



STUDENT DISCIPLINE POLICY FRAMEWORK - A BRIEF OVERVIEW

Academic Year 2026–27

1. Vision

The discipline policy aims to create a safe, respectful, inclusive and learner-friendly environment where every student develops self-discipline, responsibility, integrity and respect for others. The school believes discipline is corrective rather than punitive and focuses on counselling, reflection and behaviour modification.

2. Objectives: The policy intends to

- promote self-discipline
- ensure safety of every student
- maintain an orderly learning environment
- encourage respect and responsibility
- prevent bullying and misconduct
- develop ethical and responsible digital citizens
- strengthen school-home partnership.

3. Student Code of Conduct: Every student shall

3.1 Personal Behaviour

- Be truthful and honest.
- Show respect towards teachers, staff, visitors and classmates.
- Use polite and appropriate language.
- Be punctual and regular.
- Complete all assignments on time.
- Accept responsibility for their actions.
- Help fellow students.
- Respect diversity irrespective of caste, religion, language or gender.

3.2 Classroom Behaviour: Students shall

- Speak in English during school hours.
- Maintain silence whenever required.
- Follow classroom instructions immediately.
- Keep classrooms neat and clean.
- Seek permission before leaving the classroom.
- Participate positively in class activities.
- Avoid unnecessary movement inside the classroom.

3.3 School Property: Students shall

- Protect school property.
- Report any damage immediately.
- Never write on desks, walls or washrooms.
- Compensate for intentional damage caused.

3.4 Personal Appearance: Students must

- Wear complete prescribed school uniform.
- Maintain proper haircut and hairstyle.
- Keep nails trimmed.
- Wear prescribed shoes and socks.
- Avoid jewellery, tattoos, fancy hairstyles and hair colours.
- Keep shirts properly tucked in.

3.5 Attendance & Punctuality: Students shall

- Reach school before reporting time.
- Attend morning assembly.
- Attend all school functions unless exempted.
- Avoid bunking classes or assemblies.
- Carry school diary daily.

4. Prohibited Behaviour: The following acts are considered violations of school discipline.

4.1 Stage I (Minor Misconduct)

- Speaking in language other than English
- Late coming
- Incomplete uniform
- Late submission of work
- Classroom disturbance
- Talking during class
- Minor disrespect
- Not carrying diary
- Loitering
- Eating outside designated area

4.2 Stage II (Moderate Misconduct)

- Abusive language
- Classroom indiscipline
- Repeated lateness
- Class bunk
- Assembly bunk
- Disrespect towards teachers
- Commercial transactions
- Bringing prohibited articles
- Repeated homework default
- Misuse of electronic gadgets
- Social media misuse involving school
- Repeated Level I offences

4.3 Stage III (Major Misconduct)

- Bullying
- Physical fighting
- Threatening behaviour
- Intimate or inappropriate touching
- Harassment

- Damage to school property
- Cheating in examinations
- Forgery
- Misuse of personal information
- Misuse of technology
- Cyberbullying
- Recording or photographing without permission
- Hacking school systems
- Possession of dangerous objects
- Bribery
- Serious misconduct bringing disrepute to the school

5. Prohibited Items: Students shall not bring

- Mobile phones
- Smart watches
- Smart bands
- Cameras
- iPods
- Earphones
- Electronic gadgets
- Sharp objects
- Firecrackers
- Spray cans
- Whiteners
- Toys
- Expensive valuables
- Jewellery
- Energy drinks
- Non-vegetarian food
- Large amounts of money

6. Progressive Discipline Framework

Stage	Action	Responsibility
Stage 1	Oral Warning	Subject Teacher
Stage 2	Diary Note + Reflection Work	Subject/Class Teacher
Stage 3	Blue Card + Parent Meeting + Counselling	Discipline Committee
Stage 4	Yellow Card + Warning Letter + Suspension (3–7 days if required)	Principal
Stage 5	Red Card + Parent Meeting + Suspension (Above 7 days)	Principal
Stage 6	Review by Discipline Committee + Expulsion (in extreme cases)	Principal & Management

7. Immediate Major Offences

The following may directly lead to Stage III or above depending upon seriousness.

- Physical assault
- Bullying
- Cheating in examinations
- Possession of dangerous objects
- Cybercrime

- Hacking
- Photography/video recording without permission
- Social media misconduct
- Bribery
- Serious damage to school property
- Harassment
- Threatening behaviour

8. Corrective Measures: Before imposing severe punishment, the school may use

- Counselling
- Behaviour reflection sheets
- Written apology
- Community service within school
- Restorative conversations
- Parent conferences
- Behaviour contracts
- Mentor monitoring
- Peer mediation (where appropriate)

9. Rewards for Positive Behaviour: Students demonstrating exemplary conduct may receive

- Appreciation certificates
- Class appreciation
- Good Behaviour Badge
- Principal's Appreciation
- House points
- Recognition during assembly
- Recommendation for leadership positions

10. Roles and Responsibilities:

Students

- Follow school rules.
- Respect everyone.
- Protect school property.
- Report unsafe behaviour.
- Use technology responsibly.

Teachers

- Model respectful behaviour.
- Maintain anecdotal records.
- Counsel students.
- Inform parents.
- Record disciplinary incidents.
- Ensure fair implementation of policy.

Class Teachers

- Monitor attendance.
- Check uniform.

- Maintain discipline register.
- Conduct parent communication.
- Maintain behaviour records.

Parents

- Support school discipline.
- Respond promptly to diary notes.
- Attend meetings.
- Monitor children's digital behaviour.
- Reinforce school values at home.

11. Documentation: The following records shall be maintained

- Anecdotal Record
- Behaviour Register
- Parent Meeting Record
- Warning Letters
- Blue/Yellow/Red Card Register
- Suspension Register
- Counselling Record

12. Discipline Committee: The committee shall

- Review major cases.
- Recommend corrective measures.
- Monitor repeat offenders.
- Ensure consistency.
- Maintain confidentiality.
- Review policy annually.

13. Appeal Process

Parents may submit a written representation to the Principal within **three working days** of disciplinary action. The decision of the Principal, after consultation with the Discipline Committee, shall be final.

14. General Principles

- No corporal punishment.
 - Every student will be heard before action.
 - Discipline shall be fair, unbiased and confidential.
 - Repeated offences will attract stricter consequences.
 - Serious misconduct may invite immediate higher-stage action without prior warnings.
 - The Principal reserves the right to modify disciplinary action based on the nature and gravity of the offence.
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