

THIMPHU HIGH SCHOOL

CODE OF STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

It is the duty of each student to conduct himself or herself appropriately in body, mind, and speech as a worthy member of the THS family. Students must conduct themselves with the highest degree of moral, integrity, professionalism, and responsibility.

The following Code of Student Conduct and Disciplinary Procedure shall govern conduct, etiquette, and other matters concerning student behaviour.

Duties

To Society and Nation

Each student shall abide by the laws, and regulations of the Kingdom of Bhutan, and give due regard to the traditional and cultural values of the nation.

To the THS Community,

Each student shall:

- a. have the duty to foster tolerance, mutual respect, and a spirit of unity amongst the entire community;
- b. not engage in any activities that disturb the cleanliness of the campus, or that otherwise undermines the ability of the community to coexist in a healthy and peaceful environment;
- c. not participate in acts likely to cause injury or abuse to oneself or other members of the community;
- d. provide help and support, to the greatest extent possible, to members of the community, in the event of accidents and natural calamity;
- e. safeguard and not harm the property of the community, and refrain from theft, misuse or damage to the property or belongings of colleagues or staff including unauthorized use of THS name, logo, marks or symbols, as well as other copyright violations;
- f. Act in a manner that demonstrates respect towards the policies, procedures, and laws of the law school; and
- g. Not possess weapons, explosives, fireworks, ammunition, knives, or other equipment and gadgets that could be harmful to the members of the community.

To the School,

Each student shall:

- a. exhibit the highest standards of professional behaviour, and act in a courteous and sensitive manner when interacting with colleagues and staff;
- b. perform professionally, responsibly, and with honesty and integrity, all tasks as prescribed by the school authorities;
- c. support THS in implementing activities and programs designed for achieving its stated mission/objectives;
- d. make judicious use of school resources;

- e. refrain from providing or using false information, including furnishing false information to any staff, department or office;
- f. refrain from trespassing or unauthorised entry on or in school-owned or controlled property;
- g. refrain from forging, altering, or misusing any documents, record or instrument of identification; or assuming the name of a school official, faculty member or another student;
- h. refrain from disorderly conduct and any behaviour that obstructs or disrupts the regular/normal functions of the school and neighbouring community; and
- i. refrain from using social media or any online platforms to represent THS by sharing and publishing opinions without prior approval from the authority

Conduct

Each Student shall:

- a. wear a national dress while attending classes, and official, and spiritual functions;
- b. attend all meals from Monday to Friday in formal dress except during public holidays;
- c. always maintain proper personal health and hygiene;
- d. maintain neat, tidy, and decent hairstyles;
- e. refrain from smoking and consumption of alcohol and chewing *Doma and Gum* on campus;
- f. abstain from the use of any controlled substances including inhalants or other harmful chemicals which are prohibited either by the national laws or school;
- g. promote and uphold the values and traditions of the THS;
- h. not commit plagiarism or cheat in submitting assignments, projects and in examinations;
- i. abstain from offering/taking any gift or favour meant to bribe or obtain unfair advantage;
- j. refrain from harassing or discriminatory behaviour towards school staff, colleagues or visitors and report or prevent any such action by any other colleagues;
- k. not make malicious or false statements about colleagues, staff, institutional partners, members of the public, or the school itself;
- l. prevent coercive or deceptive means to influence the decision of colleagues and staff;
- m. avoid intentionally distorting or misrepresenting facts to create disharmony, either directly or indirectly;
- n. report to school authorities regarding any unlawful or criminal activities occurring within the campus.

The actions and behaviors listed above are not an exhaustive list.

B. Disciplinary Procedure

Preliminary Investigation

1. Any breach of a Disciplinary Offence shall be reported immediately to the Principal or Residential Head, in writing/verbally.
2. Any alleged breach of the Code of Student Conduct and Law School policies and procedures shall be the subject of a preliminary investigation.
3. The purpose of a preliminary investigation shall be to determine whether the alleged breach may be disposed of summarily by the person undertaking the investigation without the need for Disciplinary Procedures.
4. The Principal or Residential Head will carry out the preliminary investigation of the case and assess whether a *prima facie* (potential) case exists.

