



STUDENT DISCIPLINE POLICY FRAMEWORK

Academic Year 2026–27

1. Philosophy and Objectives

Discipline at V M Public School is understood as a means of character formation, not merely rule enforcement. The school's Code of Conduct calls on every student to be truthful, courageous, respectful of others' rights, free of vulgarity and cruelty, and willing to take responsibility for their share of work — and this policy exists to protect and nurture that culture.

Objectives of this policy:

- To provide a safe, orderly and respectful environment for learning.
- To ensure disciplinary action is consistent, proportionate, and fairly applied across classes and sections.
- To favour correction and counselling over punishment wherever possible, reserving severe action for repeat or serious offences.
- To make expectations, offences and consequences transparent to students, parents and staff alike.
- To clearly define the roles of class teachers, subject teachers, the Discipline Committee, and the Principal in upholding discipline.

2. Code of Conduct for Students:

All students are expected to internalise the following standards of personal conduct:

- Take good care of their health and keep themselves fit and strong.
- Be friendly and courteous to others, in and out of school.
- Accept assigned work as their rightful share and face difficulties courageously.
- Offer help readily — to parents and siblings at home, and to teachers, companions and visitors in school.
- Rise respectfully when a teacher or visitor addresses them.
- Be truthful at all times, and never cheat or act unfairly, including at play.
- Respect the school's property and premises, and report any damage observed.
- Respect the liberty, rights and dignity of others, regardless of caste, colour or creed.
- Take pride in wearing the school uniform correctly.
- Show due respect to the Constitution, the National Flag and the National Anthem.
- Avoid vulgarity in speech and behaviour, and never engage in bullying or cruelty.
- Have the confidence to say "no" to anything they believe is wrong.
- Make constructive use of their time rather than idle gossip.
- Contribute their share towards making the world a better place to live in.

3. General School Rules:

3.1 Attendance, Punctuality and Assembly

- Reporting time is 7:50 a.m.; school gates close at 7:55 a.m.
- Morning assembly is compulsory. A student unable to attend due to sickness/injury must submit a note signed by the parent to the class teacher, who forwards it the same day to the teacher in charge.
- Students arriving by private vehicle may not wait in the parking area before 7:50 a.m. or after school dispersal.
- Late arrival to any class must be explained to the subject teacher, who records the time and reason in the student's Anecdotal Record.

3.2 Uniform and Personal Grooming

- Full school uniform, as specified on the school website, is compulsory at all times — including examination days, and whenever a student is on campus for any reason, even outside class hours.
- Footwear: black shoes on Monday, Tuesday, Thursday and Friday; white shoes on Wednesday and Saturday, with calf-length socks for all students.
- Boys should maintain a simple, neat haircut; girls with long hair must keep it tied/plaited neatly. Coloured hair and visible tattoos are not permitted.
- Shirts/house T-shirts must remain tucked in throughout the day.
- Ear studs/earrings for boys, and low-waist trousers or skirts for any student, are not permitted; religious/customary exceptions require a signed parental note filed with the class teacher.
- Watches: not permitted for Classes I–VII; students of Class VIII and above may wear a simple watch — smart, multifunctional or flashy watches are not allowed for any class.
- Students who repeatedly report in improper uniform will not be permitted to enter class and may be sent home; parents will be informed.
- Students must change out of IHA/costume wear promptly, and no later than the start of the short break that follows.

3.3 Prohibited Items and Conduct on Campus

- Mobile phones, smart watches/bands, cameras, iPods and other electronic gadgets, whiteners, cash beyond what is needed, jewellery, toys, and any article unrelated to academics may not be brought to school. Confiscated items will be retained by the school for one week and bags may be checked at random.
- Sharp objects (blades, knives, paper scalpels, scissors, cutters, etc.) are strictly prohibited.
- Chewing gum, aerosol sprays, energy drinks and non-vegetarian food are not permitted on campus.
- Photographing school premises/classrooms and posting such images on social media is prohibited.
- Lending, borrowing or any commercial transaction of money or articles between students is not permitted.

