



**SYMBIOSIS  
INTERNATIONAL  
SCHOOL**

**Symbiosis International School**  
**STUDENT CODE OF CONDUCT**  
**IB Continuum: PYP | MYP | DP | CIE | IGCSE**

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### 1. VISION:

At Symbiosis International School, we are passionate to inculcate core learning values which will align with our most cherished vision of fostering global citizenship through quality education. Inspired by the values of Responsibility, Respect, and International-Mindedness, this Code of Conduct is designed to ensure the holistic development of every student.

## **2. PURPOSE OF THE POLICY:**

This policy sets forth the behavioural expectations for all students of Symbiosis International School, aligning with our commitment to building a respectful, safe, inclusive and disciplined learning environment. It serves as a guiding framework to encourage expected conduct that supports both academic excellence and personal growth within the boundaries of safety.

## **3. CORE VALUES:**

The school is committed to instilling a strong sense of purpose in students by nurturing their commitment to these core values:

- **Respect:** Treating everyone with kindness, valuing differences, and listening with an open heart.
- **Resilience:** Facing challenges with determination and a positive mindset.
- **Humility:** Valuing others' perspectives and remaining open to learning.
- **Inclusivity:** Embracing diversity and creating a respectful, welcoming environment.
- **Integrity:** Acting with honesty, fairness, and strong moral principles.
- **Responsibility:** Taking ownership of one's actions and contributing positively to the community.
- **Empathy:** Understanding others' feelings and offering support with compassion and care.

## **4. IB LEARNER PROFILE ATTRIBUTES:**

In alignment with the International Baccalaureate philosophy, the school empowers the students to actively embody the ten core IB Learner Profile attributes: **Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, and Reflective**. These attributes are not just ideals but are integrated into everyday learning, shaping students into compassionate, ethical, and globally aware individuals.

## **5. CAMBRIDGE LEARNERS ATTRIBUTES:**

- **Confident:** In working with information and ideas – their own and those of others.
- **Responsible:** For themselves, responsive to and respectful of others.
- **Reflective:** As learners, developing their ability to learn.
- **Innovative:** In thinking creatively and critically, adapt to change, and explore new ideas with curiosity
  
- **Engaged:** Intellectually and socially, ready to make a difference.

## **6. ROLES AND RESPONSIBILITIES:**

All members of the school community play an important role in upholding this Code of Conduct.

- **Students** must follow school rules, reflect school values in their behaviour, and report any misconduct responsibly.
- **Teachers and Counsellors** guide students in understanding the policy, address violations appropriately, and maintain communication with parents.
- **Parents and Guardians** are expected to support the school's efforts by reinforcing positive behaviour at home and collaborating on disciplinary matters.

## **7. CODE OF CONDUCT – DOMAIN GUIDELINES**

### **7.1 Interpersonal Behaviour**

All students must treat others with dignity and respect, irrespective of race, religion, gender, language, or cultural background. Bullying, harassment, intimidation, discrimination, and use of derogatory language or physical/verbal aggression, body shaming, name calling/labelling are strictly prohibited and will be dealt with severity.

### **7.2 Academic Integrity**

Students must uphold honesty in all academic activities. Plagiarism, duplication, cheating, collusion, and fabrication are violations of academic integrity and will result in academic and disciplinary consequences. Proper citation of sources is mandatory.

### **7.3 Attendance and Punctuality**

Consistent attendance and punctuality are expected. Students must attend all classes, assemblies, and school functions. Absence must be informed in advance through the official channel only. All **students must maintain at least 90% attendance** for progression eligibility. Students must report to school by 8:00 a.m. sharp. A note will be made in the record for the first two late entries. Upon the third instance of late arrival, the student will be sent back home.

### **7.4 Dress Code and Grooming**

Students are to wear the prescribed school uniform neatly and appropriately.

- Girls: Skirts should not exceed three inches above the knee; long hair must be tied with black bands.
- Boys: Hair should be short and well-trimmed.
- Make-up, nail polish, flashy jewellery, tattoos, unnatural hair colour, and body piercings (except earrings) are not allowed.

### **7.5 Participation in School Events**

Our Students represent the school during all events—on and off campus. They are expected to be inclusive, responsible and resilient during competitions, trips, and public events. Misconduct will invite disciplinary action.

## **7.6 Respect for Property and Environment**

Students must care for the school's infrastructure and maintain cleanliness. Vandalism, graffiti, littering, or damaging school or personal property is unacceptable. Any damage caused must be compensated.

## **7.7 Substance Abuse and Prohibited Items**

Tobacco, alcohol, drugs, e-cigarettes/vapes, and similar substances are strictly banned on campus and during school events. Students are also prohibited from bringing firecrackers, sharp objects, toy weapons, and/or gambling items to school. Violations may lead to suspension or expulsion and/or legal action. The school is serious about these issues and expects parents to be alert and vigilant towards their ward.

## **7.8 Public Display of Affection (PDA)**

While friendly interactions are encouraged, intimate gestures like holding hands, kissing, or close embracing are prohibited.

## **7.9 IT and Digital Use Policy**

Students are expected to use all school-provided digital platforms and devices responsibly and strictly for educational purposes.

