

## **Discipline Rules and Regulations**

The maintenance of good discipline is of paramount importance for the growth, welfare and development of pupils. The school encourages pupils to develop the capacity for self-discipline, to learn to act with consideration for others and to discover what is acceptable behaviour in school and as a member of the wider community.

The school expects pupils, at all times, to behave sensibly and show courtesy, consideration and respect for others. School rules apply to pupils from the time they leave home to the time they return home at the end of the school day. The school rules also apply at all other times when in school uniform or taking part in school activities. The rules therefore apply on trips or outings conducted under the school's auspices.

We expect our pupils to behave in a manner that reflects the culture, traditions and beliefs of our society and is conducive to a positive working environment. The administration and staff of the school believe that it is important to encourage and reinforce positive behavioural patterns and to discourage negative behavioural patterns, and rely upon parental support and cooperation to accomplish this objective.

### **Discipline Measures**

#### **1. Warning Letter**

Warning letter will be issued for the below mentioned unacceptable behaviour.

- Displaying a negative attitude towards society and school.
- Showing disrespect in any way towards religion, honour, or honesty.
- Taking or damaging property belonging to the school or other people.
- Defacing the walls or other school properties.
- Smoking or involvement with illegal substances.
- Trespassing on school property.
- Showing disrespect towards others.
- Cheating during tests or examinations.
- Falsifying school reports and certificates.
- Dealing with videos, pictures and magazines which are unacceptable in our society.
- Fighting, bullying or violent behaviour or rudeness towards others.
- Swearing or using abusive language.
- Throwing or using objects in a manner that may hurt others.
- Playing or looking around restrooms.
- Chewing gums while on school premises /classrooms.
- Littering the playground or campus or class rooms.
- Repeated misbehaviour in class/school.
- Using bad language towards teachers or peers.
- Damaging school property, Bringing fireworks to school.
- Stealing, Smoking, and any kind of abuse.
- Bringing Mobiles, Tablets, Laptops, Camera, Tapes or Pictures deemed inappropriate by the

school.

- Showing disrespect towards teachers...
- Purposely insults in any fashion.
- Shows violence towards staff members.
- Is convicted of an offence.
- Consistently low academic achiever in spite of regular remedial action by the school.
- Not attending regular classes/ remedial classes.
- Absent for ASL examinations.
- Breaking of Uniform regularities.( Including hair fashion or bringing make up material )
- Not bringing necessary books and equipment for each class.
- Overt displays of affection.
- Serious contraventions of school rules concerning smoking and illegal substances on the school premises or infringing rules whilst on a school trips.
- Repeated Poor and late work
- Late attendance / Bunking
- Poor performance in examinations.
- Holding offence on bringing Electrical gadgets, Fancy Accessories, Destructive material, any other prohibited material by the law of the land, Cigarettes and lighters, Perfume bottles or any other\_unrelated material to school.
- Vandalism, indulging in theft, using dangerous weapons

**Any other conduct deemed in appropriate or unacceptable by the school authorities.**

## 2. In-School Disciplinary actions

Stages	Disciplinary Responses
Stage 1	<b>Verbal warning /Remarks</b> in the school diary, pink book, and class record, etc. for referral at any time.
Stage 2	<b>First warning letter</b> + 2 days suspension
Stage 3	<b>Second warning letter</b> + Written Undertaking by the parent or guardian + 2 days suspension.
Stage 4	<b>Third warning letter</b> + <b>Transfer Certificate</b> duly signed by the parent, which will be issued at the end of the year + 2 days suspension.
Stage 5	<b>Final notice to the parents to transfer the student to another school</b> + Suspension of the student for a period of not more than 15 days( all inclusive )
Special Case	<i>Transfer Certificate will be issued by notifying to The Ministry of Private Education, Immediately for any kind of proved evidence for grave cause or gross misconduct.</i>

