



STUDENT DISCIPLINARY POLICY

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INTRODUCTION

This Student Disciplinary Policy (“Policy”) outlines the School’s expectations regarding student conduct and discipline. It applies to all enrolled students and supports the School’s mission to provide a safe, respectful, and productive learning environment. Every student has the right to learn free from disruption, bullying, or intimidation, and every teacher has the right to teach with the support of parents and students alike.

The School views behaviour as a teachable aspect of education—an opportunity to instil values such as kindness, responsibility, and self-discipline. Positive conduct enhances learning outcomes and helps students develop the social skills and conscience needed for success in life. The School reserves the right to define and enforce behavioural standards as required, and while parental input may be considered, all disciplinary decisions shall rest with the School.

1. EXPECTATIONS FROM STUDENTS

1.1 General Conduct

Students shall:

- (a) Follow directions and instructions given by teachers.
- (b) Speak only in English and in a courteous and polite volume and tone.
- (c) Conduct themselves safely, considerately and responsibly.
- (d) Respect teachers, other School staff, helpers and fellow students at all times and treat one and all with dignity.
- (e) Carry the School Almanac to School every day.
- (f) Attend all festivals and functions celebrated at the School.
- (g) Wear Identity Cards at all times during School hours and/or during School activities.
- (h) Refrain from littering and use designated waste bins for disposing off waste.
- (i) Not indulge in plagiarism while completing their assignments, projects or during examinations. In the event plagiarism is detected, the same shall be followed by penalties including but not limited to marks deduction and/or direction to redo the assignment/task.
- (j) Follow evacuation procedures during drills and emergencies.
- (k) Be ready and willing to participate in community services organized by the School.

1.2 Attendance and Leave Rules

Students shall:

- (a) Report to School by 7:55 a.m. The School gates will close promptly at 8:05 a.m., after which entry shall not be permitted. Delays caused by School Buses shall be excused for those availing the School transport facility.
- (b) Attend School regularly and avoid absence except in cases of genuine medical reasons or family emergencies. Absence for personal or discretionary reasons shall not be permitted under any circumstances.
- (c) Seek approval for half-day leave only in cases of genuine emergency, subject to prior permission from the Principal. Half-day leave shall not be allowed on examination days.
- (d) Refrain from attending School solely to write an examination when unwell. Upon submission of a valid medical certificate, the School may, at its discretion, grant exemption and allocate marks based on prior academic performance and the seriousness of the illness.
- (e) Be present on the first and last working day of each academic term. Absence immediately following vacations, especially if exceeding three days, shall invite disciplinary action, including mark deduction, written warning, or both.
- (f) Maintain a minimum of 75% attendance in each academic session to be eligible for promotion. Any exception to this requirement shall be considered only in extraordinary circumstances and at the sole discretion of the School Management. The decision of the School shall be final and binding.

1.3 Behaviour in Classrooms and Laboratories

Students shall:

- (a) Listen to and follow the instructions of teachers.
- (b) Adhere to the seating plan present in the classroom or laboratory.
- (c) Not leave classrooms save and except when permitted. Students shall attend to personal needs before or after class with teacher's permission.
- (d) Use apparatus and equipment under the guidance and supervision of the staff member.
- (e) Place their school bags beside their respective seats or in the lockers allotted to them and shall not carry them around in the School without instructions to that effect.
- (f) Not disturb classes in any manner.
- (g) Not yell, whistle, sing or create a ruckus in any manner.

1.4 Behaviour in Corridors

Students shall:

- (a) Not loiter around in the School's premises.
- (b) Move quietly from one class to another in a queue and in accordance with teachers' instructions, without disturbing other classes.
- (c) Not flock around either outside classes or anywhere else in the School's premises.
- (d) Not otherwise run around, shout, whistle, sing and/or create a ruckus anywhere in the School halls, walkways and corridors.

1.5 Behaviour in Lavatories

Students shall:

- (a) Respect the privacy of others in the lavatories.
- (b) Not misuse towels/tissues/toilet paper/soap, etc.
- (c) Not deface the lavatories or its accessories, fittings etc. which shall amount to destruction of School property.
- (d) Immediately report to any teacher any untoward or unusual situation in a lavatory.

