

Discipline Handbook

Applicable for students from Grade III onwards



Drafted by
School Managing Committee



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Overview

Starting Point

At start, each student gets **100 DP** (Discipline Points)

Addition of DP | +10 DP

If child gets 90%+ in Discipline from all teachers in Quarterly Mentorship Report

Subtraction of DP | -25/-10/-5 DP

Based on the indiscipline activity of the student. Refer to Table A: Indiscipline points table (*next page*)

ACTIONS BY SCHOOL

Discipline Points (DP)	Action
More than 100 points	Each student gets featured in School Discipline Achievers Wall - both on Social Media & in School - on Student Appreciation Day
Less than 85 points	Counselling session by School Counselor/Assigned teachers (in the presence of parents)
Less than 70 points	a. Suspension from school for 6 days - with signed undertaking from student & parent b. Continued counseling support - provided by School Counselor
Less than 50 points	a. Suspension from school for 15 days - with final undertaking from student & parent b. Continued counseling support - provided by school counselor
Less than 40 points	Compulsory Termination from School

ZERO-TOLERANCE ACTIVITIES

Type	Description	Points
Zero-Tolerance	Possession/use/sale/distribution of any intoxicating substances like alcohol, drugs, etc.	-50
Zero-Tolerance	Possession/use/sale/distribution of tobacco & related activities like chewing tobacco, smoking, etc.	-50
Zero-Tolerance	Possession/use/sale/distribution of Weapons, Sharp Objects, Fireworks, etc.	-50
Zero-Tolerance	Unpermitted exit from school or hostel.	-50
Zero-Tolerance	Misrepresenting/misusing/defaming the organization/school name on social/digital forums.	-50
Zero-Tolerance	Causing physical harm to any other student which leads to any form of major/minor injury (Eg: beating, bullying, pushing & etc)	-50
Zero-Tolerance	Objectional & inappropriate photos/reels/posts on social media	-50

OTHER INDISCIPLINE ACTIVITIES

Type	Description	Points
Indiscipline Activities	Damage to the school property or any other student's or member's property.	-10
Indiscipline Activities	Verbal abuses/fights with other students or members of the ODM	-10
Indiscipline Activities	Harassment of any kind to other students or members of ODM - including bad touch, hurtful remarks, Body shaming	-10
Indiscipline Activities	Bullying/Cyber-Bullying or ragging of any student	-10
Indiscipline Activities	Carrying personal phones/electronic gadgets inside School Campus (without authorisation).	-10
Indiscipline Activities	Any kind of theft, forgery, malpractice in exam or assignments	-10
Indiscipline Activities	Misuse of School Devices to do illegal or age inappropriate activities.	-10
Indiscipline Activities	Arguing with authorities - Wardens/Teachers/Staff of School	-5
Indiscipline Activities	Not following - Discipline in Classroom	-3
Indiscipline Activities	Not following - Discipline in School Transport	-3
Indiscipline Activities	Not following - Discipline in Hostels	-3
Indiscipline Activities	Not following - Discipline in School premises	-3
Indiscipline Activities	Usage of unparliamentary language	-2
Indiscipline Activities	Getting any not-allowed items to hostels from DS/DB students	-5
Indiscipline Activities	Bringing two-wheeler/four-wheeler to school - without proper government authorisation or permit	-5
Indiscipline Activities	Not following proper dress code & grooming standards	-2
Indiscipline Activities	Student - Late entry to school	-2
Indiscipline Activities	Student - Late reporting to hostel - without approval (within 48 hours)	-2

Note:

- a. These activities are like categories.
- b. These points will be updated on the School ERP and parents can view the details of each indiscipline activity.
- c. Parents would also be notified in case of additional DP / deduction of DP of their child.
- d. Parents need to keep an eye on the overall DP score of the child and need to continuously counsel the child.
- e. Any new category - would be added to the software directly.
- f. Briefing to the students - would also be done by the concerned school teams.

Important Points

Fines & Penalties

No more fines & penalties will be charged from parents for indiscipline activities because fines are paid by parents, but the real purpose of fines is to make students repent, which doesn't happen. Discipline Score - keeps students accountable for their action without burdening the parents for additional charges in terms of fines.

Exception: *If any property of school is damaged by the student, the actual cost of the item will be charged to the parent.*

Carry Forward – DP

The student's balance discipline points are carried forward every year (capped at max 100 DPs). This means, that if a child has more than 120 DPs, then the max that would get carried forward is 100 DP and if a child has 80 points, only 80 DP would get carried forward.