### 3. ORANGE CARD

Model of the card is as follows:-

Orange card –Alert call from Global English Indian School	
Dear Parent,	Stage: _____
Your ward _____ of class _____ Sec _____ is not cooperating with the school rules and regulations in spite of repeated counseling. You are requested to come and meet the undersigned tomorrow to collect the warning letter from the school.	
<b>Special Note:</b> In case you do not show up tomorrow, your ward will not be permitted to enter the school building. Do not hold the school responsible as we have communicated the message to you in writing. This letter is handed over to your son/daughter to be handed over to the parent	
<b>Student: yes, I have received this letter today</b>	
Name: _____	Date: _____
Sign: _____	

An Orange card is issued when the school fails to contact the parents in spite of all efforts, as the parent has not responded, so as a final alert call, the school shall issue an **Orange Card**, stating the stage of disciplinary action.

A child on receiving the orange card must bring his / her parent to the school positively. Failing which he/she will not be allowed to attend the next working day.

**Special note:-**The parent can communicate his inability to attend on the specified date mentioned through a proper **written letter** which is to be given to the **principal** by the student stating the **reason**.

He/ She should also **mention the date that is convenient to come** to the school to meet the teacher or the school authorities.

**NOTE - The school stated the above discipline measures in order to ensure Discipline standards.**

**4. A student who follows the below mentioned standards will Develop and Reinforce positive behavioural patterns towards developing into an honest human being. An obedient student is in compliance with the school rules and codes of conduct. These rules may, for example, define the expected standards of clothing, timekeeping, social conduct, and work ethic.**

**Students are responsible to follow the below given RESPONSIBILITIES to meet the standards of behavior at all times.**

***Students are responsible to:-***

- Attend school regularly and punctually and make every effort to achieve in all areas of their education;
- Be prepared for class with appropriate materials and properly maintained textbooks and other school equipment;
- Wear correct school uniform.
- Follow school regulations regarding entering and leaving the classroom and school building;
- Help maintain a school environment free of weapons, illegal controlled substances ;

- Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
- Respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
- Show respect for school property and respect the property of others, both private and public;
- Be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, physical and/or emotional condition, disability and refrain from making slurs based on these criteria;
- Behave in a polite, truthful and cooperative manner toward students and school staff;
- Promote good human relations and build bridges of understanding among the members of the school community;
- Use non-confrontational methods to resolve conflicts;
- Provide positive leadership by making student government a meaningful forum to encourage maximum involvement;
- Work with school staff in developing broad extracurricular programs in order to represent the range of physical, social and cultural interests and needs of students;
- Refrain from obscene and defamatory communication in speech, writing and other modes of expression including electronic expression, in their interactions with the school community;
- Adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories and trips;
- Be familiar with the school Discipline Code and abide by school rules and regulations;
- Provide leadership to encourage fellow students to follow established school policies and practices;
- Keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents.
- Complete the assigned school work.
- Work quietly during class and follow all the instructions of the teacher.
- Obtain the permission of the teacher before asking questions, moving, or addressing the class.
- Remain in class until dismissed by the teacher.
- Keep the classroom and school premises clean and tidy at all times.
- Avoid rough games in the playground.
- Walk quietly and orderly in the corridors when moving around the school.
- Sit quietly in the assigned seat of the bus. Be alert to the instructions of the driver.
- Behave in an honest and honorable manner.
- Treat others with courtesy and consideration at all time.

## 5. Reinforcement Programme

**Reinforcement Programme** of the school. Students will be individually observed and marked in the school by the Class Teacher, Subject Teacher, Mentor and Other school authorities. This report will be reflected in the Report card periodically and **promotion to the next class / continuing in the school for the next Academic year** is also based on this **Reinforcement Programme Report**.