1.6 Behaviour in Canteen/Lunchroom

Students shall:

- (a) Follow a strict vegetarian menu policy at school.
- (b) Follow all the instructions promptly given.
- (c) Keep their voices low while enjoying their lunch.
- (d) Keep their eating places clean and practice good table manners.
- (e) Not bring non-vegetarian food to the School.
- (f) Not share and/or takeaway/snatch food with and from other students, for health and hygiene reasons.
- (g) Not make purchases exceeding Rs. 200 in a day, in the canteen.
- (h) Visit canteen strictly during break and disperse immediately at the end of break marked by the ringing of the dispersal bell. Short and urgent visit to the canteen may be authorized by the level co-ordinators on sufficient grounds.
- (i) Follow the instructions and be mindful of the teachers in duty.

1.7 Behaviour in Playground/Recess

Students shall:

- (a) Help maintain the playground as a safe, pleasant and friendly environment and interact with all in a respectful manner.
- (b) Not engage in fights – verbal or physical or in any other form of violence and/or bullying or harassment of any kind.
- (c) Use equipment carefully and responsibly and place them back at their designated spaces after use.
- (d) Follow the instructions of the sports teachers.

1.8 Behaviour in School Bus

Students shall:

- (a) Wear their Identity Cards every day before boarding the School Bus.
- (b) Adhere to the Transport Policy.
- (c) Not be allowed to alight/board buses either of a route other than the one allotted to them or their allotted School Bus route at another stop. If a student misses his/her School Bus, it shall be the responsibility of the parents to drop their wards at the School gate.
- (d) Wait to board the School Bus from the safe side and only board and alight once the School Bus has come to a complete halt.
- (e) Occupy vacant seats immediately after boarding their respective School Buses. Reservation of seats for co-commuters is not allowed under any circumstances.
- (f) Not travel standing on the footboard of the School Bus.
- (g) Not move around in the School Bus when it is in motion or do anything to distract the School Bus driver.
- (h) Ensure that the aisle of the School Bus is clear.
- (i) Store their School Bags and other belongings in the overhead bins.
- (j) Not litter the School Bus by eating in it, littering or by any other way.
- (k) Not throw/discard things outside the School Bus.
- (l) Always play away from parked School Buses in the School premises.
- (m) Never enter a School Bus, parked or otherwise, in the absence of the Bus Escort.
- (n) Not use foul languages, profanity or in any other way show any sort of disrespect towards the bus escorts and teachers.
- (o) Refrain from any form of engagement with pedestrians and bystanders.

- (p) Under no circumstances touch the instruments panels, fire extinguishers, or damage or deface the seats/windows/interiors/exterior of the School Buses.
- (q) Parents and students may opt for carpools or parents may have their wards picked up by domestic help or any other authorized person by handing them the escort card - at their sole risk and liability. The School shall not be held responsible for any untoward incident during such commute.
- (r) Assemble at the designated area for dispersal and form queues as per instructions of School teachers/staff. Students found deliberately and repeatedly reporting late to the bus queue for dispersal, shall be initially warned and at the third such instance the bus shall leave without such student(s), who shall then be picked up by his/her parent from the School.

1.9 Behaviour during School Sponsored Activities / Field Trips / Excursions / Intra and Inter School Competitions

Students shall:

- (a) Conduct themselves in a respectful and responsible manner during School sponsored activities, programmes and field trips.
- (b) Wear school uniforms, unless otherwise specifically permitted to dress casually.
- (c) Stay with the travelling group and look out for each other.
- (d) Exhibit behaviour consistent with guidelines under a separate policy for School excursions.
- (e) Follow the instructions of the teacher-in-charge/guide.

1.10 Behaviour in Resource Centres/Libraries

Students shall:

- (a) Adhere to the Resource Centre Policy of the School.
- (b) Borrow and read books from the Resource Centre/library each month, as per the schedule.
- (c) Return books previously issued to them within specified time, before seeking a fresh issue. Any late returns will be subject to fine of Re. 1 per day per book from the due date of submission to the date of actual submission in accordance the Resource Centre Policy.
- (d) Not deliberately damage or deface any book. Such action would make the concerned student liable to be debarred from the School Library for the entire term or academic year and pay a fine.