Every session does not mean a fresh start or a fresh credit of 100 points.

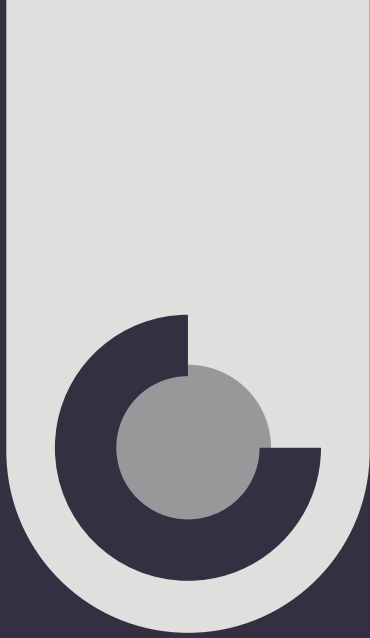
Zero Tolerance Activities

Zero Tolerance Activities are those indiscipline activities which are serious in nature & will lead to the review of the Discipline Committee with higher negative DP. *If the school management deems it necessary, they can take actions beyond what is prescribed if a child is found guilty of a zero-tolerance activity.*

Indiscipline Activity – Reporting

Any teacher or any warden/boarding manager responsible for handling the discipline of the child - can add an indiscipline activity against any child (if seen). If there is any concern of the parent/student where they feel there is a wrongful reporting - they can reach out to the Admin Coordinator/Principal of the school to report the same and the Principal of the school will evaluate and have the final say

Any Zero tolerance activity - will be reviewed in front of the Principal & Discipline committee of the school along with the presence of student & parent/s.



Discipline Protocols

Given below are some protocols in addition to the Zero-Tolerance Activities that should be followed by the students mandatorily.

1. While entering & exiting school premises

- a. Students are directed not to gather outside the school before or after school hours
- b. Every student is required to go home by their own transport or school transport as soon as school is over. If there is a delay in the arrival of their own transport, then the students must wait at the school's gate under the direct supervision of the guards
- c. Disciplinary Committee will do surprise checks within a 500 meters radius of the school, and students will be penalized if they are caught in any gathering with other non-school students or doing any activity which is not allowed (Ref: activities under Zero-Tolerance Activities section)
- d. Students are required to keep their bikes & bicycles in the designated zones only, and students are not allowed to come to the campus on two-wheelers if they do not have a permissible license from the government.
- e. Students should enter and exit the school in a disciplined manner.
- f. Students must carry their ID Cards at all times.

2. While availing School Transport

- a. All the students must be seated on the bus as soon as they enter the bus.
- b. No student should get down at any stoppage other than his/her designated stoppage.
- c. Students must reach the bus stops in time.
- d. While the bus is in motion, no movement in the bus is permitted.
- e. No shouting, misbehaviour, fighting or use of any foul language.
- f. Do not touch the Emergency Door, Fire Extinguisher, Camera, or other accessories inside the bus unless instructed by the Driver (pilot) or bus helper.
- g. Parents must not enter the school bus to communicate with the teachers or students on the bus.
- h. Parents must not request the Driver/Conductor to pick up or drop their ward at any stoppage other than what is reflected on the system. In case of any change in stoppage, parents need to follow the proper protocol of applying for a change to the School authorities. Once approved, the student can be dropped off at the new location.

3. Inside School Premises

- a. Students should not run unnecessarily inside the school and should always walk in a straight line (if moving in a group)
- b. Students must not shout or speak at the top of their voice or use abusive language.
- c. Students should always use English as their primary language while interacting with other students and teachers in the school.
- d. No unauthorized movement outside the classroom is allowed.
- e. Students must not misbehave with the staff members.
- f. Compulsory use of ID cards at all times inside the school premises.

4. Inside Classroom/Any other school facility

- a. No shouting or involvement in any other activity which disturbs other classroom students.
- b. Any form of misbehaviour towards the teacher or staff will not be tolerated

5. Student Dress Code

- a. At all times, unless involved in any activity, the student should be in proper school uniform with all accessories.
- b. The students should wear clean uniforms and clean shoes.
- c. Boys must have simple, equally even, short-to-medium-length haircuts, and girls should have either short hair, ponytails, or two-side plaits.
- d. Students are not allowed to wear styling accessories on their ears, wrists, necks, or ankles. If they are found wearing such accessories, the school authorities reserve the right to send them back to the hostel or home.
- e. Any religious band/armlet/locket will not be restricted (provided that the student brings a written application from the parents or the parents communicate the same to the CT verbally, principal's approval).
- f. No student is allowed to dye hair or use any kind of hair colour.
- g. No student is allowed to have any tattoo (permanent or temporary)
- h. Students are always required to cut their nails and be groomed.
- i. No male student is allowed to grow a beard or keep a moustache at any point in time.

