

**BLUEBELLS SCHOOL INTERNATIONAL**  
**KAILASH, NEW DELHI – 110048**



**2022-23**

**DISCIPLINARY COMMITTEE**

**Aims and objectives**

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's discipline policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

**Discipline Committee in School comprises of**

**Chairperson** : School Principal : Ms Manju Sethi

**Secretary** : Supervisor/ Head Academics

- Senior School (Classes 6-12): Ms Bhavana Bhasin

- Primary School ( Classes Nur-5): Ms Vimmi Ghai

**Members** : **Class Teacher** : Respective Class Teacher

**President of Student Council** : Ms Devi Sankhla

**Parent Representative**

- Senior School (Classes 6-12): Ms. Shilpa Garg

- Primary School (Classes Nur-5): Ms. Ruchika Handa

**Member of School Management Board** : Dr Hema Raghavan

**Meeting Time:** Friday, 8:00 am

## DISCIPLINARY RULES & REGULATIONS

*The school lays great emphasis on good conduct and correct behavior of the students. It is imperative for students to abide these disciplinary rules.*

### SCHOOL UNIFORM & PERSONAL TURN OUT

- Every student must wear an Identity Card issued by the school, at all times.
- Special care should be taken for neat, ironed uniform of the prescribed size and colour. Hair should be neatly trimmed, nails cut and wearing polished shoes should be given great emphasis for a smart turnout.
- Sikh Boys must wear navy blue/ black patka / turbans (Class IX and above).
- Fashionable hair styles (Streaking of hair), expensive and flashy gold jewellery items are strictly forbidden.
- School uniform is imperative for any attestation of photograph by the school.

### WRONG UNIFORM / POOR TURNOUT

- 1st Time - Diary note by class teacher.
- 2nd Time - Call up home and get the appropriate uniform.
- 3<sup>rd</sup> Time- To be sent home to wear the correct uniform.
- 4<sup>th</sup> Time - Purchase of new uniform without further warning

### ACADEMICS

#### ATTENDANCE/ABSENTEEISM

- **If attendance is less than 90% in the First Term, the student will not be allowed to appear for the First term examinations.**
- **Attendance below 90% will disqualify the student for promotion to the next class.**
- No leave will be granted without prior written application from the parent / guardian except in cases of unforeseen circumstances and medical reasons.
- All leave applications should be addressed to the Principal.
- Leave applications should be written on a white A4 sheet and put in an envelope for submission to the class teacher.
- Leave for illness will be granted only through a medical certificate along with a hand written application from the parents / guardians.
- Parents/Guardians will be informed through school mail / sms in case of very frequent absenteeism of their ward from the school.
- The name will be struck off from the rolls if the student is absent for more than 10 days without permission or written intimation to school authorities. Re-admission, if granted, will be done on the payment of a fine and re-admission charges.

- Attendance for all functions of the school is compulsory.

### **ABSENT FROM SCHOOL WITHOUT PRIOR SANCTION**

- 1<sup>st</sup> Time - Diary note by the Class Teacher
- 2<sup>nd</sup> & 3<sup>rd</sup> Time - Detention for one hour after school with diary note by the Supervisor.
- 4<sup>th</sup> Time - Parents to meet the Supervisor if the student is absent for more than four days without any intimation to the school authorities.

### **ABSENT FROM SCHOOL DUTIES WITHOUT INFORMATION**

- 1<sup>st</sup> & 2<sup>nd</sup> Time - Diary note by teacher in charge.
- 3<sup>rd</sup> & 4<sup>th</sup> Time - Disciplinary action to be taken by the school Proctor/ President Students Council

### **EXTENSION LECTURES**

Students who are late / **miss the lecture conducted by experts will have to pay a fine as per rules.**