### **POSITIVE POINTS – per act a Green card is issued stating the Positive Points**

- ❖ 100 % attendance will carry - **10 positive points**
- ❖ Very well dressed and positive attitude will carry - **10 positive points**
- ❖ Punctuality in all aspects will carry - **10 positive points**
- ❖ Helping nature will carry - **10 positive points**
- ❖ Responsible for other belonging and others will carry - **10 positive points**
- ❖ Class participation will carry - **10 positive points**
- ❖ Respect for others will carry - **10 positive points**
- ❖ Discipline in school/class will carry - **10 positive points**
- ❖ Active participation in the Activity period will carry - **10 positive points**
- ❖ Any other positive area spotted by the school will carry - **10 positive points**

### **NEGATIVE POINTS-per act a Red card is issued stating the negative points**

- ❖ Each **WARNING LETTER** will carry - **5 negative points**
- ❖ Each **SUSPENSION LETTER** will carry - **10 negative points per day of suspension**
- ❖ Argumentative Behavior will carry - **5 negative points**
- ❖ Bunking Periods will carry - **5 negative points**
- ❖ Distracting the class will carry - **5 negative points**
- ❖ Late to class will carry - **5 negative points**
- ❖ Dirtying the class room and Scribbling on benches and walls will carry - **5 negative points**
- ❖ School books, Workbooks, Diary not bought will carry - **5 negative points**
- ❖ Fighting with other students will carry - **5 negative points**
- ❖ Indecency in dressing will carry - **5 negative points**
  
- ❖ Getting Electrical gadgets , Fancy Accessories, Destructive material , any other prohibited material by the law of the land, Cigarettes and lighters , Perfume bottles or **any other unrelated material** to school will carry - **30 negative points**
- ❖ Chewing Gum in the school campus, using white outs , damaging the school property, using foul language, bullying children, unaccepted will carry - **20 negative points**
- ❖ Failure to follow school rules , in appropriate noises in classes and school, physical abuse and assault will carry - **20 negative points**
- ❖ Vandalism, indulging in theft, using dangerous weapons, will carry - **30 negative points**

## **6. Overall range of the student**

### **Overall range of the student at end of the year + Promotion Formula.**

Percentage of the **negative points** will be deducted from the percentage of aggregate score.

<b>Aggregate score</b>	=	<b>Percentage of academic score</b>	+	<b>Percentage of positive points</b>	+	<b>Percentage of other activity score</b>
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# Student Behavioural Contract

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

## **I know that I have a right to:**

- Be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- Know what is appropriate behaviour and what behaviours may result in disciplinary actions;
- Be counselled by members of the professional staff in matters related to my behaviour as it affects my education and welfare within the school;
- Due process of school law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class/school.
- Be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, colour, gender, gender identity, gender expression, religion, national origin, citizenship/immigration
- Status, weight, , physical and/or emotional condition, disability, and political beliefs, and refrain from making slurs based on these criteria;
- Behave in a polite, truthful and cooperative manner toward students and school staff;

## **I agree to:**

- Come to school on time, prepared to do my work; Use courteous and polite language;
- Participation in class/community meetings to acknowledge a person's thoughtfulness, assistance or courtesy;
- Dress in a clean, neat and safe manner;
- Take care of my personal belongings and respect other people's belongings;
- Tell my parents what I learned in school each day;
- Complete my homework every day and show it to my parent(s)/guardian(s);
- Appear for each of my classes at the start time, ready to begin work;
- Be prepared with appropriate materials and assignments for all classes;
- Show respect to all members of the learning community;
- Resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- Behave respectfully, without arguing, and cooperate when a staff member gives direction or make request.
- Dress appropriately and do not wear any suggestive clothing.
- Refrain from wearing make-up, hair fashion.
- Refrain from bringing weapons, illegal drugs and controlled substances a to school;
- Refrain from bringing personal possessions that are disruptive (e.g. cell phone, beeper, tablets, laptops, cameras) in school;
- Share information with school officials that might affect the health, safety or welfare of the school community;
- Keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- Refrain from obscene and defamatory communication in speech, writing and other modes of expression, including electronic expression, in their interactions with the school authorities;
- Follow all rules in the Discipline Code;
- Behave responsibly as described in the **Disciplinary rules of the school.**

