

## DISCIPLINE POLICY

### Rules to be followed strictly by all Students

1. The Students must enter the school premises in proper uniform not later than 7:45 am and move immediately to their classrooms.
2. Students must participate respectfully in the morning prayers and stand to attention for the national anthems.
3. Student must not leave the classroom without the prior permission of the teacher and without the class pass, except during break time, P.E. period or when they are called for a specific purpose e.g. lab, library, etc. and they should move between classes in an orderly manner. Students must not stand outside class during change of class.
4. **Students are expected to greet every teacher at all times as they move past them during the school hours.**
5. Boys must not wear pants below the waist. The shirt should be long enough to be tucked properly. The tie should be worn where it is meant to be with collar buttons closed. Under no circumstances should the tie be seen hanging loose.
6. The girls must braid their hair neatly if the length is below shoulder level. Shorter hair must be well clipped.
7. No dangles / bangles / rings / chains are permitted. Boys are not supposed to wear ear studs.
8. The school does not recommend piercings with artifacts of any nature on the student.
9. Students must report to school on all days including examination days, days of PTM, days when they come to collect hall tickets/admit cards in complete and proper school uniform.
10. Students must submit assignments and homework as per the schedule.
11. Boys must not let their hair remain in any other form than what is instructed by the school discipline committee – no fashion styles permitted inside the school campus. The hair must be short and well combed. Both boys and girls are not allowed to apply artificial colors to their hair.
12. Students should maintain silence in the classroom and speak only when asked to do so.

13. When the discussion time is declared over by the teacher, the student shall address all his / her queries to the teacher only.
14. The student shall not litter the classroom or play area. They must not play with water in the classroom.
15. Student should respect the seniors and treat the juniors with care and affection.
16. Student should obey the instructions of the student leaders and refrain from arguing with them.
17. Student must walk in proper file and shall not be seen running even in break time inside the school area.
18. While walking up and down the stairs, students should keep to the right.
19. No sharp or pointed instruments to be brought to school
20. Student must not enter the computer room or science laboratories without the consent of the concerned teacher.
21. Students must not enter staff rooms for any reason whatsoever or for errands of teachers.
22. Boys must not enter the girls block and vice-versa for any reason whatsoever.
23. Students must keep their tone down while speaking to the teachers and all elders.
24. Student must treat the school property with respect
25. Student must talk respectfully with the members of the support staff.
26. Students must not use any un-parliamentary language in the school hours and refrain from raising their voice.
27. Student must not indulge in any activity detrimental to the reputation of the school.
28. Student must abide by the decision taken by the authorities in all matters concerned with the school.
29. No electronic gadgets (camera, i-pod, mobile) are permitted without prior permission sought from the Principal of the school. Such students shall submit their phones to their class teacher in the morning before class and take it back at the end of the day. Any violation will render the electronic gadget confiscated for good.

30. Bullying of any sort and truancy will be not tolerated. This includes Cyber bullying.
31. Students cannot use social networking sites to bring disrepute to the school. They cannot make any explicit references to the school and are also barred from using such sites to abuse faculty and other students of the school. **No offensive language or content about the school, faculty or students will be tolerated and students found guilty of the same will be liable for punitive action.**
32. Students must refrain from stealing articles from school/ fellow students or faculty. Any students found doing the above is liable to punitive action.
33. Disciplinary guidelines- prohibited items
- Our school will be a drug and alcohol-free, campus. It will also be a no-smoking zone. The use, possession or buying and selling of illegal and prohibited substances at school or while participating in a school-sponsored activity, would be a serious violation of school policy that may result in any of the following :
    1. Inform the parents
    2. Parents will be counseled to seek the best solution to improve and change students' behavior.
    3. Restriction from school- related activities.
34. The Principal is available to see the parents on all working days by prior appointments.
35. Parents are not permitted to visit classrooms. Parents who wish to consult with teachers regarding the progress of their ward may do so with the prior permission of the supervisor.
36. The uniform code for all students is as follows:

<b>KG (Boys)</b>	<b>KG1(Girls)</b>
Shorts – Blue	Shirts-Blue Checkered
Shirts-Blue checkered	Skirts-Blue knee length
Blue T-shirt (On Thursdays)	Blue T-shirt (On Thursdays)
White Socks	White Socks
Plain Black laced shoes	Plain Black buckled shoes
<b>Grade I to IV (Boys)</b>	<b>Grade I to IV (Girls)</b>

Blue shorts	Blue plain frock
Blue Shirt carrying School logo	Blue Shirt carrying School logo
School Socks	School Socks
Belt	Belt
Tie	Tie
Track suits	Track suits
Plain Black laced shoes	Plain Black buckled shoes
White sports shoes(Only to be worn on PE days)	White sports shoes(Only to be worn on PE days)
<b>Grade V to X (Boys)</b>	<b>Grade V to XII (Girls)</b>
Blue shorts	Blue full skirts
Blue Shirt carrying School logo	Blue shirt with a pinafore with school logo
School Socks	School Socks
Belt	Belt
Tie	
Track suits	Track suits
Plain Black laced shoes	Plain Black buckled shoes
White sports shoes(Only to be worn on PE days)	White sports shoes(Only to be worn on PE days)

All uniform items must be purchased from the store at the school. Items tailored outside the school will not be accepted.

