

Discipline Policy

Introduction

The purpose of this Discipline Policy is to create and foster a safe and positive learning environment for students and staff. A structured discipline plan will ensure that all stakeholders; students, staff, and parents, have a common understanding of appropriate school behavior and an awareness of consequences of misconduct.

The school's approach to discipline is to encourage positive behaviour. The School discipline plan would enable students to adjust and to understand and change unacceptable conduct and foster self-control and self-discipline in the school setting.

Rights and Responsibilities

Students

<p>My Rights:</p> <ul style="list-style-type: none">• I have the right to be happy and to be treated with compassion in this school. This means no one will laugh at me or hurt my feelings.• I have the right to be myself in this school. This means no one will treat me unfairly because of weight, gender, appearance, height, ancestry, disability, etc.• I have the right to be safe in this school. This means no one will hit me, kick me, push me, pinch me, threaten me, hurt me, etc.• I have the right to expect my property to be safe in this school.• I have the right to hear and be heard in this school. This means no one will: yell, scream, shout, make loud noises or otherwise disturb me.• I have the right to show pride in my appearance.	<p>My Responsibilities:</p> <ul style="list-style-type: none">• I have the responsibility to treat others with compassion. This means I will not laugh at others, tease others, or hurt others' feelings.• I have the responsibility to respect others as individuals and not treat others unfairly because of weight, gender, appearance, height, ancestry, disability, etc.• I have the responsibility to make the school safe by not: hitting, kicking, pushing, pinching, threatening or hurting anyone.• I have the responsibility not to steal or destroy the property of others.• I have the responsibility to help maintain a calm and quiet school. This means I will not yell, scream, shout, make loud noises, or otherwise disturb others.• I have the responsibility to wear the appropriate uniform.
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Parents

My Rights: <ul style="list-style-type: none">• To be given a copy of the Discipline Policy.• To contact teachers or Administration with questions regarding the policy.• To expect that their child will be taught in a safe and respectful classroom.	My Responsibilities: <ul style="list-style-type: none">• Teach children socially acceptable standards of behavior.• Teach children to be responsible for their actions.• To support the school in sustaining a welcoming, caring and safe environment.
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Teachers

My Rights: <ul style="list-style-type: none">• To be treated with respect by parents and students.• To be able to teach without disruption from students.	My Responsibilities: <ul style="list-style-type: none">• Communicate classroom expectations/consequences to parents and students.• Demonstrate respect and care for students; contact parents when students fail to meet expectations to adhere to the Discipline Policy.
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Consequences for failure to adhere to the School Rules.

The following is a list of minor & major offenses, which shall result in an automatic referral to the appropriate office:

Behaviour Offences (Includes but not limited to):

- ❖ Late to class/assembly/activities (tardiness)
- ❖ sleeping during class
- ❖ plagiarism/cheating during class work or examinations/ computer & internet usage abuse
- ❖ refusal to carry out simple legitimate instructions from teachers/complete all assignments which are necessary for evaluation
- ❖ absence from class, assembly or school without excuse
- ❖ disruptive/unruly/inattentive behaviour (excessive talking, distractions, noise-making, loitering) in class, assembly or anywhere in school, causing interference in the learning process & interference in the rights of others
- ❖ failure to observe the school dress code
- ❖ bullying/disorderly conduct involving physical contact, harassment, intimidation and/or verbal abuse
- ❖ rudeness/defiance (refusal to obey school rules) /disrespectful of authority

- ❖ using racial slurs/inappropriate/vulgar/abusive/obscene language, gestures or materials
- ❖ vandalism(destruction/defacing) of school property
- ❖ inappropriate physical displays of affection or behaviour which disrupts the orderly educational process
- ❖ endangering the safety of self or others by threats or physical contact
- ❖ bomb threats/false alarms
- ❖ drinking alcohol, smoking, chewing gum, skateboarding in the school premises
- ❖ misconduct on field trips/outings/interschool games fixtures
- ❖ all forms of gambling/extortion/theft of school or private property (stealing, fraud)
- ❖ possession of firearms/explosives/knives/catapults
- ❖ supply or use of drugs or banned substances
- ❖ inappropriate sexual behaviour/harassment/offences against chastity, common decency, or morals
- ❖ arson
- ❖ unauthorised/forceful entry to school grounds or buildings

Procedure followed when the student is reported for indiscipline:

1. Filling of the incident report format by the staff
2. Student warned and if required, disciplinary referral to the parent
3. Uniform notice to parents (for uniform defaulters).

Sequence of actions for in-class/school disciplinary action:

1. Student warned
2. Parents conference (if required)
3. Student placed on detention (during or after school time)
4. Student suspended
5. Student expelled

The school will keep the parents informed at each step by sending notices specially designed for the purpose. On receiving such notices, it is mandatory for the parents to sign the notice and return to the school next day. If the student is recommended for detention, (after school) parents will be informed 24 hours in advance.

Disciplinary procedures for children up to grade 5

For children up to grade 5, the school feels that the counseling approach is the best approach towards disciplining the children. However, if the need arises, and if a child does not improve after repeated counseling, the student will be put under observation for a week by teachers. They will comment on the child's behavior in each period (for a week). If the child still does not improve, a parent conference will be conducted to decide on the future course of action.