

SCHOOL DISCIPLINE POLICY

Introduction:

The primary purpose/function of the formal education is to enable a human being to understand his surrounding world more rationally and ethically, this approach towards living and understanding helps one to be a significant human who can alter the society/world in positive and ethical ways. Besides, discipline and responsible behavior is the key to attain such living standards and understanding. Schools are the primary place where a child starts to be disciplined in one or other ways. GNDPS focuses to develop and sharpen one's capabilities which will help them to be a successful, responsible and disciplined citizen. GNDPS puts every possible effort to make children/students disciplined.

This policy is another step towards attaining and fostering the rules which, in turn, result in making a disciplined and responsible citizen. Hopefully all the stakeholders will support and follow the guidelines and rules mentioned in this policy.

Objectives:

1. To describe the rules and regulations related to the discipline and behavior within school premises.
2. To empower the institution to take appropriate action on those who are violating the rules.
3. To maintain a disciplined and study/learning friendly environment inside the school premises.

Classroom Discipline:

- i.** Changing of classrooms between periods should be done in orderly manner and silence.
- ii.** Due care must be taken of all School property. No Student will damage any school furniture, write or draw anything on walls. Damage done should be reported at once to the class teacher. Recovery for any damage will be made from the concerned student.
- iii.** No pupil is allowed to write on the blackboard unless asked to do so by the teachers.
- iv.** Out pass is necessary and if any student found without out pass in school premises will be fined rupees 50/-
- v.** In the absence of the teacher from the classroom, pupils are required to observe silence and obey the class monitor.
- vi.** Students are not allowed to enter classroom other than their own.
- vii.** Before leaving the classroom students will pick up waste paper and any unwanted material from the floor and put it in the waste paper basket and will leave desks and chairs, their room will be left in a condition to be used again. Switch off the fans, lights etc.
- viii.** Every student should carry his/her school diary to school daily, if any, note is given, it is parents' responsibility to sign it.
- ix.** English being the medium of instructions in the school, student must speak English even in their private conversation in the school also.
- x.** For section change each student, who wants to change his/ her section, will have to submit an application to class in-charge for the same. The reason(s) for section change should be mentioned in the application. The application will be reviewed, only if the teachers found the reasons, mentioned in the application, valid, the student will be allowed to change his/her section.

Playground discipline:

- i.** Pupils are required to avoid use of indecent language or actions which may be harmful to the feelings/body of fellow students, teachers or others in the school.
- ii.** Any pupil desiring to be exempted from PT or games must produce a Doctor's certificate to the effect that he/she is physically unfit to take part there in.
- iii.** Students must return the sports equipment to the concerned teacher after using the equipment.
- iv.** Students must be in discipline while entering and leaving the playground.
- v.** All the students should express sportsmanship in playground.
- vi.** No student is allowed to use indecent language, abuse other students while in the playground.
- vii.** It is mandatory for all students to listen and follow the instructions given by sports teacher/instructor.

Points to follow during arrival and departure:

- i.** All the students are expected to reach the school/school bus stop 10 minutes before the actual timings on all days. The school gate will be opened before 10 minutes of school timing. Any student reporting late will not be allowed to enter the school premises.
- ii.** Those who go home by themselves should reach direct without loitering on the way.
- iii.** While travelling by school bus, they are expected to follow the instructions of Bus Driver/Conductor/Owner/Van monitor.
- iv.** Any student found travelling at the odd hours with fellow students in motorized vehicle without parent's permission and without a proper valid licence will be liable for disciplinary action, if this is brought to the notice of the school authorities.
- v.** Looking towards the safety and security of the child, early departure is not allowed except one has valid reason(s) and appropriate documents to validate his/her reasons.

Points to follow related to dress and style:

- i.** Student will wear the identity card with the school uniform.
- ii.** Student should be habitually clean and always neatly dressed.
- iii.** The school uniform should be worn on all working days and on all school functions. Students failed to do so will be sent back to home.
- iv.** All boys (except Sikhs) must have their hair short. Girls must tie their hair neatly with ribbons.
- v.** Students are not allowed to wear silver/gold/artificial ornaments in school.

Points to follow when using/availing the facilities/services provided by school:

- i.** To issue any kind of document from school submit the application in fee office priory and give three days' time to school to issue the same in order.
- ii.** In washroom students are advised to close the taps immediately after using it to avoid the wastage of water.
- iii.** No student will write/ scribble anything inappropriate on the walls/ benches etc. inside the school premises.

Important instructions for parents related to students' health, safety and documentation:

- i.** It is the most important that changes in residence/office address and telephone numbers must be communicated in writing to the fee office immediately when they occur.
- ii.** The school does not hold itself responsible for injuries sustained by pupil while in the school. However, First Aid will be rendered immediately without delay.
- iii.** Parents of pre-primary students are required to teach their children their names, address and telephone numbers.
- iv.** If the child has to go to a place other than the usual one, a note from the parents must be sent to the school requesting permission and on stating reason for the child to go to a different place after school.

- v. Pupils joining the school excursion or participation in any school activities will do so entirely on the responsibility of the parents/guardians and at their own risk. They shall not swim or be away during any school outing, camp etc. without informing the teacher concerned.
- vi. A progress report card showing the conduct and application of pupil and the result of the examination is issued after each examination. In the interest of their children, parents are expected to pay careful attention to these reports and then duly sign them.

Miscellaneous points related to students/ activities:

- i. Lending/borrowing money or other articles from other students is strictly prohibited.
- ii. The morning bell before a class or assembly is a signal for all to go to their respective classrooms. This should be done promptly and silently. Morning Assembly attendance is compulsory, Disciplinary action could be taken against the ones who fails to do so.
- iii. Pupils may be required to take part in various co-curricular and extra-curricular activities even outside school hours. When so required, participation will be deemed compulsory.
- iv. Staying away from mandatory school functions including annual day and sports day without prior permission and justification will be considered a discipline default.
- v. Students are responsible to school authorities for their conduct not only in the school but also for their general behavior outside. Any report or observed objectionable conduct, action on the part of the pupils will make them liable to discipline action. It is expected that through their good behavior they will enhance the prestige of the school.
- vi. The school is not responsible for books, money, clothes and other articles that are lost. The pupils must look after their own things. It is not advisable for pupils to carry money or valuable article in the school premises.
- vii. Parents and pupils are forbidden to gift teacher/birthday parties of the students or gifts of any kind cannot be distributed in the school premises. A flower or a sweet as a token of gift may be allowed.

Guidelines for teachers:

- ❖ No teacher will leave the school before departure of students.
 - ❖ In case of any emergency, concerned teacher will have to inform principal/superintendent before leaving the school.
 - ❖ No teacher/ worker will abuse any student.
 - ❖ Teachers must use decent and respectful language within the school premises, as students observe and imitate their behavior.
 - ❖ For purchasing any material required in school concerned teacher will have to inform the school authorities in advance. It is mandatory to submit the bill/purchase receipt in school after purchasing the material.
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- The foregoing rules do not curtail or limit the powers of the principal to take disciplinary action against the erring pupil. Any action so taken by the Principal shall be non-justifiable and final, and binding in the parties concerned.
 - The school management is competent authority to add, alter and frame new rules and regulations with retrospective effect. The action/decision of the School Management is final and non-justifiable and binding in the parties concerned.