves in a similar situation in the future.

- Notification of Parents: School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school guidance counselor.
- Resolution with the Target of the Bullying: The student who is bullying may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- Referral to School Support Staff: The student who is bullying may meet with the school guidance counselor to help prevent future violations.
- Consequences: The student who is bullying may have to serve one or more days of after-school detention, or lose school privileges (e.g., serving on student council, school newspaper, yearbook, etc).
- Suspension: In cases of severe or repeated bullying, the student will be suspended.

Uniform

- Students must be dressed in school uniform as prescribed by the school.
- All students should be appropriately and neatly dressed for school.
- Hair
 - Girls: - Hair should be braided/tied neatly .Use hair bands, black pins or and black rubber bands.
 - Boys: - Hair should be trimmed regularly. Parents are requested to discourage their children from getting fancy hair cuts or using hair colour or gels.
- Accessories: - Students are not permitted to wear any kind of jewellery or accessories, tattoo, mehendi or nail polish etc to school. The school shall not be responsible for loss of any expensive accessories/mobile/jewellery etc.
- Birthdays of children can be celebrated in civil dress upto Grade 5 only. The dress should be decent. Grade 6 and above, children will come in their school uniform even on their birthday.
- Sports uniform with white shoes and socks.
- Children are expected to wear their sports uniform as the prescribed day as per the time table.

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Stationery

Notebooks, textbooks and other stationery will be provided to students at the time of admission from the school office.

Rules for Children

- English being the medium of instruction students should speak in English in order to maintain suitable level of spoken and written English.
- Care must be taken of all school property and no student should scratch or spoil the desks and chairs or damage any school property. They should not draw or write anything on the walls of classrooms. A penalty will be levied in case of damage of school property.
- Lending or borrowing money or other articles is not permitted. Punctuality is essential at all times.
- Use of cell phones during school time is not allowed. Students should be dressed in neat and clean uniform.
- Students should not enter the following without prior permission.
a. Principal's office b. Staff room
- Students are not allowed to bring any sharp objects or instruments to school.
- Students should observe polite standards wherever they go. Bullying and use of foul language are punishable offences.
- Student's behaviour reflects school's Ethos. They are therefore expected to be well behaved and courteous at all times, showing sensitivity and respect to one and all.
- Students who exhibit excellence in academics, co-curricular activities, sports, behaviour and discipline will be rewarded with appreciation certificates/gold cards/silver cards/ bronze cards and other certificate as per the school norms.

School Bus

Bus students will follow all Kohana International School policies and rules regarding ridership.

Transportation Rules:

The following rules shall apply to student conduct on transportation:

- Students being transported are under the authority of the bus driver.

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- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Students will use the emergency door only in case of emergency.
- Students will be on time for the bus, both morning and afternoon.
- Students will not bring firearms, weapons or other potentially hazardous materials on the bus.
- Students will not bring animals, except approved assistance guide animals, on the bus.
- Students will remain seated while bus is in motion.
- Students may be assigned seats by the bus driver.
- When it is necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms or heads through bus windows.
- Students will need written permission to leave the bus at locations other than home, school or standard drop-off point.
- Students will converse in normal tones; loud or vulgar language is prohibited.
- Students will not open or close windows without permission of the driver.
- Students will keep the bus clean and must refrain from damaging it.
- Students will be courteous to the driver, fellow students and passers-by.
- Students who refuse to obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- Students must not eat anything in the bus.

Kohana students who are referred for behavior problems on the bus may receive these consequences:

First referral --- placed on probation

Second referral --- one day suspension of the bus privileges

Third referral--- 3 days suspension of bus privileges

Fourth referral --- 1 week suspension of school bus privileges.

Bus rules for Parents:

- Please ensure that you reach the bus stop in time to pick up and drop.
- The bus will not wait for anyone at any stop beyond 2 minutes. Therefore, please beat the stop 5 minutes before.

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- If you do not pick up your child at the designated stop in the afternoon, the child will be brought back to the school.
- Please do not pressurize the driver or attendant for any personal obligation. Do not offer them any items as it is not allowed. For any complaints against staff please contact office.
- Parents are not allowed to travel in the bus at any point of time.
- Any damage to school property/bus done by your ward will be made good by parent proportionate to the amount of loss along with fine as deemed fit by the management.
- There is a possibility of the school bus to be delayed because of the traffic. In such cases, kindly contact the school office.

Counseling Sessions

Counseling sessions are taken up one to one with the children, parents and teachers based on requirement. Corrective action is well defined and is based on self correction method and effectively followed up.

Lost Property

All articles lost and found in the school premises will be kept in the lost and found department in the school office.

