

BAL BHARATI PUBLIC SCHOOL

CODE OF CONDUCT FOR STUDENTS

Students have a right to feel safe in the school, learn in a challenging environment to the best of their ability, be treated with respect by other students and teachers and be listened to. However, they must also adhere to the following code of conduct:

Respect for the Institution

- A. Keep the buildings, class-rooms, corridors and grounds clean in good condition. Spend five minutes prior to beginning of every class cleaning your surroundings.
- B. Students are expected to treat school property with care and respect. This includes school playfields, lawns, buildings, equipments, books, transportation vehicles and possession of others. Don't cause destruction, defacement or damage to school properties. Graffiti on walls, doors or furniture is strictly prohibited.
- C. Carefully handle the equipments, fixtures and appliances of the labs. Careless handling/misuse of the above could result in personal injuries or damage to property. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- D. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned. The students are not permitted to leave school campus during school hours without prior parental and administrative permission.
- E. Share information with school officials regarding matters which may endanger the safety/health or welfare of the school community.
- F. Care must be taken to observe the "green rules" in order to maintain clean, green surroundings. That is, school premises will not be littered with disposable tumblers, papers or polythene bags.
- G. Students are expected to conserve water and electricity.

Respect for Learning

- Be punctual and regular in attendance and make efforts to maximise achievements in all areas of Education.
- Enter or leave the class with prior permission.
- Take progressive responsibility and ownership for your own learning. Complete tasks as allotted.
- Complete class work and homework assignments on time.
- Keep library books in good condition.
- Assemblies are planned and scheduled for educational and informational purposes throughout the school year. Students must adhere to guidelines as mentioned:
 1. Stand to the assembly in an orderly manner.
 2. Be respectful to guests and speakers.
 3. Upon dismissal, leave the assembly in an orderly manner.
- Inform parents of educational progress and to ensure that all school communication is effectively delivered.
- Show respect to teachers & elders & consideration for peers.
- Seek clarification or guidance in a polite manner. There should be no rowdiness or shouting.
- Do not use unfair means during assessments/examinations.

Respect for Self

- Dress neatly and properly as per schools' norms.
- Highlighting and dyeing of hair, permanent tattoos, jewelry items, fancy nails, eye or face makeup, fancy shoes are not allowed.
- Carrying mobile phones, Smart watches, iPods, electronic equipment, valuable articles and cash more than Rs. 500/- to school is prohibited. (Items confiscated will not be returned.)

Respect for Others

- Be tolerant and respectful of diversity.
- Behave in a manner which does not endanger the health and safety of self or others.
- Behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying, violence, verbal intimidation and harassment.

- Students must strive to resolve all conflicts by peaceful means.
- Demonstrate respectful behavior in classroom. Refrain from behavior which would disrupt classroom instruction.
- Do not instigate other co-students or juniors to indulge in any misbehavior or any form of anti-school activity which will bring disrepute to the school and could spoil the career of the concerned student.
- While using Internet based technology the following guidelines need to be adhered to:
 1. Privacy – Users shall not intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.
 2. Passwords – Users shall not seek passwords or use passwords belonging to another person unless authorized and users shall take precautions to secure access of their personal password from others.
 3. Security: Users shall not attempt to infiltrate a computing system or network or alter the software components of a computing system or network or import files, which will jeopardize the security of the computing system or the network; and users shall not load software on computers without permission of a Computer Teacher.
 4. Unauthorized use of wifi to download any videos/documents is not allowed.
 5. Uploading any objectionable material on social media or circulating such material through mobile networks is a serious offence.

The following, if observed, shall be liable for strict disciplinary action and may lead to expulsion from school.

- 1) Substance Abuse/Possession or smoking/Physical abuse
- 2) Truancy
- 3) Display of aggression and violence
- 4) Bullying, use of foul language, vulgar behavior and eve teasing
- 5) Driving any two wheeler/ four wheeler to school
- 6) Any form of gambling
- 7) Association with banned organizations

- 8) Possession of any weapon or use of any implement as weapon causing injury to a person or damage to property.
- 9) Deliberate damage to school property or infrastructure.
- 10) Theft/Pilferage of Schools'/Students' property.

