



**SEKOLAH
LENTERA KASIH**

BUILDING CHARACTER & ACADEMIC EXCELLENCE

CODE OF DISCIPLINE

This Code of Discipline belongs to

of _____

Jl. Gunung Salak No. 88, Kerobokan - Badung - Bali - 80361

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***Dear Parents,
Please read this booklet carefully with your child, as all teachers will also be reading it with their classes.
One, of the most important responsibilities a student has in school is good behaviour. Good behaviour allows every child to have a good learning environment.***



Train up a child in the way he should go: and when he is old, he will not depart from it - Proverbs 22:6.

We endeavour to create a school environment where children can learn and develop self-respect, as well as respect for others, within a caring and positive framework. To achieve this we expect parents to work alongside us and support us in teaching positive moral values, as well as showing our children the importance of taking responsibility and caring for themselves and others.

The most important part of discipline is to love. This positive discipline is always the preferred way to maintain right behaviour. The other aspect of discipline is through the consequences of wrong behaviour. However, the consequences are never in the form of physical punishment.

Philosophically, all kinds of school rules violations will have meaningful and purposeful consequences related to learning and problem solving. It may take the form of a written reflection by the student of their bad behaviour, or exercises relevant to one of their subjects.

SLK is committed to the goal of positive, effective, and orderly process of instruction. The directors, school administrators, teachers, support staff, parents and students should assume their share of responsibility for the attainment of this goal. Along with these responsibilities, rights are accorded. These rights and responsibilities are reciprocal.

Students' Rights and Responsibilities:

Students have the right to ...

- Expect to be treated respectfully, impartially and fairly.
- A safe place to learn free of violence and disruption.
- A meaningful learning experience with an appropriate and challenging curriculum.

Students are expected to ...

- Treat others, both students and school staff, respectfully
 - Follow the school's code of discipline and to be responsible for your own actions
 - To attain the best possible level of academic achievement.
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Parents' Rights and Responsibilities:

Parents have the right to ...

- Reasonable access to your child's school records and behavioural progress
- Be notified of your child's violation of school rules and regulations and share in your child's right to due process procedures
- Discuss your child's performance with their teachers and Principal

Parents are expected to ...

- Take an active interest in school progress and attend conferences and special school activities
 - Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of your child.
 - Plan a time and place for progress with your children's homework, provide necessary supervision and encourage good study habits in your child.
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Teachers' Rights and Responsibilities

Teachers have the right to ...

- Be treated in a respectful manner by students, parents and staff
- Expect students to work up to their potential
- Call for a parent/teacher conference when needed
- Exclude a student from class when that student is misbehaving or preventing others from learning

Teachers are expected to ...

- Treat students, parents and staff in a respectful manner
- Provide the best possible education through a positive classroom environment
- Be available to talk with staff, parents and students
- Post, distribute and discuss rules and consequences for classroom behaviour

School-wide General Student Conduct Rules

Sekolah Lentera Kasih identifies the following behaviours as unacceptable. They will be prohibited inside its premises. Each rule is related directly to the school's motto: Building Character and Academic Excellence!

1. Students will show respect to all school personnel and comply with all reasonable requests.
2. Students will not use obscene language or gestures. This also includes written obscene language as well as obscene drawings.
3. Students will not make discriminatory insults, intimidate, or harass another due to race, colour, gender, religion, national origin or culture.
4. Students will not take what does not belong to them or accept property they know belongs to another.
5. Students will not deface school property or materials.
6. Students will:
 - a. not chew gum in school
 - b. not wear hats/caps inside the school building
 - c. only wear plain dark jacket or cardigan to school
 - d. walk in the hallways and not run at all times
7. Students will adhere to the Policy and Procedure for Serious Offenses. This relates particularly to the policies on weapons, drugs and threatening or bullying peers.
8. Students will respect teachers and ensure a conducive teaching-learning environment in the classroom, playground and school premises.

During Field Trips, Retreats

9. Students must observe proper conduct and obey house rules.
10. Students must protect the image of the school by behaving appropriately.

PUNCTUALITY

- A. A student should come to school regularly and punctually
- B. Attendance is checked by the Homeroom teacher. A student who arrives late for morning assembly or homeroom period shall be marked tardy.
- C. Habitual tardiness will disqualify a graduating student from the honour roll.
- D. A student is considered late after the 8:00 bell has rung. A student who is late should stay in the waiting area (second gate) until 8:15.