Parent Involvement

Parents are active partners in the school and help make it successful. There are many different opportunities to be involved at Kohana through specific volunteer efforts, teaching and school staff support, serving on committees, and/or participating in the P.T.A.

Parent informational meetings are designed to provide a venue for tracking student body performance, disseminating school updates, and discussing Upcoming event at Kohana International School.

Parents are encouraged and expected to visit classes on a given schedule. Prior notice will be given.

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Parents- Teachers Meeting (PTM)

The PTM is a platform for interaction of parents and teachers to review the child's academic and other progress.

- PTM will be held thrice a year for all the classes.
- Parents are requested not to remain absent for the PTM as it can be an ideal opportunity to discuss your child's strengths and weakness with the teaching staff.
- Parents are requested to attend PTM together at the given time and date assigned to them.
- Besides the scheduled PTM's parents can take an appointment and meet the Principal or the concerned teaching faculty to discuss any issues regarding their child as per the schedule.
- Teachers may also call parents if there is a need to discuss any area of concern with respect to the child.

Behaviour Expectations

Kohana International School Expectations - P.R.I.D.E

- Personal[†]Best
- Responsible and Safe Citizens
- Innovative[†]Learners
- Demonstrate[†]Respect
- Encourage and Include Others

We want our students to be able to apply the Five-Way test as they work with school staff and with one another:

- Is what I'm saying or doing demonstrating my Personal Best ?
- Is what I'm saying or doing being a Responsible and Safe Citizen?
- Is what I'm saying or doing showing that I am an Innovative Learner?
- Is what I'm saying or doing Demonstrating Respect?
- Is what I'm saying or doing Encouraging and Including Others?

Dress code

The purpose of a school-wide DRESS CODE is to establish a school

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environment that supports a productive, academic atmosphere, which supports students' learning and reflects the educational values of the staff and the parents. Please take the time to review this policy with your children again.

The following items of clothing/accessories are considered inappropriate and/or disruptive to the educational process and are unacceptable for school attire:

- Strapless or tube tops worn without a blouse/sweater cover-up.
- Tops that are unbuttoned below the sternum.
- Short shorts or skirts, tight athletic shorts, rolled up short shorts.
- Undergarments showing (i.e., baggy pants worn below the waist and low-rider jeans) or lack of undergarments.
- Emblems, lettering, or pictures related to drugs, alcohol, sex, or profanity.
- Chains or weapons on clothing.
- Thong-type sandals, platform or slip-on shoes which could be unsafe.
- Jewellery that dangles and could be unsafe. NO wheelie shoes.
- NO makeup, including glitter, or false finger nails.
- Any items of clothing or manner of wearing clothing that contributes to the disruption of a productive learning environment and the safe operation of the school.

Due to safety issues, the style of footwear is very important. Shoes should have hard sole and be strapped or tied. Athletic shoes are always good choice and allow students to fully participate in outdoor/physical education activities.

Hats, caps, or visors are appropriate on the playground during recess. Students should be reminded that wearing these items is a privilege which maybe lost if they become a distraction in the classroom or a problem on the playground. They are not to be worn inside the school.

Thank you for your support and cooperation with our school dress code policy. The positive message that school is a place to work and learn is reinforced when our students come to school dressed appropriately.

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Pick up and Drop Off

Your child's safety is very important to us. We encourage students and families to walk and ride bikes to school. Supervision begins at 8:30 a.m. Students cannot be dropped off before this time. However, special request out of the schedule may be personally requested to the Principal. If feasible, special request may be considered on case to case and need basis.

For those who drive, the supervised drop-off area will be in the parking area. All drivers **MUST** follow the Arrival and Departure Procedures described below. The success of this procedure to need buses run efficiently depends on the cooperation of all drivers. Thank you for your cooperation during this important transition period.

Drop off/Pickup procedure

If you are using the drop-off/pick-up lot, we ask that you:

- To kindly park your vehicles in the parking lot.
- Enter the parking lot (ONLY after school program vehicles, special needs bussing will enter at the front gate).
- Children will exit the vehicle onto the sidewalk only. Please pull all the way forward before allowing your child to exit.
- Children should exit the vehicle on the passenger side. Please have your child ready to go with their back-pack in the car itself. Parents should not have to get out of the car during this process. Once the student is on the sidewalk and the car door is closed, please leave the front gate promptly.
- Do not allow your child to cross the road unsupervised and unescorted.

Library Policy

- Class library system is followed.
- Book will be issued on showing the hand book.
- The library has a wide variety of books, novels and research material which may be used by students encoded for library issuance.
- Books must be kept clean and used carefully. The book must be

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returned in the same condition as when it was borrowed.