- (e) Help maintain the order and organization of the book collection on the shelves. They must place the books on the shelves according to their call numbers, after consultation with the School Librarian.
- (f) Not bring their personal books or belongings to the School - Library.
- (g) Not bring any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, regions or language etc.
- (h) Maintain strict discipline and silence in the School Library.
- (i) Remain seated in the chairs allotted to them by the School Librarian.
- (j) Participate in all listed activities of the School Library.
- (k) Exhibit behaviour and observe rules and guidelines as separately laid down in the library policy of the School.

1.11 Behaviour in Co-curricular Activities

Students shall:

- (a) Recognise that participation in co-curricular activities, including but not limited to After-School Club activities, is a privilege. These activities provide opportunities to explore talents, develop interests, and build skills.

The School invests significantly in coaches, infrastructure, and equipment, and students are expected to show appreciation through responsible participation.

- (b) Attend all sessions in the prescribed uniforms/attire and carry the necessary gear appropriate to the discipline they are enrolled in. Failure to comply may result in disciplinary action, including temporary or permanent suspension from the co-curricular activity.
- (c) Conduct themselves at all times in a careful, respectful, and disciplined manner.
- (d) Adhere to all rules, codes of behaviour, and safety instructions as outlined in the School's After-School Clubs Policy and any other relevant guidelines.

1.12 Dress Code, Uniformity and Grooming

Students shall:

- (a) Attend School in a clean, well-maintained uniform as prescribed by the School, including for practical sessions and special classes and wear identity cards. Designated uniforms for Physical Education classes should be worn on prescribed days. During winters, students shall wear prescribed full sleeves shirts, blazers and long socks with the School's

monogram. Prescribed Jackets with school's monogram can be worn only with uniform for Physical education classes. When necessary, students may wear white thermals during winters. However, ear-muffs are not permitted. Students not appropriately attired may be denied access to the School premises or may be prevented from boarding the School Bus.

- (b) Ensure that uniforms are well-fitted and of correct size. In cases of ill-fitting uniform, parents may be instructed to procure replacements at their own expense.
- (c) Attend all School functions, events, and club activities—whether held on or off campus—in the prescribed School uniform or activity-specific attire and gear, as applicable. Students reporting without the appropriate uniform or required equipment shall not be permitted to participate in the respective activity.
- (e) Use the official School Bag bearing the School's monogram.
- (f) Wear clean, well-maintained shoes as prescribed by the School, bearing the official school logo.
- (g) Carry appropriate rainwear (raincoats or umbrellas) during the monsoon season.
- (h) If wearing spectacles, ensure that they have simple and non-flashy frames and monochromatic glasses.
- (i) Wear wristwatches only from Class V onwards. Such watches must be formal in appearance with simple analog dials. Digital watches are not permitted.
- (j) Refrain from attending School with mehendi (henna) designs or tattoos on any part of the body.
- (k) Refrain from carrying or wearing valuables and jewellery, including expensive accessories, earrings, rings, toe rings, nose rings, bangles, and astrological stones. Simple, small ear studs (one pair only) are permitted for girls only. Permission to wear astrological stones or religious bangles may be granted only upon written parental request and at the sole discretion of the School Management, provided such items remain fully concealed at all times within the School premises and during School-related events. The School shall not be responsible for loss, damage, or recovery of such items.
- (l) Girls shall ensure that long hair is neatly tied. Short hair must be kept groomed and secured with grey-coloured clips or headbands, nails should be trimmed with no polishes.

- (m) Boy students shall be clean shaved and maintain neatly trimmed and groomed hair, ensuring it is tidy and modest. Hairstyles that are overly spiked, patterned, or unconventional are not permitted. Boy students who wear turbans for religious reasons must ensure such coverings are grey in colour, neat, and comply with the School's overall appearance standards.
- (n) Refrain from hair colouring, bleaching, or any form of unnatural hair treatment. This applies to all students, regardless of gender.
- (o) Carry a clean white handkerchief daily without exception.
- (p) Wear uniform as per the design and specifications of the School provided by the authorized School tuck shop.
- (q) Maintain short, clean, and regularly trimmed fingernails and toenails. The application of nail paint—coloured or transparent—is strictly prohibited.
- (r) Not bring toys, magazines, storybooks, or any reading or recreational materials that are not prescribed by the School. Any unauthorized items found in possession may be confiscated, and appropriate disciplinary action may be taken.