Specific case of indiscipline

(a) Long absence without intimation

(i) If a student remains absent for more than a week without informing the school, attention of the parents would be drawn to it in writing, asking the reason for absence.

(ii) Name to be struck off

If a student remains absent without good reason for more than a month, his name shall be struck off the rolls after giving due notice. Re-admission may be considered by the Principal.

(b) Using unfair means

Incase cheating is noticed, the Answer sheet(s) shall be cancelled. Fresh answer book will be given. Parents would be notified about the incident and action taken.

For repetition of cheating, more drastic action shall be considered.

Dealing with serious acts of indiscipline

DISCIPLINE POLICY GRADE III-VII

Set out below are a few illustrative, not exhaustive, guidelines for possible action by the HM/VP/Principal. The aim of the school is providing a comprehensive behaviour management plan.

S.no	Nature of Misconduct	1 st offence	2 nd offence	3 rd offence
1.	CODE 1- Frequent absenteeism (without medical cause) or bunking classes.	Verbal discussions with the CT. Matter reported to the Coordinator/HM. Parents will be apprised.	The child shows no improvement in the attendance. The CT, Class Rep shall discuss the	Withdrawl of privileges (Time out from activity classes, excursions, etc). Parent's Meeting with the

			matter with the parents of the child. Contact slip will be issued.	Department Head. Issue of 1 st Demerit Card.
2.	CODE 2- Posting/sharing inappropriate content on Social media.	Verbal discussions with CT. Matter reported to Coordinator/HM. Parents will be apprised.	The CT, Class Rep and the Counsellor will discuss the matter with the parents of the child. Contact Slip will be issued.	Withdrawl of privileges (Time out from activity classes, excursions, etc). Parent's Meeting with the Department Head. Issue of 1 st Demerit Card.
3.	CODE 3- Engaging in stealing property of another student or damaging School property.	Counselling of child. Verbal discussions with CT. Matter reported to Coordinator/HM.	Parents to be informed. The CT, Class Rep shall discuss the matter with the parents of the child. Contact slip will be issued.	Withdrawl of privileges (Time out from activity classes, excursions, etc). Parent's Meeting with the Department Head. Issue of 1 st Demerit Card.
4.	CODE 4- Involvement in Physical Fight	Counselling of child. Verbal discussions with CT. Matter reported to Coordinator/HM. Parents will be apprised.	The CT, Class Rep and the Counsellor will meet and discuss the matter with the parents of the child. Contact slip will be issued.	Withdrawl of privileges (Time out from activity classes, excursions, etc). Parent's Meeting with the Department Head. Issue of 1 st Demerit Card.
5.	CODE 5 – Involvement in Verbal Abuse	Verbal discussions with CT. Matter reported to	The CT, Class Rep and the Counsellor will discuss the matter with the	Withdrawl of privileges (Time out from activity classes, excursions, etc).

6.		Coordinator/HM. Parents will be apprised.	parents of the child. Contact slip will be issued.	Parent's Meeting with the Department Head.
	CODE 5 – Wilful damage to school property	Verbal discussions with CT. Matter reported to Coordinator/HM. Parents will be apprised. Full cost to be recovered. Contact slip will be issued.	The CT, Class Rep and the Counsellor will discuss the matter with the parents of the child.	Withdrawal of privileges (Time out from activity classes, excursions, etc). Parent's Meeting with the Department Head. Issue of 1 st Demerit Card.

DISCIPLINE POLICY GRADE VIII-XII

Set out below are a few illustrative, not exhaustive, guidelines for possible action by the HM/VP/Principal. Obviously, the aim of the school is always reformative and not punitive.

