



Behaviour Policy

Introduction:

The school is committed to ensuring that the students display positive social behaviour and follow the school code of conduct.

Aims and Objectives:

Through this policy students are guided to:

- Be ambassadors of the school.
- Be considerate towards their peers and adults.

Code for Students:

- Students must exhibit good behaviour at all times.
- Students must be punctual and swipe their RFID on boarding the bus or at the school gate RFID terminal.
- All students must report to school five minutes before school commences (7:40am).
- Students must not leave the premises till school is over, unless permission has been granted by the Principal and Director a day before.
- Students must wear the school uniform on all days and be habitually clean (Refer to School Uniform Policy).
- Students must carry their School Almanac every day.
- Council members must wear their badges daily.
- Changing classrooms between periods must be done in silence and in an orderly manner.
- Littering is strictly forbidden.
- A student will be allowed to use the telephone facility with the permission of the relevant authority.
- No books (other than textbooks or library books), magazine or papers should be brought to the school without prior permission from the school administration.
- Lending or borrowing money or other non-academic articles is strictly prohibited.
- Students must clearly label all his/her belongings.

Code for Parents:

- Parents and guardians must not visit the students or teacher/s in the classroom without the permission of the Grade Supervisor.
- The school is not responsible for goods lost. Parents must refrain from giving students valuable articles or excess money to carry to school.
- Students escorted by personal attendants should not leave the school unattended. In case of a delay, they must report to the school reception.
- Parents must get the Gate Pass signed by the class teacher and Grade Supervisor, if the student is required to leave either before the end of the school day or is not using the school bus.
- Non-academic electronic gadgets are not permitted unless prior permission has been sought.
- Students availing the school bus are refrained from using any other mode of transport. In case of an emergency, parents may personally take their wards home.

Disciplinary Procedures

- Violation of the above rules will lead to appropriate disciplinary action.
- In case of first violation, the student will be given a verbal warning by the class teacher and a note will be made in the School Almanac.
- Further violation will lead to the parent being called and a written warning being issued by the Discipline Officer.
- Repeated violation will result in a Yellow Card being issued. Issuance of three cards will lead to expulsion from the school.
- A Yellow Card is issued to the student by the Principal and Director for serious offences like cheating in the examination or tests, misbehaving with a teacher or with fellow students, damaging school property, truancy, misdemeanor etc.
- If a student is issued a Yellow Card within six months of joining the school, then it will be treated as the equivalent of receiving two Yellow Cards.
- Defacing or damaging school property will result in strict disciplinary action. Any willful damage will have to be compensated for by the perpetrator.
- Latecomers and uniform defaulters will be reprimanded. Repeated violation will result in strict disciplinary action.
- A student using unfair means during a test will be given a fresh answer sheet to re-answer the paper. The student will be penalized with severe reduction of marks and be issued a Yellow Card.

- A teacher may refer a student to the Discipline Committee if the student has exhibited behavior that repeatedly interferes with the discipline of the class.
- Giving gifts to teachers is strictly prohibited. Non-compliance is viewed seriously.
- For truancy:
 1. If the student is found absconding from class despite attending the school, a yellow card will be issued.
 2. If the student is found absconding (does not attend the school without seeking parents' permission) the student will be given a Yellow Card and suspended for five working days.