TARDINESS PROCEDURE

• PRIMARY TARDINESS

Arrival time	Status	Consequence
8:00 – 8:15	first time late	<ol style="list-style-type: none">1. Verbal warning by teacher on duty and homeroom teacher2. Written note in the late log book (student to sign)3. Record tardiness in the log book
	second time late	<ol style="list-style-type: none">1. Verbal warning by teacher on duty and homeroom teacher2. Written note in the log book (student to sign)3. Record tardiness in the log book4. Homeroom teacher to notify parents via email or telephone
	third time late	<ol style="list-style-type: none">1. Verbal warning by teacher on duty and homeroom teacher2. Written note in the late log book (student to sign)3. Record tardiness in the log book4. Homeroom teacher to notify parents via email or telephone5. Homeroom teacher to call parents and remind them that there will be lunch time detention.
	fourth time late	<ol style="list-style-type: none">1. Verbal warning by teacher on duty and homeroom teacher2. Written note in the late log book (student to sign)3. Record tardiness in the log book4. Lunch time detention5. Homeroom teacher to notify parents via email or telephone that the child will be given the first lunch time detention and the same consequence will take place the next time their student comes to school late.
	fifth time late	<ol style="list-style-type: none">1. Verbal warning by teacher on duty and homeroom teacher2. Written note in the late log book (student to sign)3. Lunch time detention4. Homeroom teacher to notify parents

		via email or telephone that the child will be given the second lunch time detention and the same consequence will take place the next time their student comes to school late.
	sixth time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign) 3. Lunch time detention 4. Homeroom teacher to notify parents via email or telephone that the child will be given the third lunch time detention and it will be a litter duty detention the next time their student comes to school late.
	seventh time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign) 3. Litter duty detention, when and where will be up to the homeroom teacher 4. Homeroom teacher to notify parents via email or telephone that the child will be given the first litter duty and the same consequence will take place the next time their student comes to school late.
8:15 – later	first / second / third / time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign) 3. Immediate lunch time detention

Note:

1. All students arrive later than 8:15 will need Discipline Master / Vice Principal to personally pick them from the gate.
2. After serving the litter duty, late record will reset to zero.

• **SECONDARY TARDINESS**

Arrival time	Status	Consequence
8:00 – 8:15	first time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign)
	second time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign)
	third time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign) 3. Homeroom teacher to notify parents via email that lunch time detention will take place the next time their student comes to school late.
	fourth time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign) 3. Lunch time detention
	fifth time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign) 3. Lunch time detention
	sixth time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign) 3. Lunch time detention 4. Homeroom teacher to notify parents via email and phone call that there will be an after school detention the next time their student comes to school late.
	seventh time late	<ol style="list-style-type: none"> 1. Verbal warning by teacher on duty and homeroom teacher 2. Written note in the late log book (student to sign) 3. Homeroom teacher to call parents

		<p>and decide when the first after school detention will take place and that the same consequence will take place the next time their student comes to school late.</p> <p>4. Student to serve first after school detention</p>
	eight time late	<p>1. Verbal warning by teacher on duty and homeroom teacher</p> <p>2. Written note in the late log book (student to sign)</p> <p>3. Homeroom teacher to call parents and decide when the second after school detention will take place and that the same consequence will take place the next time their student comes to school late.</p> <p>4. Student to serve second after school detention</p>
	ninth time late	<p>1. Verbal warning by teacher on duty and homeroom teacher</p> <p>2. Written note in the late log book (student to sign)</p> <p>3. Homeroom teacher to call parents and decide when the third after school detention will take place and that the next time the student comes late to school will be considered as a major offense and the rules from the handbook will apply</p> <p>4. Student to serve third after school detention</p>
8:15 – later	first / second / third / time late	<p>1. Verbal warning by teacher on duty and homeroom teacher</p> <p>2. Written note in the late log book (student to sign)</p> <p>3. Immediate lunch time detention</p>

Note:

1. All students who arrive later than 8:15 will need the Discipline Master or Vice Principal to personally pick them from the gate.
2. After school detention is a 60 minutes period.
3. After serving the major offence consequence, the student's late record will reset to zero.

SCHOOL UNIFORM

- Every student must look neat and smart throughout the day
- Every student must wear the prescribed the uniform

BOYS	GIRLS	PE ATTIRE
Black shoes (including laces),	Black shoes (including laces)	Sports shoes
SLK white socks or plain white socks	SLK white socks or plain white socks	White socks
SLK prescribed polo/dress shirt	SLK knee-length prescribed skirt	PE shirt
SLK prescribed shorts (elementary) or trousers/shorts (middle school)	SLK prescribed blouse.	Blue shorts
		SLK hat

List of possible Violations/Offences

MINOR OFFENCES

1. Not wearing the school uniform properly and completely
2. Tardiness (late coming) occurring on a regular basis, arriving late to class, regular lateness.
3. Littering, the deliberate act of leaving rubbish around the school and not using the rubbish bins.
4. Loitering, the deliberate act of being in unauthorized areas of the school classified as out of bounds.
5. Playing of PC games
6. Inappropriate behaviour, engaging in malicious or immodest acts
7. Listening to unauthorized audio materials
8. Bringing jewellery, toys, pets and electronic gadgets to school
9. Unauthorized use of school properties and facilities, which include but are not limited to, LCD projector, Wi-Fi connection etc.
10. Not bringing required textbooks/notebooks/agenda books to class
11. No chewing gum
12. Unauthorized use of HP
13. Unauthorized selling of merchandise
14. No unnatural hair colour
15. Not wearing helmet (for those who come to school on bikes / scooters etc.

