



Children's Academy

Group of Schools

Behaviour and Discipline

Rules and regulations:

1. 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.
2. 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.
3. Any student caught indulging in any form of malpractice during the examination will be prohibited from continuing to the said paper and will not be allotted any marks for the same. He/She will not be allowed to attend the subsequent paper either. If the malpractice is noticed in the last paper, the student/s will not be allotted any marks in the said paper and in the paper held on the previous day.

Disciplinary offence and Action Defined:

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



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Offense Level 1	Disciplinary Action and Consequence	Stringent Disciplinary Action (Case Basis)
Dress code violation	Reprimand	Parent Conference
Unkempt uniform/nails/ shoes/ hair/ religious outfit/ not wearing school uniform as prescribed	Student Conference	Loss of Privileges
ID badge violation	Reflection	1 -3 Days suspension
Eating food in class without the teacher's permission	Counselling, Yoga and Meditation	Post School Detention
Bus Rules Violation		
Noise that hinders instruction		
Disregard for deadlines.		
Persistent tardiness to school or other academic related activities		



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Offense Level 2	Disciplinary Action and Consequence	Stringent Disciplinary Action (Case Basis)
Persistent level 1 Misbehaviour	Reprimand	Loss of Privileges
Disrupting the smooth operation of the class once a week or more	Student Conference	Post School Detention
Damaging charts, projects or study material prepared by staff or other students	Reflection Counselling, Yoga and Meditation Parent Conference	Fine/ Reimbursement of losses 3-5 Days suspension
Throwing objects in class like chalk, papers, mishandling the smart panel or any other material	1 - 3 Days suspension	Restricted from Extracurricular Activities/ Picnic /Excursions/ Tours /Events/ Farewell
Disobedience/ Disorderly / Disrespect / Insubordination towards teaching or non teaching staff	Loss of privileges	
Any use of abusive or profane language, threatening behaviour, or inappropriate hand gestures towards teachers or staff or other students		
Bunking class or roaming around the campus without permission during school hours		
Bullying / Cyber Bullying / Ragging (including any form of discrimination, harassment, or teasing based on		



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food habits, religion, caste, or cultural background).	Reprimand	Loss of Privileges
Using unfair means during the examination, altering or interfering with grading or any other malpractices	Student Conference Reflection Counselling, Yoga and Meditation	Post School Detention Fine/ Reimbursement of losses
Public display of affection	Parent Conference	3-5 Days suspension
Carrying smartphone/cameras or any other electronic devices without prior permission. Confiscated devices will only be returned to the parent after meeting with the management.	1 - 3 Days suspension Loss of privileges	Restricted from Extracurricular Activities/ Picnic /Excursions/ Tours /Events/ Farewell
Misbehaviour during school trips/picnic/field trips		
Selling/ Distributing school or non-school related material		



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Offense Level 3	Disciplinary Action and Consequence	Stringent Disciplinary Action (Case Basis)
Interrupting the teaching process by making unnecessary, non- verbal noises	Reprimand	Loss of privileges
Arguing with staff during the teaching process and refusing to leave the class	Student Conference	5-8 Days Suspension Post School Detention
Passing comments against members of staff in school or outside school premises.	Reflection Counselling, Yoga and Meditation	Fine/ Reimbursement of losses
Travelling by unauthorised private van	Parent Conference	Restricted from Extracurricular Activities/ Picnic /Excursions/ Tours /Events/ Farewell
Any damage or stealing school/staff property	3 -5 Days suspension	
Use of someone else' password or identification	Loss of privileges	Police Referral
Threatening staff verbally or through written material		For unauthorised long leave: Suspension applicable as mentioned in the Student Leave Rules and Regulations
Physical violence towards other students or staff		
Damage to property during school trips/ tours		



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Forgery of any nature including unauthorised changes in marksheet or answer sheet	Reprimand	Loss of privileges
Taking other belongings without permission or indulging in extortion or blackmail	Student Conference	5-8 Days Suspension Post School Detention
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	Reflection Counselling, Yoga and Meditation Parent Conference	Fine/ Reimbursement of losses Restricted from Extracurricular Activities/ Picnic /Excursions/ Tours /Events/ Farewell
Use of computing facilities and resources to send obscene or intimidating and abusive messages to staff or students	3 -5 Days suspension	Loss of privileges Police Referral
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.	Loss of privileges	For unauthorised long leave: Suspension applicable as mentioned in the Student Leave Rules and Regulations
Writing any kind of disparaging comment about the staff, school, or students on social networking sites or any form of electronic communication		



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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.	Reprimand Student Conference	Loss of privileges 5-8 Days Suspension Post School Detention
Possession of illicit material like alcohol, vape, e-cigarettes and tobacco	Reflection Counselling, Yoga and Meditation	Fine/ Reimbursement of losses Restricted from Extracurricular Activities/ Picnic /Excursions/ Tours /Events/ Farewell
Sexual harassment	Parent Conference	Police Referral
Long leave unauthorized/ without permission OR Frequent leave without permission	3 -5 Days suspension Loss of privileges	For unauthorised long leave: Suspension applicable as mentioned in the Student Leave Rules and Regulations