



## CODE OF CONDUCT, DISCIPLINE POLICY & STUDENT BEHAVIOUR REGULATIONS

### **PREAMBLE**

The School believes that discipline is the foundation of character, academic excellence, responsible citizenship and personal growth. Every student admitted to the School shall abide by the Code of Conduct framed by the School Management in accordance with:

- The Constitution of India
- Principles of Natural Justice
- Child Rights and Human Dignity
- Juvenile Justice principles
- United Nations Convention on the Rights of the Child (UNCRC)
- CBSE Affiliation Bye-Laws and Examination Bye-Laws
- National Education Policy (NEP)
- Directions issued by competent Courts and Educational Authorities from time to time.

### **The objective of this Code is:**

- To maintain a safe, disciplined and respectful educational environment.
- To protect the dignity, safety and academic rights of all students and staff.
- To prevent bullying, violence, intimidation, misconduct and disruption.
- To inculcate self-discipline, accountability and ethical conduct.
- To ensure corrective, reformative and proportionate disciplinary measures.

### **This Code shall apply:**

- Within the School campus,
- During transport,
- During online classes,
- During excursions, competitions and events,
- On social media where School reputation, staff or students are affected,
- And in any conduct having direct or indirect impact on the School environment.

### **PART I — GENERAL EXPECTATIONS FROM STUDENTS**

Every student shall:

- Respect the Constitution, laws, School rules and authority.
- Maintain dignity, discipline and decorum at all times.
- Be courteous towards teachers, staff, fellow students and visitors.
- Attend School regularly and punctually.
- Wear prescribed uniform neatly and properly.
- Maintain cleanliness and hygiene.
- Protect School property and environment.
- Refrain from violence, intimidation, abusive language or misconduct.
- Use technology responsibly and ethically.





10. Promote harmony, inclusion and mutual respect.
11. Refrain from acts affecting the reputation, discipline or functioning of the School.

## **PART II – STUDENT RIGHTS**

### **Every student shall have the right to:**

1. Be treated with dignity and fairness.
2. Receive education in a safe environment.
3. Protection from harassment, bullying and discrimination.
4. Be heard before major disciplinary action.
5. Confidential handling of disciplinary proceedings wherever appropriate.
6. Protection against arbitrary or disproportionate punishment.
7. Guidance, counselling and opportunities for behavioural correction.

## **PART III – PROHIBITED ACTS / MISCONDUCT**

The following acts shall constitute misconduct:

### **A. ACADEMIC MISCONDUCT**

- ❖ Cheating or use of unfair means.
- ❖ Impersonation in examinations.
- ❖ Forgery or tampering of records.
- ❖ Submission of plagiarized work.
- ❖ Destruction or concealment of academic material.

### **PUNISHMENTS MAY INCLUDE:**

- Warning,
- Cancellation of assessment,
- Debarment from specific examination,
- Suspension from examination activities,
- Reporting to CBSE where applicable.

### **B. Behavioural Misconduct**

- ✚ Disobedience or defiance of lawful instructions.
- ✚ Repeated indiscipline.
- ✚ Use of abusive, threatening or obscene language.
- ✚ Misbehaviour during Assembly, classes or events.
- ✚ Creating disturbance or disorder.
- ✚ Instigating unrest or indiscipline.

### **Punishments Shall include:**

- ✓ Written warning,
- ✓ Community service,
- ✓ Restriction from Assembly,
- ✓ Suspension from co-curricular activities,
- ✓ Suspension from classes,





- ✓ Behavioural probation.

### **C. Violence, Threats & Intimidation**

1. Physical assault or attempt thereof.
2. Threatening teachers, students or staff.
3. Criminal intimidation.
4. Gang behaviour or mob misconduct.
5. Bringing outsiders to create disturbance.
6. Extortion, coercion or harassment.
7. Sloganeering, aggressive protests or disruption of School functioning.

### **Punishments may include:**

- ✓ Immediate suspension,
- ✓ Debarment from School activities,
- ✓ Restriction from campus access,
- ✓ Rustication,
- ✓ Expulsion in grave cases,
- ✓ Police complaint wherever legally required.

