

Students - Discipline Matrix

Behavioral Issues

Malpractice in Exams	1st Occurrence	Warning letter issued. Parents to be informed and Warning letter to be signed by Parents (Father & Mother)
	2nd Occurrence	Final Warning and Not allowed to write the particular subject paper. Suspension for 3 days
	3rd Occurrence	Debarred to write the whole exam and suspension for 5 days . In case of CBSE Exams, malpractice informed officially to CBSE and CBSE guidelines will be followed.
	4th Occurrence	Dismissal and TC
Use of Abusive Language against Staff or Students / inappropriate jokes and conversations	1st Occurrence	Warning letter issued. Parents informed and Apology letter to be submitted. Signed by Parents (Father & Mother)
	2nd Occurrence	Final Warning. Parents Informed and to be present in the school to give an explanation. Suspension for 3 days
	3rd Occurrence	Suspension for 5 days
	4th Occurrence	Dismissal and TC
Harassment of Staff and Students	1st Occurrence	Warning letter issued. Parents informed and Apology letter to be submitted. Signed by Parents
	2nd Occurrence	Final Warning. Parents Informed and to be present in the school to give an explanation. Suspension for 3 days
	3rd Occurrence	Suspension for 5 days
	4th Occurrence	Dismissal and TC
Cyberbullying / Misuse of Social Media against school / Staff or Students / Eve-teasing and exchange of love letters	1st Occurrence	Warning letter issued. Parents informed and Apology letter to be submitted. Signed by Parents
	2nd Occurrence	Final Warning. Parents Informed and to be present in the school to give an explanation. Suspension for 3 days
	3rd Occurrence	Suspension for 5 days
	4th Occurrence	Dismissal and TC
Habitual Late Arrival	1st Occurrence	Incident Recorded. Verbal Warning. Marked as absent.
	2nd Occurrence	Written Warning. Parents Informed. Marked as Absent
	3rd Occurrence	Parents to visit the school and give an explanation letter
	4th Occurrence	Suspension for 3 days
	5th Occurrence	Dismissal and TC
Bunking of Classes	1st Occurrence	Suspension for 3 Days
	2nd Occurrence	Suspension for 7 Days with proper acknowledgement from parent
	3rd Occurrence	Suspension for 15 Days with final undertaking from the parent
	4th Occurrence	TC shall be issued with no further discussion
Theft	1st Occurrence	Warning letter issued. Parents informed and Apology letter to be submitted. Signed by Parents.
	2nd Occurrence	Final Warning. Parents Informed and to be present in the school to give an explanation.
	3rd Occurrence	Suspension for 3 days.
	4th Occurrence	Dismissal and TC
Damage to School Property (Furniture, Washrooms, Walls, Library Resources, Staff Vehicles, Laboratory etc)	1st Occurrence	Warning letter issued. Parents informed and Apology letter to be submitted. Signed by Parents. Cost of Repair or Replacment to be paid immediately .Failure to pay will not allow ward to attend classes and will be added to Fees Due
	2nd Occurrence	Final Warning. Parents Informed and to be present in the school to give an explanation. Failure to pay immediately will not allow ward to attend classes and will be added to Fees Due
	3rd Occurrence	Suspension for 3 days. Cost of Replacement to be paid immediately . Failure to pay will not allow ward to attend classes and will be added to Fees Due
	4th Occurrence	Dismissal and TC
Usage or Possession or Renting out Drugs / Cigarrates / Vapes.etc	1st Occurrence	Suspension for 1 week and the student shall prepare a PPT on illeffects of Narcotics and the present the same during the morning assembly.
	2nd Occurrence	Student shall be issued the TC and the same shall be informed to the parents well in advance.
Possession of Dangerous Good (Knives / Sharp Objects / Lighters, etc)	1st Occurrence	Warning letter issued. Items are confiscated and not returned. Parents to visit the school and write an Apology letter
	2nd Occurrence	Final Warning. Items are confiscated and not returned. Parents to visit the school and write an affidavit. Suspension for 3 days.
	3rd Occurrence	Dismissal and TC
Usage or Possession of Mobile Phones or Other Electronic Gadgets without prior permission from HOD.	1st Occurrence	Warning letter issued. Items are confiscated and not returned until end of acadmic year. Apology Letter
	2nd Occurrence	Final Warning. Items are confiscated and not returned. Parents to visit the school and write an affidavit. Suspension for 3 days.
	3rd Occurrence	Dismissal and TC
Attendance Shortage	Less than 70%	Not allowed to appear for Exams. Retained in the same level.
School Uniform	1st Occurrence	Warning Letter
	2nd Occurrence	Not allowed to attend classes. Attendance Deducted. Parents informed
	3rd Occurrence	Not allowed to attend classes. Attendance Deducted. Parents asked to come to school
Crimes		
Physical Altercations (Fights / Violence)	1st Occurrence	Immediate dismissal. TC Issued with remarks.
Sexual Misconduct	1st Occurrence	Immediate dismissal. TC Issued with remarks.

