



Purpose

The school strives to create an environment built on safety, responsibility and respect. This policy describes a framework of our School Discipline Procedure. This document will equip the School Discipline Committee with clear guidelines to apply the procedures fairly and consistently for the purpose of reviewing student behaviour and encouraging positive behaviour.

The protocol to be followed

The teacher shall have a specific classroom behavioural plan and classroom rules in place. The plan and rules shall be made clear to all the students in that class. In the case of a student breaking any one of these rules, the class teacher shall deal with that in a judicious manner.

General Code of Conduct Expected from Pupils at All Times

1. Regularity and punctuality
2. Students shall come to school neat and tidy in the prescribed uniform.
3. Courtesy and respect towards fellow pupils, teachers, all other staff members, elders, visitors
4. Honesty in all academic and co-curricular work
5. Consideration for others
6. Students are expected to speak only in English in the school premises and in the school bus.
7. Listen to the instructions given by the teachers, prefects and monitors.
8. Speak good words, express good thoughts, behave politely and learn to socialize with all.

Every student is answerable for his/her behavior and conduct in the school, school bus and even outside.

Additional Behavioural Requirements

1. In the Classroom and Other Learning Spaces [Labs, Library etc] - Punctual submission of work, respect to teacher, careful handling of equipment/furniture, etc
2. In the Playground - Sharing space/equipment with everyone , returning promptly when bells go, etc
3. In Corridors and Staircases - Walking always on the left, giving way to others especially younger pupils, visitors etc
4. In the Restrooms - Careful use of water/other facilities, etc
5. School campus - Keep the campus clean and green. Do not bring plastic bags of any kind to the school.
6. Transportation - Boarding and alighting the school bus in queue and disciplined behaviour in the bus.

Unacceptable Behaviour

1. Rudeness / discourtesy / disrespect
2. Bullying / fighting
3. Dishonesty in any form
4. Disruptiveness
5. Leaving the school premises during the school hours without permission
6. Indifference towards any subject, lack of punctuality, habitual negligence in school work, dishonesty or other acts of misconduct
7. Unexcused absences
8. Hurting / injuring classmates / others Disfiguring or marking school property, damaging and destroying the sanitary fittings in the restrooms, etc.
9. Bus Behaviour
 - a) Use of unacceptable language in the bus
 - b) Refusal to follow directions or instructions given by the Teacher, Driver or Bus conductor
 - c) Leaving their allotted seats
 - d) Willful damage to the interior and exterior of the school bus

Note: There can also be other unacceptable behaviours that are not foreseen or enlisted above, still shall be considered violations if they go against the morale of the School and be addressed appropriately.

Mode of Action and Corrective / Remedial Measures

Teacher warns the student or takes appropriate disciplinary action or gives remedial work each time a student violates the guidelines. The Class Teacher maintains a school behaviour report for each student. Should the student repeat the same offence many times the parents will be informed by letter or phone. Further, if the student fails to follow further instructions, the matter will be referred to the School Discipline Committee (SDC). The members of the SDC are appointed by the Principal in consultation with the Administration.

The wrongdoing will be evaluated by the committee and the student will be advised accordingly or assigned remedial work. The SDC takes appropriate disciplinary action to build a positive behaviour in the concerned student. The case shall be presented to the Principal or to the School Counselor by the SDC and this will depend on the severity of the matter. The SDC, being the moderating body of the disciplinary procedure, keeps a record of all actions taken at various levels of the procedure.

The Principal may call for a meeting with the parents/guardians or take the disciplinary actions like After-School Detention, Saturday Afternoon-School, In-School/Out-of-School Suspension or Expulsion for severe and repeated the cases of misbehaviour. The school transport facility will not be available for students who are under after-school detention and hence the parents are required to pick them up.

The School reserves the right to suspend, expel or permanently exclude a student whose conduct is unacceptable and against the morale of the school.

Reward and Recognition

A student is awarded a 'star' in his/her school diary by a teacher every time he/she is noticed to display a good behaviour, be disciplined, or regular and excellent in academics. The student who scores a maximum number of stars in a class every month will be awarded with STAR OF THE MONTH certificate and badge. This is done to encourage the positive behaviour in students.

Dated 01.07.2017

Note: The School Management reserves the right to bring modification or amendment to the Policy without prior notice.