I have received and read the copy of **The School policy on Discipline Rules and Regulations** and understand this I have discussed this with my parents and I will follow this agreement contract. I agree to follow and abide with the rules of behaviour.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Discipline Rules and Regulations contract

## *Parent section*

I have received and read the copy of ***The School policy on Discipline Rules and Regulations*** and ***Student Behaviour contract and understood*** the behaviour that is required of my child. I understand that my participation in my child's education will help him/her be successful in school. I have read this agreement and I will carry out the responsibilities abide with the rules to the best of my ability.

### **I agree to help my child follow this agreement by:**

- Encouraging my child to be a respectful and peaceful member of the school community
- Discussing the contents of the Discipline Rules and Responsibilities with my child
- Participating in Parents meetings ,class programs any discussions and decisions concerning my child's education
- Attending scheduled appointments with school staff
- Alerting the school if there are any significant changes in my child's health, or well-being that affect his/her ability to perform in school.
- Refrain from obscene and defamatory communication in speech, writing and other modes of expression including electronic expression, in their interactions with the school community;
- Make familiar with the school Discipline code and abide by school rules and regulations regular reminders;
- Promote good human relations and build bridges of understanding among the members of the school community;
- Behave in a polite, truthful and cooperative manner toward school staff and management;

## *Parent Agreement*

### **Parents/guardians agree:**

#### ***To take an active role in their children's education and in the life of the school.***

- This means talking to the child each day as well as listening to learn about personal and educational progress;
- Helping when possible but not doing work for the child. Tutors and others should not do work for students.

#### ***To communicate regularly and in a polite, collegial manner with the school.***

- This means responding in a timely manner to school communications, attending all required school meetings and conferences, never behaving in an abusive or disrespectful way toward any school staff, and communicating any concerns to the teacher or school officials in a polite manner and at an appropriate time of day unless an emergency.

#### ***To abide / comply by all current and future school rules and policies as determined by the school administration.***

- This means helping the child accept and live with consequences to mistakes or misbehaviour; helping the child acknowledge when he/she has been unsuccessful and focusing not on the faults of others but on ways to improve one's own performance.

**To take full responsibility for payment of fees as set forth in the Payment Policy Document.**

- Even when fees are paid by a company or other organization, parents have the ultimate responsibility to insure that fees have been paid in a timely manner.
- **School Fee Payment Policy - Fees are payable in three instalments**

	CBSE (Fee to be paid between)	IGCSE (Fee to be paid between)
1st Term	15th March - 31st March	15th August - 31st August
2nd Term	15th August - 15th September	15th November - 15th December
3rd Term	15th November - 15th December	15th March - 15th April

- **Late school fee payment penalties will be incurred @ 1 KD per day after respective term due date.**

**To accept the schools Payment Terms & Conditions Policy**

- The student's family/guardians agree to comply with and be subject to the Payment terms and conditions Policies.

**To help the child as a Parent / guardian to follow Disciplinary rules as mandatory.**

- **To provide the school with current telephone numbers and emergency contact information, Civil ID copy of the child and parents/guardian, nationality poof, residence poof, medical card and latest information of any other as and when required.**
- **To inform the school if any given information in this application form changes.**

**If parents do not act according to the above guidelines, their children may be asked to withdraw from school.**

I have read and received a copy of Disciplinary Rules and Regulations and understood the above information and agree to the terms of this agreement.

Name of the Father: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Signature of the Father: \_\_\_\_\_

Name of the Mother: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Signature of the Mother: \_\_\_\_\_

Name of the Guardian: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Signature of the Guardian: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Civil ID No: \_\_\_\_\_

E-mail ID: \_\_\_\_\_