

INDIAN SCHOOL AL SEEB

DOCUMENT ON DISCIPLINE : 2012-2013

The school adopts a constructive and positive approach to the management of discipline of the students.

To act in accordance with the school discipline, there are two vital issues pertaining –firstly, it is collective responsibility of the students including the members of the Student Prefectorial body, parents and the teachers to ensure that the student conforms to the norms and issues related to school discipline resulting in his / her academic excellence and overall development. Secondly, there should be equal accountability on all fronts when the overall assessment is carried out.

To ensure a high degree of discipline, the role, nature and scope of the staff must be clearly defined. The school would strive to create a teaching-learning environment conducive to encouraging self-discipline among the staff and the students. However, if the misconducts do occur, the school would be obliged to take punitive measures for the purpose of deterrence and in the larger interest of the school / community as outlined in the school code of conduct.

Hierarchy to be followed while dealing with discipline issues (In ascending order)

Teachers (Class and subject) \implies Discipline In charge \implies Heads of departments
 \implies Vice-Principal \implies Principal \implies SMC member

Discipline issues of the students are categorized into major and minor offences:

MINOR OFFENCES:

	Type of Offence
1	Uniform default
2	Late-coming
3	Irregular in attendance
4	Rude behaviour with peer group
5	Disturbing students / teachers in class
6	Misusing the fire alarm

MAJOR OFFENCES:

S. No.	Type of Offence
1	Damage to school property
2	Bringing GSM's to school
3	Bringing and use of CD's, walkman, MP-3 player, I-pod, DVD's, USB's etc.
4	In possession of knives, any harmful material
5	Rude behaviour with teachers
6	Indulging in physical intimacy
7	Use of foul / abusive language
8	Damaging staff / school property inside / outside school premises
9	Damage to staff property inside and outside school
10	Bullying juniors / boys bullying girls
11	Misuse of school calendar, forgery etc.
12	Bunking school
13	Smoking inside/ outside school
14	Consumption of drugs, liquor and any other harmful intoxicating substance
15	Indulging in physical fights in the toilets and outside the school premises

Mechanism to deal with the challenges related to indiscipline:

1. Problem identification
2. Classifying the intensity of the offence
 - a. Minor- people concerned to deal with it
 - b. Major- people concerned to deal with it.
3. Appropriate rule implementation
4. Corrective measures
5. Follow-up
6. Final decision by the authorities

CLASSIFICATION OF OFFENCES AND SUGGESTED CORRECTIVE MEASURES:

1. MINOR OFFENCES:

S. No.	Type of Offence	
1	Uniform default	
	a. Identification	by Class monitor, Prefect, Council member
	b. Reporting	Class teacher, subject teacher
	c. Follow-up action	Undertaking from the parent and apology from the student as well as from the parent
	d. Punitive measure	First time warning.
2	Late coming	
	a. Identification	by Class monitor, Prefect, Council member
	b. Reporting	Class teacher, subject teacher
	c. Follow-up action	Undertaking from the parent and apology from the student as well as from the parent
	d. Punitive measure	First time warning.
3	Irregular in attendance	
	a. Identification	by Class monitor, Prefect, Council member
	b. Reporting	Class teacher, subject teacher
	c. Follow-up action	Undertaking from the parent and apology from the student as well as from the parent
	d. Punitive measure	First time warning.
4	Rude behaviour with peer group	
	a. Identification	by Class monitor, Prefect, Council member
	b. Reporting	Class teacher, subject teacher
	c. Follow-up action	Undertaking from the parent and apology from the student as well as from the parent
	d. Punitive measure	First time warning. Second time-Referral to Counsellor
5	Disturbing students / teachers in the class	
	a. Identification	by Class monitor, Prefect, Council member
	b. Reporting	Class teacher, subject teacher
	c. Follow-up action	Undertaking from the parent and apology from the student as well as from the parent
	d. Punitive measure	First time warning. Second time-Referral to Counsellor