MAJOR OFFENCES

1. Skipping Class
2. Vandalism/destroying, defacing school property.
3. Blatant disobedience, repeated failure to comply with requests (wilful disobedience and rudeness to teachers).
4. Intimidation, provocation, or threats (Comments of violence or personal harm will be taken seriously).
5. Discriminatory insults, intimidation or harassment, including racial slurs, bullying, cursing, the use of profane and obscene language and gestures.
6. Offending others through telling lies, making false accusations.
7. Fighting, either verbal or physical.
8. Bringing/using sharp and deadly objects, especially with the intention to harm others
9. Possession of pornographic materials, browsing pornographic and violent sites (or any sites not suitable for students) or downloading/uploading the same files
10. Possession, distribution, or use of illegal drugs and other prohibited substances, including cigarettes or tobacco, or alcoholic beverages, electronic cigarettes (VAPE)
11. Cheating during quizzes and tests like the Semester Exams, including submission of identical (plagiarized) projects and in accordance with other school requirements
12. Falsification of signature and/or official documents
13. Theft/Stealing

POLICY, SANCTIONS, and PROCEDURES

MINOR OFFENCES

Violations	Consequence/Procedures
First infraction	Verbal warning
Second infraction	Written warning to be sent to parents for signature with a reflection that must be written by the student outlining the events for the infraction *Unauthorized use of phone- "Phone will be confiscated and kept for 1 week."
Third infraction	One to three Lunch time detentions.
Fourth infraction	Referral to Guidance Counsellor (GC). The GC makes a recommendation to address the misbehaviour. During this time, the Homeroom Teacher investigates, or looks further into the cause. Detention is still an option here.
If the misbehaviour persists,	A Committee, composed of the GC, Discipline Master, Homeroom Teacher, Teacher/s involved, will convene to study the case and make appropriate recommendation/s. Said Committee forwards the recommendation/s to the Principal.
	The Principal studies the case, makes a recommendation, and forwards it to the School Management for approval.
	The School Management exercises his/her prerogative to decide on the case.

MAJOR OFFENCES

First infraction Steps A to D must be completed within the maximum 5-day timeframe (working days).	A)	The teacher concerned prepares an incident report. In the absence of any teacher, the Discipline Master (DM) or Coordinator makes the said report.
	B)	Parents will be informed of the case, and initial findings if any, as well as the steps the school will take to address the misbehaviour.
	C)	The student, upon notice to the parents, will need to see the GC, DM or Principal, the teacher present when the offence was committed, and the Homeroom Teacher (HT) to get the facts and hear the student's side. Witness/es, (students, teachers or any school personnel) if any, can also be called to shed light on the matter.
	D)	The parents and the student will be informed of the consequence, which ranges from the minimum 3 lunch time detentions to 1 - 5-day internal or external suspension.
	E)	After serving the specified consequence, the GC will spend one on one session with the student. The idea is to make the student realize his/her mistake, prevent the same from happening again, and move on with a better perspective in life.
	F)	A Parent-Student-Teacher Contract will be entered into, to pre-empt repetition of similar offence
Second infraction of the same offence or very serious offence	Same steps will be taken, except steps d, e and f.	
	G)	A Committee, composed of the GC, DM, HT, and the Teacher present when the misbehaviour occurred, will convene to decide the case. The said Committee forwards its findings and recommendation/s to the Principal.
	H)	The Principal studies the case, makes a recommendation, and forwards it to the School Management for approval.
	I)	The School Management exercises his/her prerogative to decide on the case.

LIST OF SANCTIONS

- 1) Verbal warning/ reprimand (for minor offence only)
- 2) Written warning
- 3) One to three Lunch time detentions
- 4) One to five day internal suspension
- 5) One to five day external suspension
- 6) Student-parent-teacher contract
- 7) Contract with the Principal
- 8) Expulsion

DISCIPLINE COMMITTEE

The Committee on Discipline is composed of the following:

- Discipline Master
- Homeroom Teacher
- Teacher involved / present during the incident
- Guidance Counsellor
- Principal