- Any kind of damage to the library or books will have to be made good by the concerned borrower.
- Reference material will not be available for borrowing and students will be required to use them within the premises itself.
- Only one book maybe borrowed at a time for home issue and 2 books from Grade 6 and above.
- No personal books, bags or sachet will be allowed in the library.
- Borrowed books must be returned on time. A late charge will be levied for books returned after the due date.
- A fine 1000yen will be charged if the book is damaged.

Field Trips

- Field trips help the students to apply the concepts learnt in the class to real-life situations.
- Our teaching faculty carefully plans for these field trips and reviews the learning outcomes of the students after the field trips.
- Parents will be given advance intimation regarding the date, place, any entry tickets if applicable and time of field trip.
- Parents must encourage children to attend all field trips as it gives them hands on experiences.
- The school will take adequate measure to ensure the safety of the students. Students will be expected to follow instructions given to them to enable them to enjoy their monthly field trips.
- There will be regular school bus pickup facility during the field trip day.
- There won't be school bus drop facility during the field trip day.
- Field trip fee needs to be paid even in case of absenteeism.

Competitions

Intra class and Inter class competitions are organized in the school as per the school calendar to prepare students for the future competitive world, where at every step there is success and defeat which has to be handled gracefully in a sportsman spirit.

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Sports activities

Sports facilities are available in school and through tie-ups. A sports coach is available for physical education of all classes.

The daily schedule of the students also includes physical activities such as yoga, meditation, PT., drills in the morning assembly. While a variety of games and sports are taken up as per the physical education time table.

The students are taught the skills, techniques & games keeping in view the interest and age.

Birthday Celebrations

Distribution of gifts, sweets etc are not allowed. However parents may celebrate their child's birthday with a cake and only one item return gift which preferably may be a candy/ chocolate. Expensive gifts will not be allowed. Children's birthdays are celebrated in the morning assembly and also in the respective classes during lunch break. One day prior intimation should be given by the parents to the school if they wish to bring a cake in the class. Please avoid cream-rich-cake. Gifts to teachers are prohibited. Celebrations with parents are only allowed in Nursery and LKg classes.

Wellness Policy

When it is time to celebrate a birthday or a special occasion, many of us love to make special treats for our children. When sending in treats please be mindful and respectful of our wellness policy which includes offering students the healthiest foods while at school. So, if you're planning to send in birthday treats for your child, the treat **MUST** be **HEALTHY**. Some ideas for your children include: fruit kabobs, blueberry muffins, frozen yogurt with fresh fruit, low fat pudding cups, fresh fruit (cut apples, peaches, melons or strawberries), cereal bars, oatmeal cookies, or fruit popsicles. Be creative!

Research proves that a student's health affects their attendance and ability to learn. Healthy children:

- Do better in school

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- Miss fewer days of school.
- Pay attention in class
- Have improved classroom behavior
- Are more likely to graduate from high school and go to college

Volunteer Information

Kohana International School values its Parent Volunteers immensely. Volunteer assistance enriches the educational program, increases supervision of students, and contributes to school safety while strengthening the schools' relationships with the community. Parents/guardians and other members of the community are encouraged to share their time, knowledge, and abilities with students. It is very important for all volunteers to respect confidentiality, be on time and inform the teacher if they cannot volunteer as scheduled.

Please contact your teacher for volunteer opportunities. The principal will schedule the program.

Disaster Management

Medical Checkup, Fire Drill, Evacuation Drill and other measures will be exercised intermittently during the academic year.

Fee Details:

- Tuition fee is inclusive of all taxes.
- Fee once paid will not be refund under any circumstances.
- Fees can be paid in cash at the school office or through bank transfer. In the case of bank transfer, parents are requested to bear the remittance charges.
- Books and other teaching material will be charged on the actual expense basis.
- Kohana International School plans to organize a field trip for all students once in every three months. Field trips will be charged on the actual expense basis.
- Fee for competitive examinations and Olympiads etc held at various levels by the agencies (Optional) will be payable by

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parents.

- Assessments and Examination fee by proposed affiliation bodies such as CIE, University of Cambridge, UK and IPC etc will be paid by parents as per the norms of the examining bodies.
- Default in payment of fee will result in appropriate action by the school authorities.
- Any other special coaching fee or training fee meant for any special purpose other than the school program facilitated by the school for excellence in talent sports will be borne by the parent.
- If any child is waiting after the regular hours, 500 yen will be charged for every half an hour and it will be added in the next month's invoice.
- 100yen per day would be charged, if the tuition fee is paid after the deadline.
- Defaulter list before Progression test 1 and Progression test 2 will be sent across. Report card and Transfer certificate won't be issued, failing to pay the school fee dues (if any).