



Children's Academy

Group of Schools

Behaviour and Discipline

Rules and Regulations:

- Any student who is persistently insubordinate or is repeatedly or willfully mischievous, or is guilty of gross malpractice in connection with an examination or of unauthorised alterations in a mark sheet or leaving certificate, or who in the opinion of the Principal/ Headmistress has an unwholesome influence on his/her fellow students may be removed from the rolls. Irregular attendance, habitual negligence in work, dishonesty, obscenity in word or act, insubordination, serious misconduct or threats, even outside the school, are sufficient reasons for dismissal.
- Any student caught indulging in any form of malpractice during the examination will be prohibited from continuing to appear for said paper and will not be allotted any marks for the same. He / She will not be allowed to attend the subsequent paper too.

Disciplinary Offense and Action Defined:

The following types of behaviour are unacceptable and should be avoided at all times. Such offences may lead to disciplinary actions.

Level 1	Level 2	Level 3
Dress code violation	Persistent level 1 Misbehaviour	Persistent level 1 and/or 2 Misbehaviour
Unkempt Uniform/Nails/Shoes etc.	Interrupting the teaching process by making unnecessary, non-verbal noises	Fighting outside the school premises
ID badge violation	Disrupting the smooth operation of the class once a week or more	Passing comments against a member of staff in school or outside the school premises



Children's Academy

Group of Schools

Eating food in class without the teacher's permission	Damaging charts, projects prepared by staff or other students	Arguing with staff during the teaching process and refusing to leave the class
Bus rules violation	Taking others belongings without permission or indulging in extortion	Any major damage to school/staff property
Creating a noise that hinders instruction	Stealing school property	Threatening staff verbally or through any written material
Throwing Objects in class like chalks, papers	Disobedience / Disorderly / Disrespect towards Staff Insubordination	Physical violence towards other students or Staff
Disregard for deadlines	Frequent leave without permission	Damage to property during School Trips /Tours
Persistent tardiness to school or other academic-related activities	Using unfair means during the examination	Use of Computing Facilities and Resources to send
	Damage to school/staff property	Obscene or Intimidating and Abusive Messages to staff or students
	Altering or Interfering with grading	Use of someone else's password or identification



Children's Academy

Group of Schools

Carrying cell phones/cameras or any other electronic device like CD players / Mp3 players	Physical aggression towards students	Distributing / Posting Pictures/Photographs of staff or students on social networking sites or blogs or through any form of electronic communication without permission
Public display of affection	Profane/Abusive language student to student	Forgery
Bunking class during school hours.	Threatening another student	Possession of pepper spray/ electric shock-inducing devices/itching powder, etc. or any other inappropriate material in any medium
	Frequently bunking class during school hours.	
	Bullying / Cyber Bullying / Ragging	Possession of any Instrument which can be used as a weapon
	Misbehaviour during school trips/picnics/ field trips	Possession of illicit materials like alcohol and tobacco
	Selling/Distributing non-school related materials	Sexual harassment
		Long leave without permission



Children's Academy

Group of Schools

Disciplinary Action		
■ Reprimand	■ Student Conference	■ Student Conference
■ Student Conference	■ Parent Conference	■ Parent Conference
	■ 1 Day Suspension	■ 3 Day Suspension
	■ Loss Of Privileges	■ Counselling Session
Stringent Disciplinary Action (Optional)		
■ Parent Conference	■ Loss Of Privileges	■ Loss of Privileges
■ Loss of Privileges	■ Removal from Extracurricular Activities / Picnics / Tours	■ Police Referral
■ 1 Day Suspension	■ Post School Detention	■ 10-20 Day Suspension
■ Post School Detention	■ 3 days Suspension	■ Post School Detention
■ Counselling Session	■ Fine / Reimbursement of Losses	■ Fine/Reimbursement of Losses
		■ For unauthorised long leave: Minimum 10 days suspension extendable up to the length of unauthorised leave