6. Examination & Other School Discipline

- a. Students are required to have at least 80% attendance and take approved leaves from the school and the hostel.
- b. Students should always complete home assignments & projects on time.
- c. Respect the Classroom rules of the teacher.
- d. No late reporting to examinations would be allowed.
- e. Students must not follow any malpractice for aid during exams. Students must appear for all examinations with utmost honesty and integrity.

The Examination Team will share additional information on actions to be taken if any indiscipline is found during exams.

For Hostels: *For rules of the Hostel, Please refer to the Hostel Handbook.*

Parents' Guidelines



Educating Children & Abiding by the handbook

a. Parents need to go through all the rules and regulations mentioned here thoroughly. They are also expected to teach and advise their children not to violate the school's protocols.

b. In case of violation of any protocol, the school management will take action, as mentioned in the coming sections & parents are required to abide by the same.

Dealing with School Staff

a. **Misbehaviour:** Parents must NOT misbehave with any school staff (from Junior to Senior employees). ODM stands completely against misbehavior. If any parent misbehaves with any staff member, the school reserves the right to take action against such behaviour. Despite warnings, the school reserves the right to issue a compulsory TC to the student if a parent continues to misbehave with the staff.

b. **Bribing:** Giving any kind of tip or bribe to any staff in the school is strictly discouraged. If any parent is found paying any tip, financial support or bribe to any of ODM's staff, the school management reserves the right to take action against both the staff and the parent.

c. **Walk-ins:** On regular working days, parents shall not be allowed inside the school without pre-appointments. General Walk-ins will not be entertained. For any concern or grievance, parents can raise a query/concern at the Happiness Helpdesk on the official school app.

d. **No-Call Policy:** The school and its staff follow a no-call policy. Parents are advised not to call teachers, coordinators, or other heads of the organization unless there is a big emergency. No school staff is liable to answer calls from parents after 6:30 p.m. on working days. We have portals like Happiness Helpdesk and other forums for query and grievance management, where issues are addressed within a 24-48-hour window.

Note: *This rule does not apply to residential students as long as the calls are made to the residential staff.*

Other Guidelines

a. While it is encouraged that both parents be part of the PTMs arranged by the school, it is mandatory for at least one parent to attend all such meets.

b. Parents should ensure that students are always reaching school on time. Parents should avoid sending their kids via private unsecured transport services.

c. Parents should send very limited money to the students (on a daily basis), as much is required for the Cafeteria/Canteen or for any emergency travel option. School won't be responsible for any money theft or money loss.

Miscellaneous Points

a. **Discipline Committee:** The school discipline committee comprises of Principal, VP, Admin Coordinator, and Class Teachers of concerned classes. The presence of a Boarding Manager is required in the Discipline Committee, in case the student belongs to a residential program.

Without the presence/consent of the Principal or Vice-Principal, the Discipline Committee cannot convene proceedings and cannot close any discipline matter.

If parents don't appear in front of the discipline committee after two reminders, the committee reserves the right to take action without any consultation or information.

b. **Suicidal Threats by any student:** In case of students threatening to commit suicide or hurt themselves in any manner, the school reserves the right to send them home (post-counselling, if required), and for such students to be able to attend school, a written undertaking will be taken from the parents that they understand that their child is making such threats and in case the child does something to themselves at the school premises, the school will not be held accountable.

c. **Amendments:** Any other amendment to the Discipline Handbook during the session will be notified via written communication to all the parents. At the commencement of each academic session, the updated discipline handbook will be shared with the Parents via the Disciplinary Committee.

d. **Updating Indiscipline Activities of a Child:** All indiscipline activities of a child will be recorded on the Official School App, and notifications will go to the parents. Any teacher of the school, coordinator, boarding manager or hostel warden can add indiscipline activities of any student. The proceedings of Zero Tolerance Activities would be only updated by the Class Teacher/Admin Coordinators only under the direction of Principal/VP as mentioned above.