1.13 Assigned Class-work and Home-work

Students shall:

- (a) Accept and complete whatever work is assigned to them failing which a student may be required by the concerned teacher to stay back beyond school hours, ensuring completion of work so assigned.
- (b) Allot a time slot for self-study at home.
- (c) Complete home-work, if assigned.
- (d) Revise class-work at home when no homework is assigned.
- (e) Generally complete homework by themselves without the assistance of parents but seek parental guidance and assistance when advised to do so by teachers.
- (f) Ensure that they are prepared with whatever stationery supplies are required for homework and give sufficient advance notice to their parents of any requirements. Non-completion of homework on the ground of unavailability of stationery shall not be excused.
- (g) Ensure that the completed homework assignment and all supporting books and materials are carried back to School. Claims of leaving behind completed homework at home shall not be entertained.
- (h) Have their homework reviewed and School Almanac signed by their parents.

- (i) Prepare a list of doubts (if any) regarding the homework assigned with the help of parents and raise the same before the concerned teacher the next date or whenever the homework is due to be submitted. Students are also encouraged to raise doubts over the School Mobile App.

1.14 Fighting/Physical Aggression

Students shall:

- (a) Not resort to play-fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting, throwing/hurling articles at others or any other form of physical confrontation with anyone at School.
- (b) Not resort to physical battery including physical contact such as hitting, touching angrily, pushing, shoving, kicking, biting, etc. in an aggressive manner with or without the intent to inflict harm.
- (c) Not display any behaviour that portrays cruelty and disregard to another person's dignity.

1.15 Threats and Verbal Abuse

Students shall:

- (a) Never issue threats, verbal or physical, including but not limited to threatening to hurt someone, whether directly or in an implied manner, any conversation or discussion suggesting actions that may cause physical injury to anyone, suggesting the destruction of property etc.
- (b) Not bully any fellow student or a junior or senior.
- (c) Not resort to name calling or look down upon others or make fun of others, including the way they talk, walk or generally conduct themselves.
- (d) Not resort to body shaming, including but not limited to calling someone fat/thin/short or making comments about general growth, structure and/or deformities of the body.
- (e) Not engage in malicious pranks and pseudo threats
- (f) Students shall not play any sort of prank that is potentially dangerous and likely to cause disruption, panic or an otherwise unsafe situation, e.g. pulling a chair away when someone intends to sit without that person noticing, lying about the existence of dangerous substances / animals / objects / reptiles, activating fire or other emergency alarms etc.
- (g) Not engage in acts and/or expressions of Hate/Violence on the basis on Religion, Caste, Creed etc.
- (h) Not resort to any act that in effect portrays a display of hate based upon ethnicity, religion, race, gender, caste, creed etc. whether in the form of verbal or physical abuse or in the form of vandalism or destruction of property (whether belonging to the School or its students, staff, teachers, guests etc.).
- (i) Not use Vernacular and/or Inappropriate Language and Gestures
- (j) Not use profanity, obscene language/gestures.

1.16 Behaviour during Examinations

Student shall:

- (a) Adhere to the Examination Policy of the School.
- (b) Wear their Identity Cards for admission to the exam room. If their Identity Card has been misplaced/lost or is no longer valid, a letter of authentication signed by the Principal should be carried.
- (c) Not remain absent during the week preceding a test or exam. All students adopting such tactics shall be penalised or not be allowed to appear for that test or exam.
- (d) Submit a written excuse signed by their parents/guardians regarding their absence from an examination/test, at least 3 working days prior to such examination/test, unless it is a medical exigency.
- (e) Not indulge in cheating, adopting unfair means, plagiarism.
- (f) Not make unnecessary requests for grace marks to successfully clear their examinations.

