



## **PRIMARY SECTION DISCIPLINARY RULES & REGULATION - 2023**

### **Class – IV – X**

| <i>DEFAULT</i>                                  | <i>PROCESS</i>                                                                                                                                                                                                                                                                                                          | <i>REMARKS</i>                                                                                                                                                                                                            |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Not bringing Diary to School</i>             | <i>If a student is not bringing his/her Diary for 2 consecutive days, class teacher must inform the head.</i>                                                                                                                                                                                                           | <i>Head will ask the staff to call up the concerned parent</i>                                                                                                                                                            |
| <i>Late</i>                                     | <i>Gates to be locked at 9:10 am. Anyone coming after the gates are locked will have to go to the Head Room.</i>                                                                                                                                                                                                        | <i>They must explain the reason to the head before entering the class.</i>                                                                                                                                                |
| <i>If a student is absent</i>                   | <i>Class IV &amp; above: i) Diary entry to be signed by the Class master and</i><br><i>ii) Leave Letter addressed to the Head and co-sign by the parent to be approved by the head.</i><br><br><i>Teacher will marked <b>L</b> in the attendance register and give back the leave letter to the student afterwards.</i> | <i>₹100/- per day at the end of the month to be collected by the class master and submit to the office. Office will issue a receipt.</i><br><br><i>Verbal warning to be issued at least once before fines is imposed.</i> |
| <i>Continuous absence</i>                       | <i>If a student is absent from school for 2 consecutive days without any information</i>                                                                                                                                                                                                                                | <i>Class teacher must informed the Head on the 2<sup>nd</sup> Day</i>                                                                                                                                                     |
| <i>Not bringing textbooks or doing homework</i> | <i>Entry to be made in the diary by the concerned subject teacher.</i>                                                                                                                                                                                                                                                  | <i>1<sup>st</sup> entry : warning to the student by the teacher</i><br><br><i>For every 2<sup>nd</sup> entry, Head to be informed.</i>                                                                                    |

### ***MATTERS WHICH MUST BE REPORTED TO THE DISCIPLINE I/C FIRST ARE GIVEN BELOW***

***DISCIPLINE INCHARGE: (1) Sir JS (VI – X)      (2) Ma'am SK (IV – V)***

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| <i>Incomplete uniform including I-Card, ribbons, etc.</i> | <i>If a student comes with incomplete uniform, entry to be made in their diary.</i> | <i>Checking to be done by class master.</i><br><br><i>If the problem persists, Discipline I/C to be informed.</i> |
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|                                                                                                          |                                                                                                                                                               | <i>However, certain consideration can be made for some time if the parent makes a request.</i>                                                                                                                       |
| <i>Long hair in Boys</i>                                                                                 | <i>After giving prior information, checking to be done by the class Master in the class.</i>                                                                  | <i>Defaulting Student to be given warning.<br/>If the problem persists, Discipline I/C to be informed.<br/>Penalty may be given from the 2<sup>nd</sup> entry.</i>                                                   |
| <i>Writing or throwing ink/colour on shirts</i>                                                          | <i>If it is found to be spoilt / ruined</i>                                                                                                                   | <i>Parents call and the defaulter must replace the uniform.</i>                                                                                                                                                      |
| <i>Bullying and use of foul languages</i>                                                                | <i>Report to discipline i/c who will investigate the matter. If found to be true – Penalty<br/>If found to be false – complainant must be given a warning</i> | <i>1<sup>st</sup> entry: Parents call and warning to be given<br/>2<sup>nd</sup> Entry: Suspension and fine<br/>3<sup>rd</sup> Entry : Expulsion</i>                                                                 |
| <i>Using mother tongue is not allowed in the school</i>                                                  | <i>All teachers</i>                                                                                                                                           | <i>1<sup>st</sup> Entry : Warning<br/>For 2<sup>nd</sup> entry onwards, penalty</i>                                                                                                                                  |
| <i>Formation of groups/accounts in the name of the school in any social media</i>                        | <i>Discipline i/c to investigate the matter</i>                                                                                                               | <i>1<sup>st</sup> Warning and the students must delete the account.<br/>2<sup>nd</sup> Entry: Parents call &amp; Signature of undertaking<br/>3<sup>rd</sup> Entry :to be decided by the disciplinary committee.</i> |
| <i>Defamation and false accusation of teachers, fellow students and school through social media etc.</i> | <i>Discipline i/c to investigate the matter</i>                                                                                                               | <i>1<sup>st</sup> Entry: Summoning of Parents to sign an undertaking.<br/>2<sup>nd</sup> Entry : Expulsion</i>                                                                                                       |
| <i>Betting or collecting money in the name of the school/class/clubs etc.</i>                            | <i>Discipline i/c to investigate the matter</i>                                                                                                               | <i>1<sup>st</sup> Entry: Summoning of Parents to sign an undertaking.<br/>2<sup>nd</sup> Entry : Expulsion</i>                                                                                                       |
| <i>Use of tobacco products</i>                                                                           | <i>Discipline i/c to investigate the matter</i>                                                                                                               | <i>1<sup>st</sup> Entry : Warning and Parents Call<br/>2<sup>nd</sup> Entry : Suspension and fine</i>                                                                                                                |



