



ODM Educational Group

Students Discipline Handbook

Issued By

ODM School Management Committee

1. ABOUT the Discipline Handbook

- This handbook is a complete guide of discipline-related rules & regulations that all students of ODM need to follow.
- This handbook also lays out the penalties & actions to be initiated by the school's disciplinary committee in case any student is found violating the rules stated herein.
- The handbook lays out rules & regulations which the parents need to be aware of and also brief their child/children about the same.

The applicability of the handbook

- Every point mentioned here applies to all the K-12 schools operated by the ODM Educational Group.
- While the punishments and penalties mentioned in this handbook won't be applicable for students of LKG to Class II, the rules are applicable to them and students will be monitored and counselled for the same. The parents will be apprised continuously as well.

2. Zero Tolerance Activities

Inside & Outside ODM School Campuses, the following activities are strictly prohibited & would lead to major disciplinary actions against students of all age groups in case they are found violating them.

- Possession/use/sale/distribution of any intoxicating substances like alcohol, drugs, etc.
- Possession/use/sale/distribution of tobacco & related products like chewing tobacco, smoking, etc.
- Possession/use/sale/distribution of Weapons, Sharp Objects, Fireworks, etc.
- Verbal abuses or fights with other students or members of the ODM Group.
- Bullying/Cyber-Bullying or ragging of any student.
- Harassment of any kind to other students or members of ODM.
- Damage to the school property or any other student's or member's property.
- Carrying personal phones/electronic gadgets inside School Campus (*without authorisation*).
- Unpermitted exit from school or hostel.
- Any kind of theft, forgery, mal-practice.
- Misrepresenting/misusing/defaming the organization/school name on social/digital forums.
- Intending or causing harm to the safety of other students or any member of ODM.
- Misuse of School Devices to do illegal or not age-appropriate activities.

Action Against Zero-Tolerance Activities

If any student is found playing a role in either planning, organizing and/or executing any of the above-mentioned activities, the school management & the school disciplinary committee reserve all the rights for immediate suspension or termination of the student from the school without notice or second chance provided the violation has a severe impact.

The school management reserves the right to not adhere to the pre-defined actions against violations provided final approval for suspension/termination is sought from the head of the disciplinary committee.

Note: *As a school, we give very high priority to discipline, and it is indeed very important to follow a strict culture of zero tolerance to the above-mentioned activities for the safety & security of all the students and members of ODM. This is also a step taken to ensure seriousness/caution among the students so as to refrain from ever involved in any such activities.*

3. Discipline Protocols

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

2.1 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 via their own transport or school transport as soon as the school gets 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.

2.2 While Availing Transport

- a. Every student 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 on 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 & other accessories inside the bus unless instructed by the Driver (pilot) or Helper of the bus.

2.3 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 the medium of language while interacting with other students/teachers in the school.
- d. No unauthorized movement outside the classroom is allowed.
- e. Students must not misbehave with the staff members.
- e. Compulsory use of ID cards at all times inside the school premises.

2.4 Inside Classroom or any other facility inside the school

- a. No shouting or involvement in any activity disturbs other classroom students.
- b. No kind of misbehaviour with the teacher or any other member will be tolerated.

2.5 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 hair-cut & Girls should have either short hair, ponytail or two-side plaits.
- d. No student is allowed to wear any styling accessories on the ears, wrists, neck, or ankles. If any student is found wearing the same, the school authorities reserve the right to send the student back to the hostel or home.
- e. No student is allowed to dye hair or use any kind of hair colour.
- f. No student is allowed to have any tattoo (permanent or temporary)
- g. Students are always required to cut their nails and be groomed.
- h. No male student is allowed to grow a beard or keep a moustache at any point in time.

2.6 Academic & Examination Discipline

- a. Students are required to have at least 80% attendance. Students must 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.
- d. Students must not follow any malpractice for aid during exams. Students must appear for all examinations with utmost honesty and integrity.

For Hostels For additional rules of the Hostel, Please refer to the Hostel Handbook



4. Guidelines for Parents (Attention!)

- a. Parents need to go through all the rules & regulations mentioned here thoroughly, and parents are also expected to teach & advise their children not to violate the protocols of the school.
- 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.
- c. Parents must NOT misbehave with any staff of the school (from Junior to Senior employees). Misbehavior is a practice ODM stands completely against. 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 compulsory TC to the student if a parent continues to misbehave with the staff.
- d. For any concern or any grievance, the ODM team will always be happy to provide as much support as possible, but for that, the parents have to cooperate and come through the right forums such as the Happiness Helpdesk or through discussion with the class mentors.
- e. Parents should ensure that students are always reaching school on time.
- f. Parents should avoid sending their kids via private unsecured transport services
- g. 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 ultimate right to take action against both the staff and the parent.
- h. 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 write to us.
- i. 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.
- j. The school & its staff follow a no-call policy. It is advised to all parents that unless there is some big emergency, they should not call teachers, coordinators & other heads of the organization. No school staff is liable to answer calls from parents post 6:30 pm on working days. We have portals like Happiness Helpdesk and other forums for query & grievance management where issues are addressed within a 24-48 hours window.