5. The Principal and or Residential Head will meet with the student being accused of misconduct and inform them of the alleged breach and the procedure.
6. The Residential Head will produce a report based on the preliminary investigation within ten (10) working days and the student will receive the decision of the preliminary investigation.
9. Following the preliminary investigation, the Principal or nominee shall have the discretion to apply one or more of the following:
 - Dismiss the allegation of misconduct, in which case the matter is closed, and no record is retained of the allegation
 - Require the student to apologize in specified terms to one or more named persons by a specific date
 - Invite the student to accept a formal written warning and sign to acknowledge the receipt of the warning letter
 - Refer the incident of misconduct to the Disciplinary Committee

Procedure

1. The Disciplinary Committee shall convene a meeting within Ten (10) working days of the day of receipt of the written report from the Residential Head after the preliminary investigation.
2. When an act (or acts) of the student is such that it has a negative impact on the normal operation of the School, and while the decision of the Disciplinary Committee on a possible sanction is awaited, the Committee, so as to preserve order and implement protective measures, can suspend the student from the school and/or prohibit them from entering the premises of the School.
3. This measure can be effective until the decision of the Disciplinary Committee is issued.
4. The Disciplinary Committee shall be composed of:
 - a. Chair: Principal;
 - b. Residential Head;
 - c. A Faculty or Staff as designated by the Chair
 - d. School Headboy/Head Girl - Student Representative
5. The Committee shall conduct the proceedings in a fair and transparent manner.
6. The Committee shall invite the concerned student to present his / her point of view.
7. The Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offense.
8. The Committee shall complete its proceedings within Ten (10) working days.
9. Record(s) of sanction(s) imposed on a student are maintained in the student's personal file.
10. The Disciplinary Committee has the power to impose one, or a combination of, sanctions listed below in accordance with the severity of the infraction.
 - a. ***Written warning*** - A written warning is a formal reprimand to students that their behaviour was unacceptable. A formal written warning is only given for minor first-time violations. This will be NOT noted on the student's academic transcript. But it does become part of the student's disciplinary record.
 - b. ***Community service*** - A student can also be assigned a task as a sanction. Community service as a disciplinary disposition in the school might consist of supervised work within the campus, such as cleaning, polishing, or painting, or a similar service in the local community under the supervision of the Head of Student Services.
 - c. ***Suspension*** - A student once suspended, is withdrawn from classes. The student will NOT receive credit for those classes. Once suspended, a student is barred from campus and may NOT

attend sponsored school events or activities. A student who completes all required sanctions will be welcomed back to the law school at the end of the suspension period.

d. **Expulsion**, with or without the possibility of re- application - A student once expelled, the student is permanently barred from campus.

e. Any other penalty which the Committee may deem fit to impose.

11. The Disciplinary Committee notifies the student of the decision taken by the Disciplinary Committee in writing.

12. Parents of the student shall be notified about the disciplinary sanctions taken on the dependent student.

13. Appeal against the decision of the Disciplinary Committee must be made to the Director within 10 working days after the decision has been conveyed to the student.

14. If the misconduct could constitute a criminal offense, the law school may choose to report directly to the Police.

THIMPHU HIGH SCHOOL

STUDENT UNDERTAKING STATEMENT

I, Mr./Ms..... of gradeYear.....
bearing Citizenship Identity No: declare that I have read and
clearly understood the Student Code of Conduct of the Thimphu High School. I commit to
strictly abide by the rules and regulations of the school and the Student Code of Conduct to
ensure the safety and wellbeing of all in the school. Should I breach any of the regulations during
my study period, I shall be liable for administrative sanctions with possible termination for
failure to respect the larger interest of the School and the community.

I am fully aware that the College management has the right to inform my parents in the event I
breach the Student Code of Conduct and the College rules and regulations.

Affix legal
stamp

Stuent Name & Signature

Witness Name & Signature