	Nature of act	1 st offence	2 nd offence	3 rd offence
a.	Possession or use of drugs, smoking or drinking	Counselling by the School Counsellor in the presence of Parents. Issue of White Card.	Issue of Red Card. Suspension for 6 days from class. counselling by the Counsellor. Parents to be informed.	Proceedings for expulsion from the school to be initiated.
b.	Stealing or appropriating property of another student	Parents to be informed. Student to apologize in writing in the presence of the victim, with an assurance not to	Parents to be informed. Student informed. Issue of Red Card.	Issue of Red Card . Suspension from school for a week.

		repeat such acts. Issue of White Card.		
c.	Wilful damage to school property	Parents to be informed. Full cost to be recovered. Issue of White Card.	Issue of Red card & Suspension from school for a week. Parents to be informed.	Proceedings* for expulsion to be initiated.
d.	<ul style="list-style-type: none"> • Possession or use of fireworks in School premises • Possession of objectionable material or posting of offensive matter on social media platform. 	<p>Issue of White Card. Counselling. Parents to be informed.</p> <p>Issue of White Card. Counselling. Parents to be informed.</p>	<p>Issue of Red Card. Suspension from school for a week. Parents to be informed.</p> <p>Issue of Red Card. Suspension from school for a week. Parents to be informed.</p>	<p>Proceedings* for expulsion to be initiated.</p> <p>Proceedings* for expulsion to be initiated.</p>
e.	<ul style="list-style-type: none"> • Possession of weapon or use of any implement as weapon causing injury to person or damage to property. • Involvement in physical abuse 	<p>Parents to be informed. Issue of Red Card. Suspension from school for a week.</p> <p>Parents to be informed. Issue of Red Card. Suspension from school for a week.</p>	<p>Proceedings* for expulsion to be initiated.</p> <p>Proceedings* for expulsion to be initiated.</p>	

- No corporal punishment may be administered under any circumstances.
- White/Red Card Format & Policy is enclosed.

RED AND WHITE CARD POLICY

The "Red & White Card Policy" is a disciplinary policy implemented in Bal Bharati Schools to address and manage incidents of student indiscipline. This policy outlines the steps and consequences for dealing with various disciplinary issues.

Standard Operating Procedure:

1. Discipline cases are first reported to the Class Teacher, Class Coordinator/Representative, and brought to the VPL/HMs/Coordinator's knowledge.
2. A card will be issued to the student in the presence of the Parent, Teacher, or School Counsellor.
3. A copy of the issued card will be filed in the Confidential Files / Dossier Files by the Class Teacher.

WHITE CARD:

1. White cards are issued based on the recommendation of the VPL/HMs and Class Representative.
2. Possible Consequences: Issuing of white cards may lead to various actions, including Parent-Teacher Meetings, Parent-Admin Meetings, loss of privileges (such as participation in picnics or school events and use of school transport), requiring an apology letter, short-term detention, or short-term suspension.
3. The issuance of two white cards will lead to the issuance of a Red Card.

RED CARD:

1. Red cards are given to a student in case of receiving two White cards or in the event of any major unacceptable behavior as enumerated earlier.
2. After the matter is reported to the Discipline Committee Members, possible consequences may include Parent-Teacher Meetings, long-duration suspension, or expulsion from the school.

In essence, this policy aims to address student indiscipline by issuing White or Red cards based on the severity of the behavior. White cards serve as a warning and may result in various consequences, while a Red card is a more serious disciplinary measure and can lead to significant penalties, including suspension or expulsion.

This policy is designed to maintain a sense of discipline and accountability among the students while involving parents and relevant school authorities in the disciplinary process.

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DISCIPLINARY WHITE CARD
SESSION :

<p>Name :</p> <p>Class :</p> <p>Session :</p>	<p>Date :</p> <p>Nature of Misconduct :</p> <p>.....</p>
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Previous Warnings / Card Issued, if any :

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Action Taken by the School :

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To be issued by : Class Teacher / Rep / Counselor

Signature of HMVPL

II

Remarks of Principal :

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III

Signatures of Student and Parent with remarks, if any.

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DISCIPLINARY RED CARD
SESSION :

<p>Name :</p> <p>Class :</p> <p>Session :</p>	<p>Date :</p> <p>Nature of Misconduct :</p> <p>.....</p>
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Previous Warnings / Card Issued, if any :

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Action Taken by the School :

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To be issued by : Class Teacher / Rep / Counselor

Signature of HM/VPL

II

Remarks of Principal :

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III

Signatures of Student and Parent with remarks, if any.

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