**Violation of the above rules will lead to strict and appropriate disciplinary action.**

**Expulsion of students, suspension, corporal punishment etc. will be subject to approval of The Ministry of Education**

**Penalties**

1. Misbehavior:

**(a) Towards students (Girl or Boy)**

(l) **Nature:** May involve physical abuse, verbal abuse, bullying and calling names.

**Penalty:**

- (i) Level 1: 3days detention in the Library
- (ii) Level 2: Yellow card (on repetition)

- (iii) Level 3: Expulsion (on repetition)
- (II) **Nature:** May involve vulgarity, cyber bullying  
**Penalty:**
  - (i) Level 1: 5 working days detention and written warning
  - (ii) Level 2: Yellow card (on repetition)
  - (iii) Level 3: Expulsion (on repetition)
- (III) **Nature:** Stealing articles from school/fellow students/faculty  
**Penalty:**
  - (i) Level 1: Yellow card
  - (ii) Level 2: Second yellow card and 5 days suspension from school(on repetition)
  - (iii) Level 3: Third yellow card and expulsion from school(on repetition)

**(b)Towards teachers**

- (I) **Nature:** Continuous disturbance in the class, coming late to class  
**Penalty:**
  - (i) Level 1: Oral warning
  - (ii) Level 2: Written warning countersigned by parents (on repetition)
  - (iii) Level 3: Yellow card (on repetition)
- (II) **Nature:** Disrespect to teachers, show of arrogance  
**Penalty:**
  - i) Level 1: Yellow card
  - ii) Level 2: Second yellow card and suspension for 5 working days (on repetition)
  - iii) Level 3: Third yellow card and subsequent expulsion (on repetition)

**(c) Towards school**

- (I) **Nature:** Bunking Classes  
**Penalty:**
  - i) Level 1: Yellow card
  - ii) Level 2: Second Yellow card and detention after school in the library (on repetition)
  - iii) Level 3: Third yellow card and subsequent expulsion (on repetition)

(II) **Nature:** Damage to school property, defacing the walls, playing with fire alarm, AC regulator or vehicles parked in the campus.

**Penalty:**

- (i) Level 1 : Written warning and a yellow card countersigned by parents along with a functional penalty
- (ii) Level 2: Second written warning and second yellow card along with a financial penalty. (on repetition)
- (iii) Level 3: Third yellow card and subsequent expulsion (on repetition)

(III) **Nature:** Smoking/consuming alcohol and substance abuse in the campus outside while wearing school uniform or behavior amounting to bringing disrespect to the school or scandalous behavior either in person or online.

**Penalty:**

- (i) Level 1: Yellow card and suspension for 15 working days
- (ii) Level 2: Second yellow card and suspension up to the end of the term. (on repetition)
- (iii) Level 3: Third yellow card and subsequent expulsion. (on repetition)

(IV) **Nature:** Failure to adhere to the dress code of the school

**Penalty:**

- (i) Level 1: Oral warning
- (ii) Level 2: Written warning countersigned by parents (on repetition)
- (iii) Level 3: Yellow card (on repetition)

(V) **Nature:** Reporting late to school

**Penalty:**

- (i) Level 1: Oral warning
- (ii) Level 2: Written warning(on repetition)
- (iii) Level 3: Yellow card (on repetition)

(VI) **Nature:** Carrying of mobile phones, Blackberry, iPods and all other electronic gadgets

All electronic gadgets are strictly prohibited in the school campus. Students carrying such electronic gadgets must get a prior written note from their parents and sanctioned by the Principal. The same should be deposited in the morning with the class teacher.

**Any electronic gadgets carried without sanction will be summarily confiscated for good.**

**Protocol:**

All cases of indiscipline shall be reported to the Supervisor. It is then in their discretion to preview and forward to the discipline committee.

The discipline committee has the sole authority to exercise their discretion in deciding the level of penalty. However repetition of the same offence of the same nature will automatically bring the student into the next level of penalty.