1. MINOR OFFENCES (contd...)

S. No.	Type of Offence	
6	Misusing the fire alarm	
	a. Identification	by Class monitor, Prefect, Council member
	b. Reporting	Class teacher, subject teacher
	c. Follow-up action	Undertaking from the parent and apology from the student as well as from the parent
	d. Punitive measure	First time warning. Second time-Referral to Counsellor

2. CONDUCT DISORDER: MAJOR

S. No.	Type of Offence	
1	Damage to school property	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, and Vice-Principal / Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	5 points per student involved
	e. Punitive measure	Suspension for 5 days, repair of furniture / school Property damaged.
2	Bringing GSM to school	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, and Vice-Principal /Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	5 points per student involved
	e. Punitive measure	Suspension for 3 days. Items confiscated (except pornographic material) to be returned at the end of the academic year.

S. No.	Type of Offence	
3	Bringing and use of CD's, Walkman, MP-3, I-Pod, DVD's, USB's	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	10 points per student involved
	e. Punitive measure	Warning to be given
4	In possession of knives, any harmful material	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	10 points per student involved
	e. Punitive measure	Suspension for 3 days
5	Rude behaviour with teachers	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	3 points per student involved
	e. Punitive measure	Suspension for 3 days

S. No.	Type of Offence	
6	Indulging in physical intimacy	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal, Discipline Committee headed by designated members of SMC
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	10 points per student involved
	e. Punitive measure	Indefinite suspension followed by inquiry, expulsion from school
7	Use of foul / abusive language	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, AVP and Vice-Principal , Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	3 points per student involved
	e. Punitive measure	Suspension for 3 days
8	Damaging staff property inside / outside school premises	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal, Discipline Committee headed by designated members of SMC
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	10 points per student involved
	e. Punitive measure	Suspension for 15 days

S. No.	Type of Offence	
9	Bursting of crackers	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal, Discipline Committee headed by designated members of SMC
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	5 points per student involved
	e. Punitive measure	Suspension for 5 days
10	Bullying juniors/ boys bullying girls	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	3 points per student involved
	e. Punitive measure	Warning
11	Bunking school	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	10 points per student involved
	e. Punitive measure	Suspension for 3 days

S. No.	Type of Offence	
12	Misuse of school calendar/forgery	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	3 points per student involved
	e. Punitive measure	Warning
13	Smoking inside / outside school	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	10 points per student involved
	e. Punitive measure	Suspension for 5 days
14	Consumption of drugs / liquor and any other harmful intoxicating substance	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal, Discipline Committee headed by designated members of SMC
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	10 points per student involved
	e. Punitive measure	Indefinite suspension followed by inquiry, expulsion from school

S. No.	Type of Offence	
15	Indulging in physical fights in toilets and outside school premises	
	a. Identification	Class monitor, Prefect, Council member, Teacher
	b. Reporting	Matter to be informed to Student Council, Discipline Incharge, Vice-Principal / Principal
	c. Follow-up action	Parents to be informed by class teacher to come to school –undertaking from parent and apology from student as well as parent.
	d. Points to be deducted from House	10 points per student involved
	e. Punitive measure	Suspension for 5 days

Note:

At the beginning of the year, all the four Houses will be informed about the point deduction system to enforce better discipline. It is suggested that each House starts with 100 points in their account. As and when the student is found to indulge in indiscipline, the offence will be classified either as minor or major.

When the offence will be classified as major, the point deduction system comes into effect and will be implemented as suggested. At the end of the academic year when all the curricular and co-curricular activities come to an end, the House with the maximum number of points left over will be declared the best disciplined house and all the points will be added to the existing House tally as bonus points.

For minor offence, no points will be deducted from the Houses, but certain remedial and corrective measures will be implemented with an expected change in behaviour.

Nagesh Kelkar
Principal In charge