- Students may not carry books, magazines or papers other than textbooks/library books without the class teacher's permission.
- Bursting crackers or using colours (Diwali/Holi or otherwise) on campus or in school transport is strictly forbidden.
- During breaks, students take lunch only in their classrooms; the sports room, football ground and Kalabhavan are out of bounds during lunch break.
- Students may only access the ground during their allotted sports/IHA periods, and may not carry personal sports equipment for use during breaks.
- Only one student at a time may leave the classroom for the washroom/water station, with a teacher's permission; class monitors may not authorise this in a teacher's absence.
- Loitering on campus, or going near the reception/parking area to meet visitors during school hours, is not permitted.
- Writing on desks, classroom walls or washroom walls is prohibited.
- Sitting near the assembly stage or the computer lab, and sending a proxy in a student's place for any period, is not allowed.
- Students should observe polite manners on and off campus and greet their teachers whenever they meet them, remembering that the school is judged by their conduct.
- Students are expected to attend festivals and functions celebrated in the school.

3.4 Movement to/from School

- Students who are collected by an attendant must wait on campus until the attendant arrives, reporting to the school office if there is a delay.
- Students travelling home independently should proceed directly and not loiter, and must never accept anything from strangers on the way to or from school.

3.5 Grounds for Suspension/Termination

The school reserves the right to debar, suspend, expel or decline to readmit a student in cases of: intentional damage to school/others' property; unsatisfactory academic progress or conduct that sets a poor precedent for others; bursting crackers/using colours; or repeated/serious violation of the electronic-gadget rule. Such decisions rest with the Principal, normally after the escalation process in Section 5.

4. Classification of Disciplinary Offences:

To ensure consistent and proportionate handling, offences are grouped into three tiers of severity. Every incident is logged in the student's Anecdotal Record regardless of tier.

4.1 Tier I — Minor Offences (progressive correction)

These are handled by the class/subject teacher through the full progressive sequence in Section 5 (Stages I–III) before any higher escalation, unless repeated persistently.

Sr.	Nature of Offence	Entry Stage on Policy Track
1	Speaking in a language other than English on school premises	Stage I & II
2	Use of negative, disrespectful or abusive language	Stage I & II
3	Arriving late to class	Stage I & II
4	Indiscipline, cheating or causing disturbance in class	Stage I & II
5	Involvement in physical scuffles/fights	Stage I & II
6	Late submission of assigned work/homework	Stage I & II
7	Bunking class or the morning assembly	Stage I & II

4.2 Tier II — Serious Offences (direct escalation)

These offences bypass oral/written warnings and are recorded at Stage III (Blue Card and parent meeting) on first occurrence, given their impact on safety, integrity or the school community.

Sr.	Nature of Offence	Entry Stage on Policy Track
1	Misuse or sharing of another student's personal details	Stage III
2	Bringing/using prohibited electronic gadgets (mobiles, iPads, smart watches, cameras, etc.)	Stage III
3	Commercial transactions inside the classroom (buying/selling/trading among students)	Stage III
4	Bullying or intimidating younger/junior students	Stage III
5	Hitting another person	Stage III
6	General misuse of school technology/IT resources	Stage III
7	Damaging school property (own or others')	Stage III
8	Use of profane, vulgar or illegal language/words	Stage III
9	Use of unfair means during examinations	Stage III

4.3 Tier III — Zero-Tolerance Offences

These are referred immediately to the Discipline Committee and Principal, independent of the student's prior record, and may attract Stage IV–VI action (including suspension or expulsion) directly, given their severity.

Sr.	Nature of Offence	Entry Stage on Policy Track
1	Hitting combined with intimate/inappropriate touching of another student	Committee/Stage IV+
2	Offering or giving any form of bribe to a teacher or staff member	Committee/Stage IV+
3	Undue arguments with, or disrespect/insubordination towards, teachers or staff	Committee/Stage IV+
4	Hacking or unauthorised intrusion into the school's technology systems	Committee/Stage IV+

5. Progressive Disciplinary Action Matrix:

The following six stages apply school-wide. A student's entry point on the matrix is set by the tier of the offence (Section 4); movement from one stage to the next follows repetition or escalation of the behaviour. Corporal punishment in any form is strictly prohibited, in line with the directions of the Supreme Court of India.

