

INDIAN SCHOOL AL SEEB
DISCIPLINE PROFORMA: FIRST / SECOND TIME OFFENCE : 2012-2013

Name : _____ Class & Sec. : _____ Roll No. : _____

Date: _____ Time: _____ Place : _____

Name of the Parent: _____ Tel. No. _____

Details of Delinquency: (To be recorded by the teacher concerned)

Undertaking by the student:

Sign. Of Student : _____

Action recommended by the teacher:

Name of the Teacher: _____ Name of the Class Teacher : _____

Sign. of the Teacher : _____ Sign. of the Class Teacher : _____
.....

Action recommended by the Discipline In charge:

Name : _____ Sign. : _____
.....

Acknowledgement by the Parent:

Sign. of the Parent: _____

Remarks of the Vice-Principal / Principal In charge :

Sign. of the Vice-Principal / Principal Incharge _____

INDIAN SCHOOL AL SEEB
DISCIPLINE PROFORMA: MAJOR OFFENCE (IMMEDIATE DISMISSAL): 2012-2013

Name : _____ Class & Sec. : _____ Roll No. : _____

Date: _____ Time: _____ Place : _____

Name of the Parent: _____ Tel. No. _____

Details of Delinquency: (To be recorded by the teacher concerned)

Undertaking by the student:

Sign. Of Student : _____

Action recommended by the teacher:

Name of the Teacher: _____ Name of the Class Teacher : _____

Sign. of the Teacher : _____ Sign. of the Class Teacher : _____

Action recommended by the Discipline In charge:

Name : _____ Sign. : _____

Acknowledgement by the Parent:

Sign. of the Parent: _____

Remarks of the Vice-Principal / Principal Incharge :

Sign. of the Vice-Principal: _____

INDIAN SCHOOL AL SEEB
DISCIPLINE PROFORMA: MAJOR OFFENCE (IMMEDIATE SUSPENSION) : 2012-2013

Name : _____ Class & Sec. : _____ Roll No. : _____

Date: _____ Time: _____ Place : _____

Name of the Parent: _____ Tel. No. _____

Details of Delinquency: (To be recorded by the teacher concerned)

Undertaking by the student:

Sign. Of Student: _____

Action recommended by the teacher:

Name of the Teacher: _____ Name of the Class Teacher : _____

Sign. of the Teacher : _____ Sign. of the Class Teacher : _____

Action recommended by the Discipline In charge:

Name : _____ Sign. : _____

Acknowledgement by the Parent:

Sign. of the Parent: _____

Remarks of the Vice-Principal:

Sign. of the Vice-Principal: _____

INDIAN SCHOOL AL SEEB
PERMISSION SLIP TO LEAVE THE CLASS : 2012-2013

Please allow:

Name : _____

Class & Sec : _____ to leave the class for the following reason :

Date: _____ Time from : _____ to _____

Name of the Teacher: _____ Sign. of the Teacher : _____

INDIAN SCHOOL AL SEEB
PERMISSION FOR GROUP TO LEAVE THE CLASS : 2012-2013

Please allow the following students to leave the class :

Reason :

S.No.	Name of the Student	Class / Sec.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Date: _____ Time from : _____ to _____

Name of the Teacher Coordinator : _____

Sign. of the Teacher Coordinator : _____

Verified by Vice-Principal : _____

INDIAN SCHOOL AL SEEB
RECORD OF INDISCIPLINE : 2012-2013

NAME OF THE STUDENT : _____
 CLASS & SECTION : _____ ROLL NO. : _____
 ACADEMIC YEAR : _____
 HOUSE OF THE STUDENT : _____ MONTH & DATE: _____

OFFENCES	Put a tick in the columns below			DESCRIPTION (Period and Subject)
	First Time	Second Time	Third Time	
1. Using Foul Language				
2. Fighting				
3. Bunking classes				
4. Drawing obscene pictures				
5. Making obscene remarks				
6. Damaging school property				
7. Damaging others belongings				
8. Stealing				
9. Disrespect to staff				
10. Bringing prohibited articles to school				
11. Improper uniform				
12. Improper hair style				
13. Disturbing teachers and students in class				
14. Late to Class / assemblies				
Number of warnings given				

Action taken (Information to Parents) : _____ _____
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Class Teacher / Subject teacher: _____

Student's Signature: _____