- Accessing inappropriate content, engaging in cyberbullying, sharing passwords, or misusing school accounts, email IDs, or networks is strictly prohibited.
- School-assigned G-Suite IDs must be used only for academic communication and assignments.
- Mobile phones are strictly prohibited on school transport and within the school premises. Exceptions will be made only in cases of genuine emergencies, such as booking a cab at dispersal time. If a student needs to bring a phone to school, parents must inform the respective Coordinators and Homeroom Teachers via email in advance. Phones must be deposited at the school reception upon arrival and can be collected at the time of dispersal. In the event that a child is found using a handset during class hours, the device will be immediately confiscated. The SIM card will be handed over to the parent, while the handset itself will remain in the school's custody and be returned only at the end of the academic year.
- Students are strictly prohibited from bringing or using smart wearable devices, including Meta glasses or any similar AI-enabled or recording-enabled eyewear, within the school premises. This rule applies to all students irrespective of grade level. Any such device found in a student's possession will be confiscated, and appropriate disciplinary action will be taken in accordance with the school's policy.
- BYOD (Bring Your Own Device) is permitted only for IBDP students under teacher supervision and must comply with school policies.
- Students are not permitted to create or participate in unofficial WhatsApp groups or similar social media groups for academic or non-academic purposes. All communication related to school must take place through official school-approved channels only.
- Students must use school-assigned digital platforms responsibly and only under authorized supervision.
- Accessing the SENSES board or logging in using teacher credentials—intentionally or otherwise—is strictly prohibited.

- Any attempt to use credentials not assigned to the student, even if left accessible by mistake, will be treated as a serious violation of school policy and will result in strict disciplinary action.
- Misuse of digital platforms will lead to disciplinary action, including restricted access to school IT services or further consequences as deemed appropriate.

### **7.10 Social Media Conduct**

Students must not use the school name, logo, images, or content on personal social media without explicit permission.

Posting offensive, harmful, or discriminatory content, especially in connection with the school, is a serious violation.

### **7.11 Transport and Commute**

Students using school transport must:

- Follow bus rules, remain seated, wear seatbelts where provided, and avoid disruptive behaviour.
- Vandalism or repeated misbehaviour may lead to **loss of transport privileges**.

### **7.12 Birthday Celebrations**

The school encourages simple and respectful birthday celebrations.

- The students can come in civil clothes on their birthday and allowed to distribute healthy, nutritious dry snacks to the classmates and teachers.
- No food items or gifts are allowed from home or outside vendors.

### **7.13 Cafeteria Conduct and Discipline**

Students are expected to maintain appropriate behaviour in the cafeteria at all times.

- Orderliness, proper table manners, and respectful interaction with staff and peers are essential.
- Students are strictly prohibited from accessing or consuming food from the teachers' counter or designated staff areas.
- Wastage of food, pushing in queues, loud behaviour, or leaving litter behind is not acceptable.
- Everyone is responsible for maintaining a clean and respectful dining environment.
- Consumption of outside food is strictly prohibited.

### **7.14 Examination Rules for Students**

1. **Punctuality:** Punctuality and full attendance are compulsory for all examinations. Students are expected to arrive on time and be present for every scheduled exam without exception.
2. **Prohibited Items:** Mobile phones, smartwatches, electronic devices, books, notes, or any unauthorized materials are strictly not allowed in the examination hall.
3. **Silence and Conduct:** Complete silence must be maintained. Any form of communication or misconduct will be considered a serious offence and may result in disciplinary action.

4. **Cheating/ Malpractice:** Any attempt to use unfair means will lead to immediate cancellation of the exam and further disciplinary action.
5. **Medical Emergencies:** In case of illness or emergencies, the student must inform the coordinator of the respective program. In case of illness, the student will be advised not to appear for the examination. Instead, an average score based on the student's internal assessments will be considered. However, this provision will be applicable only upon submission of valid medical documentation, duly certified by a registered medical practitioner
6. **Transport:** During the examination period, regular school transport services will not be available immediately after the exams. Parents are requested to make suitable arrangements to pick up their children once the examination concludes each day. If a student is to remain in school until 3:00 p.m., they must carry the necessary study material for self-revision of the next day's exam.  
Please note that school buses will run as usual only at 3:00 p.m. for those students who stay back.

### **7.15. Reporting Concerns and Confidentiality**

The school is committed to a safe and respectful environment. Any student, staff, or parent may report Code of Conduct violations in writing to a teacher, coordinator, counsellor, or trusted staff member.

Reports will be addressed promptly and fairly, following school procedures. The identity of the reporter will remain confidential, except where disclosure is necessary for investigation.

The school strictly prohibits retaliation against anyone reporting concerns in good faith and promotes a culture of responsible and timely reporting.

### **8. Disciplinary Actions**

The school follows a progressive and restorative approach to discipline, focusing on correction, accountability, and behavioural growth.

- **First Offense:** A verbal warning is issued, and parents are notified. A counselling session may be arranged to address underlying concerns.
- **Second Offense:** A formal meeting is held with the student and parents. A written behavioural agreement is signed outlining expectations and consequences.
- **Third Offense:** The student may face temporary suspension, subject to review by the School Monitoring Committee.

Major violations—including physical violence, possession or use of prohibited substances, or repeated defiance—may result in immediate suspension or expulsion, at the discretion of the school leadership.

The school reserves the right to take firm and appropriate action in the interest of maintaining a safe and respectful learning environment.

### **9. Monitoring and Redressal Committee**

The committee, comprising the **Director, Programme Coordinators (EY, PYP, MYP, IGCSE, DP and School Counsellors**, are responsible for:

- Reviewing incident reports
- Recommending and implementing disciplinary actions
- Maintaining confidential records
- Ensuring fair and unbiased resolution of issues

### **STUDENT DECLARATION**

I, \_\_\_\_\_ (Student Name), Class \_\_\_\_\_ have read and understood the Student Code of Conduct Policy. I agree to abide by the rules and represent Symbiosis International School with integrity and responsibility.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*This policy is intended to serve as a comprehensive guide for behaviour and discipline, aligned with the values and expectations of Symbiosis International School. It supports students in becoming principled, globally aware, and balanced individuals.