### **D. Bullying, Harassment & Misconduct Against Students**

1. Bullying, ragging or humiliation.
2. Cyberbullying.
3. Circulation of objectionable content.
4. Gender-based harassment.
5. Defamation or character assassination.
6. Sharing morphed, obscene or private images/videos.
7. Stalking or coercive behaviour.

### **Punishments may include:**

- ✓ Suspension,
- ✓ Debarment from digital access,
- ✓ Restriction from School facilities,
- ✓ Counselling,
- ✓ Expulsion in grave cases,
- ✓ Reporting to lawful authorities where mandated.

### **E. Misconduct Involving Technology & Social Media**

1. Recording teachers/students without permission.
2. Uploading objectionable School-related content.
3. Defaming the School online.
4. Creating fake social media accounts.
5. Circulating rumours or inflammatory material.
6. Hacking, tampering or misuse of School systems.

### **Punishments may include:**





- ❖ Confiscation of device,
- ❖ Suspension of digital privileges,
- ❖ Suspension from classes,
- ❖ Debarment from computer facilities,
- ❖ Expulsion in serious/repeated cases.

## **F. Damage to Property**

1. Vandalism.
2. Graffiti or destruction of School property.
3. Damage to buses, furniture, laboratories or infrastructure.

## **Punishments may include:**

- ❖ Restitution/recovery of damages, 10 times more than the estimated price of the item damaged,
- ❖ Suspension,
- ❖ Restriction from facilities,
- ❖ Community service,
- ❖ Expulsion in grave cases.

## **G. Substance Abuse & Prohibited Items**

- ✓ Students shall not possess, consume or distribute:
- ✓ Tobacco,
- ✓ Alcohol,
- ✓ Drugs,
- ✓ Vapes,
- ✓ Weapons,
- ✓ Firecrackers,
- ✓ Hazardous objects,
- ✓ Any prohibited substance.

## **Punishments may include:**

- Immediate suspension,
- Mandatory counselling,
- Police/intimation to authorities where required,
- Expulsion in serious cases.

## **PART IV – DISCIPLINARY MEASURES**

The School may impose one or more of the following disciplinary measures depending upon gravity, frequency, intent, impact and past conduct:

### **1. Verbal Warning**

For minor first-time misconduct.

### **2. Written Warning**

Official written caution to student and parent.

### **3. Counselling & Behavioural Intervention**





Mandatory counselling sessions or behavioural monitoring.

#### **4. Apology / Undertaking**

Written apology or undertaking by student and/or parent.

#### **5. Community Responsibility Measures**

Constructive activities promoting discipline and responsibility.

#### **6. Restriction of Privileges**

Temporary or permanent restriction from:

School Assembly,

School Library,

School Ground,

Sports activities,

Excursions,

Clubs,

Student Council,

Competitions,

Cultural events.

### **PART V — SUSPENSION POLICY**

#### Definition

Suspension means temporary removal of a student from attending classes, activities or specified School facilities for a defined period.

#### **Grounds for Suspension**

A student may be suspended for:

- ✓ Violence or aggression,
- ✓ Threats/intimidation,
- ✓ Serious insubordination,
- ✓ Repeated misconduct,
- ✓ Bullying/cyberbullying,
- ✓ Examination misconduct,
- ✓ Social media misconduct,
- ✓ Damage to property,
- ✓ Conduct endangering safety or discipline.
- ✓ Nature of Suspension
- ✓ Suspension may include:
  - ✓ Suspension from classes,
  - ✓ Suspension from Assembly,
  - ✓ Suspension from Library,
  - ✓ Suspension from sports/ground,
  - ✓ Suspension from transport,
  - ✓ Suspension from examinations,





- ✓ Campus restriction.

## **Procedure**

- Preliminary inquiry by Discipline Committee.
- Opportunity to explain, wherever feasible.
- Intimation to parents.
- Written suspension order specifying:
- Nature of misconduct,

## **Conditions for reinstatement During Suspension**

The student may:

- Be assigned academic work,
- Be required to undergo counselling,
- Be placed under behavioural probation.