Stage	Action
I	Oral warning; brief counselling by the class/subject teacher, recorded in the Anecdotal Record.
II	Written note in the school diary, signed and returned by the parent; continued counselling/remedial support after school hours.
III	Issue of a Blue Card; a documented meeting with parents involving the class teacher (and, where relevant, the counsellor or discipline committee).
IV	Issue of a Yellow Card; formal parent meeting with the Vice Principal/Principal, a written warning letter, and suspension of 3–7 days. Debarment from House and sports activities, and withdrawal of any post/badge held, take effect immediately.
V	Issue of a Red Card; parent meeting and suspension exceeding 7 days. Recommendation letters and character certificates are withheld while the card is active.
VI	Final parent meeting and expulsion from the school.

Two oral warnings (Stage I) at the discretion of the class teacher are permitted before a case moves to Stage II. All documentation — diary notes, cards issued, warning letters, and meeting minutes — is retained in the student's file by the class teacher and countersigned by the discipline-committee member concerned.

6. Roles and Responsibilities:

6.1 Class Teachers

- Be present in class by 7:55 a.m.; check uniform, hair, nails, socks and shoes; lead the class to and from assembly in a single line.
- During class, take continuous rounds of the room rather than remaining at the front or back.
- Maintain the Anecdotal Record for every student, logging both disciplinary incidents and positive behaviour.
- Maintain a monthly register of late-comers and uniform defaulters, submitted to the Principal's office; inform parents where a pattern repeats.
- Brief students on the Code of Conduct and this policy periodically.
- Announce, monthly, the names of students who have shown consistently good conduct.

6.2 Subject and Activity Teachers

- Take attendance and note late arrivals, escalating patterns to the class teacher.
- Escort students to and from activity periods (sports, computer lab, IHA, etc.).
- Ensure students are back in full school uniform for the next class immediately after any IHA activity.
- The teacher present for the last period ensures every student has left the classroom safely before leaving.

6.3 Discipline Committee, Vice Principal and Principal

- Review all Stage III and above cases, and all Tier II/III offences, verifying documentation before action is finalised.
- Conduct or oversee parent meetings from Stage III onward.
- Approve suspensions (Stage IV–V) and any expulsion (Stage VI).
- Periodically review this policy's consistency and fairness of application across classes.

6.4 Parents/Guardians

- Address any communication regarding the child to the Principal/Vice Principal, quoting the child's name, class, section and admission number.
- Avoid entering classrooms or contacting children/teachers directly during school hours; route requests through the office.
- Promptly inform the school in writing of any change to address, contact numbers or other vital information.
- Avoid criticising the school or a teacher in the child's presence, as this undermines the child's respect for authority and progress.
- Keep a sick child at home rather than sending them to attend classes.
- Refrain from requesting half-day leave for a child, for security reasons.
- Sign and countersign diary notes, cards and warning letters promptly, and attend requested meetings.

7. Rewards and Positive Reinforcement:

Recognition is treated as an equal partner to correction. Class teachers maintain a running record of students who consistently display good conduct, and their names are announced in class at the end of each month. Only students who consistently abide by school policy, rules and the Code of Conduct are eligible for school recommendation letters.

8. Grievance Redressal:

Students may raise concerns — including complaints of bullying or harassment — with the following channels:

- Sports-related issues, inter-house differences, or bullying/harassment during sports or PE periods: the Sports Department and the House In-Charge.
- Classroom-related concerns: the class teacher, escalating to the counsellor or Discipline Committee as needed.

Parents with a legitimate complaint should seek an appointment with the Principal at the earliest opportunity; every complaint is personally verified before any response is issued.