### **EXAMINATION**

#### **ABSENT BEFORE CYCLE TEST & LATE COMING FOR EXAMS**

**For classes III - XII absenteeism on day or prior to test/ coming late for test/exam will entail**

- 1<sup>st</sup> and 2<sup>nd</sup> time - question paper will be given 15 minutes late and no extra time will be given for the test and this shall be recorded with Examination Department and in the Student's diary.
- 3<sup>rd</sup> and 4<sup>th</sup> time - question paper will be given 30 minutes late and no extra time will be given for the test and this shall be recorded with Examination Department and in the Student's diary.
- 5<sup>th</sup> time- student will not be allowed to appear and will be marked "zero". No excuses or pleas will be entertained.
- **Request to go back home on any pretext after cycle test / examination will not be entertained.**
- Students who are absent for medical reasons must inform the school office during illness prior to cycle test/exam. They must bring a medical certificate **along with a written application from their parents** to be allowed to sit for the scheduled test.
- There is **no retest for being absent for test**. Only those going for inter-school competitions will have the retest on the following 3<sup>rd</sup> Saturday of the month.
- Parents are requested not to send the children with any kind of illness.

## **USE OF UNFAIR MEANS IN EXAMS**

- If a student is caught using any unfair means in the examinations or carrying mobile phone, the paper will be cancelled and a fresh Question paper / Answer sheet shall be given and guardians will be informed by the supervisor. The cancelled paper will be documented in the dossier.
- 5 marks can be deducted in case of wrong uniform, gesturing or talking, borrowing or lending during examination without permission from the teacher in charge/ invigilator.

## **ASSIGNMENTS**

### **NON SUBMISSION OF ASSIGNMENTS**

- 1<sup>st</sup> time – Diary note by the teacher.
- 2<sup>nd</sup> time – Diary note to be issued by the teacher and work to be completed during Class Teacher's Period or after school in the library.
- 3<sup>rd</sup> time – Detention for one hour after school to complete the pending work. Intervention by the HOD/ Supervisor.
- 4<sup>th</sup> Time – Completion and submission of the stipulated number of assignments with a clearance given by the respective HOD/Supervisor for attending classes/ giving exam.

### **Performance enhancement/ Booster classes**

- The school, as a matter of policy, discourages private tuitions. As a special gesture for academic concerns, remedial classes are held regularly after school to improve student's academic performance.
- Attendance to these classes is compulsory.

### **ABSENCE FROM BOOSTER CLASSES**

Regular absenteeism from the booster classes shall result in the student's name being struck off from the list with intimation to parents.

## **HOUSE RULES –**

### **HOUSE FLAG**

- House flag must be put up at the reception by 7.50 am & promptly removed at 2:30 pm.
- Loss / mishandling of House Flag entails payment for the cost of new flag and a fine from the House Prefect.
- **Non -compliance will lead to -**
  - 1<sup>st</sup> & 2<sup>nd</sup> Time – Deduction of House Marks
  - 3<sup>rd</sup> Time – House will be fined and Proctor to take disciplinary action.

### **HOUSE BOARDS**



House Boards are to be put up by the last day of the month after getting their layouts approved from the respective Art teacher failing which -

- 1<sup>st</sup> & 2<sup>nd</sup> Time - Deduction of House Marks.
- 3<sup>rd</sup> Time - Putting up boards twice in a month.

## HOUSE VOLUNTEERS

- House volunteers to report for duty by 8:15 a.m.(after newspaper reading period)
- Volunteers may leave their duty area at 2:30 p.m. with permission from Teacher In charge
- Noncompliance will lead to -
  - 1<sup>st</sup> Time - Diary note.
  - 2<sup>nd</sup> Time - Deduction of House Marks.
  - 3<sup>rd</sup> Time - Extending the duty period by a week for the particular House.

## PREFECTS

Office bearers should wear their respective badges every day.

### Any prefect found violating the rules –

- 1<sup>st</sup> Time - Warning & written note in the president record signed by Proctor.
- 2<sup>nd</sup> Time - Detention for 2 hours after school (Work to be given by the Proctor).
- Violation of rules 3<sup>rd</sup> time will compel the prefects to surrender their post/ badge.

