

Monitoring of Discipline at School

Disciplinary Committee

Minor Violation of Rule (e.g., lateness, dress code violations, minor disruptions, no copybooks/textbooks)

- **Verbal Warning:** A reminder to correct students' behaviour. (Only 1 time)
- **Written Warning:** Documentation of the misconduct, possession of mobile phone during School hours (To be put in student file and journal and to be signed by RP)
- **Detention:** Spend extra time at school for reflection and remedial activity (Lunch, After- School or Saturday detention)

Moderate infringement of Rules (e.g., repeated misbehaviour, repeated lateness, minor bullying, cheating, lying, disrespect towards educators, bunking off of classes)

- **Rustication:** to issue a rustication of 3 to 5 days depending on nature of problem and to inform RP via phone call on the same day.
- **Parent-Teacher meeting:** RP to accompany ward upon resumption after rustication. SL to attend to RP and explain nature of problem(s) and to make RP sign on student file about breach committed till date. A written warning is given.
- **Counseling/Mentoring:** Educators may refer Students to 'Pastoral Care Committee of the School' to investigate on misbehaviour, and report to School Management for further action, if any.

Serious breaches (e.g., fighting, theft, major bullying, vandalism, bunking off of school)

- **Rustication:** to issue a rustication of 3 to 5 days depending on nature of problem and to inform RP via phone call.
- **Restitution:** Requires student(s) to repair or replace damaged property, if damage was done deliberately.
- **Apology:** Student should apologise to peers or staff during an assembly or meeting. **Severe Violations of Rules (e.g., drug possession, violence, weapon possession, harassment)**
- **Rustication:** to issue a rustication depending on nature of problem and to inform RP via phone call.
- **Referral to Law Enforcement In case of Major Incident:** (illegal activities like drugs, violence, or weapons), immediate suspension and RP to report after phone call. Other related bodies and authorities to be apprised of incident and action to follow accordingly.
- **Special case** – Section Leaders need to prepare a Special Report term- wise for all cases of repeated breaches of Schools Rules & Regulations. Disciplinary committee will take action on each case.
- **Expulsion:** Permanent removal from School for extreme and/or repeated violation.