

# THE ORCHID SCHOOL

## Amendments to the Orchid “Code of Conduct “

For ALL TOS Staff-Teaching, Visiting, Administration, and Service staff  
With immediate effect

The following list clearly states behavior that crosses the line from professional and caring, into personal and inappropriate. Such behavior will NOT be tolerated. This applies to your behavior towards both, girls and boys.

APPROPRIATE	INAPPROPRIATE
A pat on the back, or shoulder or arm to express affection, appreciation or concern.	<b>You cannot give-</b> Shoulder massages, lingering touches, hold the child’s hand tightly ,request affection “give me a hug,” “give me a kiss, hug students tightly, take the child to chest or bosom, take on your lap, a pat/touch on any other part of the body-chest, stomach, thighs, bottom and/or between the legs.
Conversations that is appropriate to the school environment and support student learning and growth.	<b>You cannot have-</b> <ul style="list-style-type: none"> <li>• Conversations with students that becomes personal or confidential in nature – asking students to “just keep it our secret”.</li> <li>• Student-teacher communication that has implied messages indicating high levels of familiarity, have double meaning, or jokes of a personal nature.</li> <li>• Responses/communications which are flirtatious in nature.</li> </ul>
Student-teacher relationship is centered on school program and is professional.	<b>You should not</b> maintain student-teacher relationship outside of school events that is personal in nature-lunch or a movie alone; giving special gifts; giving rides home alone; receiving or writing secret notes
Verbally communicating to the student about his/her misbehavior	<b>You should not</b> use inappropriate words to express anger-“dumb” idiot, using the students’ name/surname in a sarcastic manner, comment on his/her family background or physical appearance.
Applying consequences listed down in the student diary for misbehavior under the Whole School, Discipline Policy (WSDP).	<b>You cannot -</b> <ul style="list-style-type: none"> <li>• Use “standing outside class”, standing upon the chair/table as a consequence.</li> <li>• Use any kind of physical expression of anger-holding on tightly to the wrist, pulling/pushing, light “tapping” the head or any other part, holding/twisting the ear, arm, wrist etc.</li> </ul>

### STAFF RESPONSIBILITIES-

1. Duty to report to Principal, in writing, if a staff member observes any adult engaging in the inappropriate behaviors.
2. Maintain confidentiality.
3. Refrain from making comments, joke or trivializing the issue
4. Communicate concerns directly only to your principal or unit head.

Any staff or member associated with TOS who violates this policy by engaging in inappropriate conduct listed above that directly or indirectly crosses moral/ethical/legal boundaries, causes intimidation, emotional or physical harm to another student or staff member will be subject to strict disciplinary action.

Namrata Majhail  
Principal  
The Orchid School

Lakshmi Kumar  
Director  
The Orchid School