1.17 Inappropriate Use of Computers and Other Electronic Devices with Internet Access

Students shall:

- (a) Not engage in unauthorized copying, distribution, or use of copyrighted materials or software, nor tamper with files, data, or accounts belonging to other students, teachers, or School staff through any digital platform, including the School's computers or personal electronic devices issued by the School (such as iPads).
- (b) Keep personal login credentials and passcodes secure and confidential. Students shall not share access to their individual School-assigned accounts or devices with others under any circumstances.
- (c) Not use any School-provided device (including personal iPads) or access the School's digital infrastructure for non-educational activities such as sending chain messages, advertisements, engaging in instant messaging, entering chat rooms, or for any form of cyberbullying, trolling, or harassment.
- (d) Use computers, iPads, and all internet-enabled devices strictly for educational and School-approved purposes only. Access to websites, applications, and online content must remain within the boundaries expressly permitted by the School.
- (e) Operate School computers and access the computer labs only during designated or supervised periods, or with prior authorization from a teacher or staff member. Similarly, use of School-issued iPads shall be subject to the rules and limitations set by the School's ICT policies and classroom protocols.

1.18 Incendiary Devices and Dangerous Objects

Students shall:

- (a) Not bring onto the School's premises firecrackers, match sticks, lighters, caps or any other object that has the potential of starting a fire.
- (b) Not bring sharp/inflammable objects to School.

1.19 Theft/Burglary/Extortion

Students shall:

- (a) Not attempt to or actually secure money, property or favours by issuing threats whether apparent or implied of physical or other harm.
- (b) Not take anything that does not belong to them. In this connection, all students shall ensure that their name, enrolment number, class, section and house name is clearly marked on all their belongings (wherever possible). Further, while packing, they should look for their names on objects.
- (c) Shall return all unclaimed articles found lying around anywhere on the School's premises to the School Office or to the rightful owner once his/her identity is established.

1.20 Insubordination/Disrespect

Students shall:

- (a) Not refuse to obey a legitimate order, instruction and/or request of teachers or any other staff member of the School.
- (b) Be respectful towards all people irrespective of their ethnicity, origin, religion, caste, creed, race or vocation.
- (c) Not indulge in idle gossip and vicious criticism of other students, teachers, staff or the School in general.

1.21 Destruction of Property/Vandalism

Students shall:

- (a) Not break, damage or deface School or private property.
- (b) Not etch, draw, carve letters, numbers, symbols, graffiti on any School property including but not limited to internal and external walls, floors and ceilings, doors and windows, displays, fittings, furniture and fixtures, equipment and training and/or teaching aids etc.

1.22 Possession / Storing / Carrying / Distributing / Trading / Selling of Articles / Money / Valuable s/ Unauthorized Objects

Students shall:

- (a) Not store, possess or carry firearms, knives or any other object that could be used as a weapon.
- (b) Not store, possess, carry, distribute or trade intoxicants, inhalants, smoking material, tobacco, chewing gum, controlled substances or drugs, save and except medically prescribed drugs with prior information to Class Teacher and submission of parents request letter with medical prescriptions.
- (c) Not carry electronic communication devices (except calculators when so advised by their teachers). Mobile phones, if permitted, should be kept switched off and used only during commute to and from the School. Use of a mobile phone during School Hours and on the School's premises shall be liable for confiscation. In such cases, an application from the parents should be made to the Principal. Upon approval, the mobile phone should be deposited at the office of the PA to the Principal each day, during the School Hours.
- (d) Not possess, trade, distribute personal toys, trading cards, crypto currencies, dolls, electronic gazettes, gaming devices or other valuables.
- (e) Not carry more than Rs. 200 in cash, which may only be utilized for purchasing food from the School cafeteria.
- (f) Not lend or borrow money, valuables toys, gaming devices etc.
- (g) Not distribute leaflets/printed material/personal invitations on the School's premises.

This list as laid down in Clause 4 of this policy, is only inclusive and not exhaustive. The School reserves it's right to determine if a certain act of student(s) amounts to misconduct and would entail disciplinary action against such student(s).

2. MERIT AND REWARD SYSTEM

The School has its reward system, wherein students with outstanding academic, sports, cultural and behavioural achievements will be acknowledged in the School Assembly or on the Annual Day celebrations.

In addition to the above the School has a **Merit Card System**, which is as follows:

- (a) **GREEN CARD:** Green cards will be awarded for exemplary discipline, leadership and contributions. Accumulated green cards may lead to higher recognition such as- "Student of the Month".