## GENERAL CONDUCT & BEHAVIOUR

- The School Almanac must be brought to school every day, failing which a new diary will have to be purchased along with fine / penalty immediately.
- A **Class pass** is issued to go out of class only for important reasons permitted by the subject teacher or the school authorities. Moving out of class without a class pass other than Recess, P.T, Library and Activity periods is subject to detention after school for one hour on the same day.
- Loitering in corridors during instruction time without a Class Pass will result in detention after school for one hour on the same day.
- Every student is expected to follow social graces in and outside the school at all times.
- A student is **forbidden** from –
  - Drinking / smoking in or around the school premises.
  - Bringing a sharp instrument or an object that can cause injury to others such as blades, knives, razors etc.
  - Exercising casteism, communalism, or practicing untouchability, making racist remarks.

- Consuming drugs / intoxicants (except those prescribed by a registered medical practitioner).
  - Bringing Holi colours, bursting of crackers, toys, gadgets, i-pods, transistors, cameras, cell phones, games equipment etc. to the school.
  - Celebrating birthdays in school with cakes, pastries and other expensive food-stuff.
  - Collecting money for any purpose in the school without the permission of the Principal.
  - Leaving the school premises during school hours without prior written permission from the Supervisor.
- All the above will invite severe disciplinary action

### **PUNCTUALITY – TO SCHOOL OR CLASS (FOR I TO XII)**

- 1<sup>st</sup> Time - Diary note by the subject teacher/ class teacher.
- 2<sup>nd</sup> Time - Detention for one hour after school.
- 3<sup>rd</sup> Time – Detention for 2 hours after school.
- 4<sup>th</sup> Time - Parents to meet supervisor.
- 5<sup>th</sup> Time – Student to be sent home with the parent.

**This is on a cumulative basis and NOT monthly basis.**

### **BULLYING AND VERBAL and physical ABUSE**

Bullying is strictly prohibited inside the school premises and no such act will be spared. (DoE- Circular No. 23(514)/sch.Br/168 dated 9/2/17).

Any act of bullying will lead to the issuing of Yellow Card/ Pink Slip with suspension for definite / indefinite period.

### **WILFUL DAMAGE & BREAKAGE OF SCHOOL PROPERTY**

- Any student found stealing, willfully damaging / breaking / stealing any school property **will be issued pink slip followed by suspension. No warning will be given in such matters and heavy fine** with the cost of breakages will be levied.
- A student who is not involved in the willful damaging / breakage / stealing of the school property, but is present during the act as a silent onlooker and chooses not to inform the school authorities, will be held equally responsible for the offence.
- 1<sup>st</sup> & 2<sup>nd</sup> Time – Defaulters to be fined and detained after school to erase **the graffiti** by scrubbing, painting and polishing. An undertaking to be given by the student not to repeat the act.

If repeated, a Pink Slip will be issued by the supervisor with suspension for definite / indefinite period.

### **MOBILE PHONES**

**Carrying mobile phones/ iPod in the school premises is strictly prohibited.** If a student is found carrying one, **it will be confiscated** by the school authorities immediately and parents will be required to meet the Principal. Carrying Mobile phone during any test/ examination will lead to the cancellation of the paper.

### **CARE OF BELONGINGS**

- Students are expected to take proper care of their books and personal belongings. Items should be marked with the owner's name, class, section and address. They should bring only the necessary textbooks according to the time-table in their canvas sling bags.
- Tiffin and other material left at home should not be sent to the school.

The school will not be responsible for the unlabeled/ lost articles, money etc.

### **DRIVING**

- Any student found driving any vehicle at any time as a bonafide student of the school will be issued a pink slip resulting in definite / indefinite suspension.

### **BUS USER'S CONDUCT**

- Students must mark their attendance with the bus in charge before boarding the bus in the afternoon. No child is allowed to board the bus at the time of dispersal without attendance being marked.

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