## **Reinstatement**

Re-entry may depend upon:

- ✓ Written undertaking,
- ✓ Parent meeting,
- ✓ Counselling report,
- ✓ Satisfactory conduct review.

## **PART VI – RUSTICATION POLICY**

### Definition

Rustication means temporary removal from the School rolls for a specified duration due to grave misconduct.

### **Grounds**

- ✓ Serious violence,
- ✓ Criminal intimidation,
- ✓ Severe bullying/harassment,
- ✓ Repeated major indiscipline,
- ✓ Acts bringing disrepute to the School,
- ✓ Organized disruption of School functioning.

### **Consequences**

- ✓ Loss of participation privileges,
- ✓ Restriction from School premises,
- ✓ Conditional readmission only upon approval of School Management.

## **PART VII – EXPULSION POLICY**

### **Definition**

Expulsion means permanent removal of a student from the School rolls.

### Grounds for Expulsion

Expulsion may be considered only in exceptional and grave circumstances including:

- Serious acts of violence,





2. Criminal acts,
3. Persistent grave indiscipline despite interventions,
4. Threat to safety/security of students or staff,
5. Sexual misconduct,
6. Circulation of obscene/nude content,
7. Organized unlawful activities,
8. Possession/use of weapons or narcotics,
9. Acts causing severe reputational or institutional harm.

### **Safeguards Before Expulsion**

Before expulsion, the School shall ordinarily ensure:

- ✓ Preliminary fact-finding inquiry,
- ✓ Consideration by Discipline Committee,
- ✓ Opportunity to present explanation,
- ✓ Parent interaction,
- ✓ Consideration of age, mental well-being and reformative possibilities,
- ✓ Maintenance of written records.
- ✓ Exceptional Circumstances

**Where immediate action is necessary for safety, security or institutional discipline, interim suspension may be imposed pending inquiry.**

### **Finality**

Decision of the School Management/Discipline Committee, subject to applicable law, shall be final and binding.

### **PART VIII — EXAMINATION DISCIPLINE**

STUDENTS MAY BE:

- ✓ Debarred from a paper,
- ✓ Debarred from School examinations,
- ✓ Reported to CBSE, for use of unfair means, impersonation, misconduct or disruption during examinations.

### **PART IX — PARENTAL RESPONSIBILITY**

Parents/guardians shall:

- ✓ Cooperate with School authorities.
- ✓ Ensure discipline and regular attendance.
- ✓ Refrain from abusive behaviour or interference.
- ✓ Respect institutional procedures.
- ✓ Attend meetings when called.

**The School reserves the right to regulate campus access of any person causing disruption, intimidation or disorder.**

### **PART X — DISCIPLINE COMMITTEE**

The School shall maintain a Discipline Committee comprising:





1. Proctor,
2. Senior faculty members,
3. Counsellor (where available),
4. Administrative representatives.

### **The Committee may:**

- ✓ Examine complaints,
- ✓ Recommend disciplinary measures,
- ✓ Conduct hearings,
- ✓ Recommend counselling/intervention,
- ✓ Maintain disciplinary records.

### **PART XI — PRINCIPLES GOVERNING DISCIPLINARY ACTION**

All disciplinary action shall be guided by:

- ✓ Fairness,
- ✓ Proportionality,
- ✓ Child dignity,
- ✓ Safety of the School community,
- ✓ Reformative approach,
- ✓ Institutional discipline,
- ✓ Natural justice principles,

**Confidentiality wherever appropriate.**

**Corporal punishment, degrading treatment or public humiliation shall not be permitted.**

### **PART XII — RESIDUARY POWERS**

The School Management reserves the right to:

1. Frame supplementary rules,
2. Amend this Code from time to time,
3. Take appropriate action in matters not specifically covered herein,
4. Act in the interest of safety, discipline, morality and institutional integrity.

### **DECLARATION**

Admission to the School shall imply acceptance of:

- a) This Code of Conduct,
- b) School rules,
- c) Discipline policies,
- d) Directions issued by the School from time to time.

Non-compliance may invite disciplinary action including suspension, rustication or expulsion, wherever warranted.

### **SCHOOL MANAGEMENT & ADMINISTRATION**