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| <i>Use of drugs or intoxicants either inside the campus or outside as well</i>                                         | <i>Discipline i/c to investigate the matter</i>                                                             | <i>1<sup>st</sup> Entry: Summoning of Parents to sign an undertaking and fine</i><br><i>2<sup>nd</sup> Entry : Expulsion</i>                                          |
| <i>Damage to school property or fellow student's property</i>                                                          | <i>Discipline i/c to investigate the matter</i>                                                             | <i>Parents call and replacement/paying the cost of the damaged material.</i>                                                                                          |
| <i>Violent activities and instigating other students to indulge in any form of misbehaviour/anti-social activities</i> | <i>Discipline i/c to investigate the matter</i>                                                             | <i>1<sup>st</sup> Entry : Parents call and signing of undertaking</i><br><i>2<sup>nd</sup> Entry : Suspension and fine</i><br><i>3<sup>rd</sup> Entry : Expulsion</i> |
| <i>Boycotting the orders/directions/instructions given by the teachers and school authority.</i>                       | <i>Discipline i/c to investigate the matter</i>                                                             | <i>1<sup>st</sup> Entry: Parents call and signing of undertaking.</i><br><i>2<sup>nd</sup> Entry : Suspension and fine</i><br><i>3<sup>rd</sup> Entry : Expulsion</i> |
| <i>Unfair means during exam</i>                                                                                        | <i>Confiscation of materials, answer sheets and invigilator to inform the chief invigilator immediately</i> | <i>1<sup>st</sup> Entry: Parents call and zero marks given in the all subjects in the exam.</i><br><i>2<sup>nd</sup> Entry : Expulsion</i>                            |
| <i>Bunking School</i>                                                                                                  | <i>Discipline i/c to investigate the matter</i>                                                             | <i>1st Entry : Parents call and summoning of parents to Sign an undertaking</i><br><i>2nd Entry : Suspension and fine</i><br><i>3rd Entry : Expulsion</i>             |
| <i>Caught committing crime. such as theft, burglary, gang group fight, etc by any social organisation, police etc</i>  | <i>Discipline i/c to investigate the matter</i>                                                             | <i>Depending on the severity of the case, Suspension and fine or Expulsion</i>                                                                                        |

- Regarding homework, **subject teacher** must take entry in the student's diary which has to be sign by the subject teacher after checking whether it is correctly written.  
The next morning, **class teacher** must check whether the parents have sign it during roll call. If not, give warning to the student. If it continues for more than 2 days, inform the head on the 2<sup>nd</sup> day.



- *In a case of complaint/enquiry is received from the parents/students, always remember that a student cannot be punished on hearsay alone. The matter must be brought to the notice of the Discipline i/c who will investigate it. On finding proof/witness, further action can be taken up.*
- *For other matters not listed above, a disciplinary committee consisting of the headmistress, discipline i/c and class master can take correctional measure on a case by case basis.*
- ***Corporal punishment is not allowed as per RTE***
- *Using harsh and demeaning words to the students is also not allowed. Teacher must scold the students specifically for the default that they have committed only.*
- *Don't punish the students because you are angry. Punish them because they wilfully broke the rules.*

**PENALTY** – i) *Cleaning the school ground.*  
ii) *Cleaning the toilet & Urinal*  
iii) *Sweeping the class room*

