



# Children's Academy

## Group of Schools

### Behaviour and Discipline

#### Rules and regulation:

- ★ 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 who is persistently insubordinate or is repeatedly or wilfully 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, has an unwholesome influence on his/her fellow students may be removed from the rolls.
- ★ Any student caught indulging in any form of malpractice during 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 either.

#### Disciplinary offence and Action Defined:

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

Offense Level 1	Offense Level 2	Offense Level 3
Dress code violation	Persistent level 1 Misbehaviour	Persistent level 1 and / or level 2 misbehaviour
Unkempt uniform/nails/ shoes/ hair/ religious outfit/ school uniform as prescribed	Disrupting the smooth operation of the class once a week or more	Interrupting the teaching process by making unnecessary, non- verbal noises Passing comments against members of staff in school or outside school premises.
ID badge violation	Damaging charts, projects prepared by staff or other students	Fighting or misbehaving outside school premises



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Offense Level 1	Offense Level 2	Offense Level 3
Travelling by unauthorised private van	Eating food in class without the teacher's permission	Arguing with staff during the teaching process and refusing to leave the class
Bus rules violation	Throwing objects in class like chalks, papers, or any other material	Any damage to school/staff property
Noise that hinders instruction	Stealing school property	Threatening staff verbally or through written material
Disregard for deadlines.	Disobedience/ Disorderly / Disrespect towards staff or insubordination	Physical violence towards other students or staff
	Frequent leave without permission	Damage to property during school trips/ tours



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Offense Level 1	Offense Level 2	Offense Level 3
Persistent tardiness to school or other academic related activities	Using unfair means during the examination.	Use of computing facilities and resources to send obscene or intimidating and abusive messages to staff or students
	Damage to school/ staff property	
	Altering or interfering with grading	Taking other belongings without permission or indulging in extortion or blackmail
	Public display of affection	Distributing/posting pictures/photographs/videos/memes of staff or students on social networking sites or blogs or through any form of electronic communication without permission
	Carrying smartphone/cameras or any other electronic devices without prior permission	
	Profane/ abusive language student to student	Forgery of any nature including unauthorised changes in marksheet or answer sheet
	Physical aggression towards students	Use of someone else' password or identification
Threatening another student. Frequently bunking class during school hours. Bullying/Cyber Bullying/ Ragging	Possession of pepper spray/electric shock inducing devices/ itching powder, etc. or any other inappropriate material in any medium Possession of any instrument which can be used as a weapon	



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Persistent tardiness to school or other academic related activities	Misbehaviour during school trips/picnic/field trips	Possession of illicit material like alcohol, vape, e-cigarettes and tobacco
	Selling/ Distributing school or non-school related material	Sexual harassment
		Long leave without permission
		Writing any kind of disparaging comment about the staff, school or student on social networking sites or any form of electronic communication. Any kind of photos/video/audio recording of areas /documents/ conversations without explicit permission of the Management is strictly prohibited. Any breach of privacy laws will be strictly dealt with.

### Disciplinary Action

Offense Level 1	Offense Level 2	Offense Level 3
<ul style="list-style-type: none"> <li>• Reprimand</li> <li>• Student Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Student Conference</li> <li>• Parent Conference</li> <li>• 1-3 Days suspension</li> <li>• Loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Student Conference</li> <li>• Parent Conference</li> <li>• 3 to 5 Days Suspension</li> <li>• Counselling Session</li> </ul>



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### Stringent Disciplinary Action ( Case Basis)

Offense Level 1	Offense Level 2	Offense Level 3
<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Loss of Privileges</li> <li>• 1 -3 Days suspension</li> <li>• Post School Detention</li> <li>• Counselling Session</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of Privileges</li> <li>• Remove from Extracurricular Activities/ Picnic / Tours</li> <li>• Post School Detention</li> <li>• 3 to 5 Days Suspension</li> <li>• Fine/ Reimbursement of losses</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• Police Referral</li> <li>• 5-8 Days Suspension</li> <li>• Post School Detention</li> <li>• Fine/ Reimbursement of losses</li> <li>• <b>For unauthorised long leave:</b> Suspension applicable as mentioned in the handbook</li> </ul>

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