- (b) **YELLOW CARD:** Yellow cards shall be issued for minor infractions, such as disrespectful and disruptive behaviour. Instances of issuance of yellow cards shall be monitored and progress of the student shall be tracked. In addition to issuance of yellow cards, the school may take further and/or other actions in terms of applicable policies of the School.
- (c) **RED CARD:** Red cards shall be issued for severe and/or repeated infractions, such as bullying (including cyberbullying), harassment (sexual or otherwise), cheating, theft, destruction of school or others' properties etc. Instances of issuance of red cards shall be monitored and progress of the student shall be tracked. In addition to issuance of red cards, the school may take further and/or other actions in terms of applicable policies of the School, which may include suspension and assigning the student to a Behaviour Improvement Plan (BIP).

The school shall have the sole discretion to decide regarding the issuance of the aforesaid cards.

3. MANAGEMENT OF INAPPROPRIATE STUDENT BEHAVIOUR

Inappropriate Student behaviour shall be dealt with keeping the following aspects in mind:

- (a) Students make errors of judgment in behaviour and actions taken to modify inappropriate behaviour need to be consistent.
- (b) Students who make inappropriate behaviour choices need to change their behaviour and learn acceptable ways of conducting themselves.
- (c) Discussions and guidance are crucial elements in assisting students in learning to make appropriate behaviour choices.
- (d) Persistent or gravely inappropriate behaviour may warrant some form of consequence/loss of privilege.
- (e) Students' families are partners with the School in working together to develop appropriate behaviour choices by the student.

General procedure for students who behave unsatisfactorily:

Save and except as otherwise provided under the School's **Child Protection Policy** and **Anti-Bullying Policy**, all instances of student misconduct not specifically covered therein shall be addressed in accordance with the following procedures:

- (a) A Teacher, with the prior approval of the Principal may, in the event of a student's unruly or disruptive behaviour, restrict such student from attending class for a period not exceeding **three (3) days**.

- (b) A Teacher is authorised to confiscate any item prohibited under the Student Code of Conduct and shall submit the same to the School Office. Such item(s) may be returned only at the sole discretion of the School Management, and upon receipt of (i) a written undertaking from the parent/guardian, and/or (ii) a written apology or undertaking from the concerned student, as the School may deem appropriate.
- (c) Any student who exhibits repeated misconduct shall be referred to the Principal by the concerned Class Teacher or Teacher-on-Duty, after the situation has been duly addressed by the Level Co-ordinator.
- (d) Any instance of serious or gross misconduct shall be reported immediately to the Principal, irrespective of prior warnings or interventions.
- (e) Upon referral, the Principal may engage in discussion with the student concerned and issue a warning, either verbally or in writing, depending upon the nature of the offence.
- (f) The Principal may, if deemed necessary, notify the parent(s)/guardian(s) of the student regarding the nature of the misconduct and the action taken. A parent-teacher meeting may be convened at the discretion of the School Management based on the Principal's recommendation.
- (g) The Principal shall have the authority to direct that the student be sent home for the day, or for such duration as may be deemed appropriate under the circumstances.
- (h) The Principal may require the parent(s)/guardian(s) to deliver to the School any item(s) left at home by the student, including but not limited to the School Identity Card, School Almanac, homework, or other essential materials.
- (i) The Principal may instruct the student to remain in School beyond regular hours for the purpose of completing assigned and/or additional work, or for attending mandatory remedial sessions such as handwriting improvement, English conversation classes, or similar corrective programs, especially in cases where the student repeatedly fails to use English as the medium of communication within the School premises.
- (j) In the event of loss of or damage to School property caused by a student, the School Management may require the parent(s)/guardian(s) to reimburse the School for the cost of such loss or damage, to the extent determined by the Management.
- (k) The School Management reserves the right, at its sole discretion, to suspend or revoke any of the student's non-academic privileges including, but not limited to, access to School transport services, the School Library, After-School Clubs, or other extracurricular activities, as a consequence of any breach of this Disciplinary Policy.

- (l) The School Counsellor may be engaged, at the discretion of the School, to provide behavioural counselling to the student and/or to discuss appropriate corrective strategies in consultation with the parent(s)/guardian(s), where such intervention is considered beneficial.
- (m) Students who after two written warnings issued by the School, continue to misbehave, or in cases of seriously unacceptable behaviour in the very first instance, the School Management shall, upon the recommendation of the Principal:
 - (i) Suspend for 10 to 15 days, depending upon the seriousness of the matter
 - (ii) Expel after two such instances of suspension