Note: *This rule is not applicable in the case of residential students as long as the calls are made to the residential staff*

Discipline Committee

Members & Major Role

Members of the School's Disciplinary Committee shall comprise of:

1. Principal of the School
2. Vice-Principals of the School
3. Coordinators of the School
4. Concerned Class Teachers

Major Role

1. For implementation of all the rules & regulations as mentioned in the Handbook
2. For ensuring actions & penalties against the violators of rules & regulations
3. For reviewing & updating the rules & other modalities in the discipline handbook of ODM



Penalty System in case of Violations

- i. The students from KG- Std II are exempted from all penalties as they are in a very early stage of learning & they may not realize the consequences of their actions unless informed and counselled about the same.
- ii. The overall penalty system has three levels based on the repetition of the violation and varies across three categories, III-V, VI-VIII, IX-XII
 - The students from classes III-V have a primarily counseling-based approach followed by some minor penalties against zero-tolerated offences.
 - The students from classes VI-VIII also go through counselling, fines & suspension approach depending on the repetition of the violation.
 - The penalties are stricter for all senior students of Class IX-XII.

5. Actions against Violations

Class III-V

Type of Violation	1st Time	2nd Time	3rd Time
Zero-Tolerance Activities			
Intoxication Substances or Tobacco-related products (Use/Distribution/Possession/Sale)	Counseling	Specialised Counseling & Undertaking from Parents/Students	Suspension from School (Temporary) + Penalty of INR 2500 + Focused Counseling
Weapons, Sharp Objects, Fireworks & etc.			
Verbal Abuses or Fights - With other students or members			
Bullying, Cyber-Bullying or Ragging any student			
Harassment of any student			
Damage to School Property	Counseling + Penalty - Damage Value of the Good		Suspension from School (Temporary) + Damage Value of Good (10% Extra)
Carrying Phones, Electronic Devices to School/Hostel	Confiscation of the Gadget - Returned to Parent		Permanent Confiscation of Gadget (not returned) + Fine of INR 2500
Unpermitted Exit from the school	Counseling	Specialised Counseling & Undertaking from Parents/Students	Suspension from School (Temporary) + Penalty of INR 2500 + Focused Counseling
Any kind of theft, Forgery or Malpractice			
Misrepresenting or Defaming School - in Any Social/Digital Forum			
Intending or Causing Harm to safety of other students or staff			
Misusing School Devices - Illegal or Not age appropriate Digital Activities			
Other Violations			
Violation of School Entry & Exit Discipline Protocols	Counseling	Specialised Counseling & Undertaking from Parents/Students	Focused Counseling & Final Warnings
Violation of School Transport Protocols			
Violation of Discipline in School Premises or Classroom or any other facility			
Academic or Examination Discipline			
Student Dress Code Violations	Counseling	<i>Student will be sent back home or not allowed to attend classes until corrected</i>	

Class VI-VIII

Type of Violation	1st Time	2nd Time	3rd Time
Zero-Tolerance Activities			
Intoxication Substances or Tobacco-related products (Use/Distribution/Possession/Sale)	Specialised Counseling + Undertaking from Students + Penalty of INR 1000	Penalty of INR 2500 + Focused Counseling	Temporary Suspension from School / Permanent (if req)
Weapons, Sharp Objects, Fireworks & etc.			
Verbal Abuses or Fights - With other students or members			
Bullying, Cyber-Bullying or Ragging any student			
Harassment to any student			
Damage to School Property	Specialised Counseling + Penalty - Damage Value of the Good (10% Extra)		Suspension from School (Temporary) + Damaged Value of Good (20% Extra)
Carrying Phones, Electronic Devices to School/Hostel	Confiscation of the Gadget - Returned to Parent + Fine of INR 2500		Permanent Confiscation of Gadget (not returned) + Fine of INR 5000
Unpermitted Exit from the school	Specialised Counseling + Undertaking from Students + Penalty of INR 1000	Penalty of INR 2500 + Focused Counseling	Temporary Suspension from School / Permanent (if req)
Any kind of theft, Forgery or Malpractice			
Misrepresenting or Defaming School - in Any Social/Digital Forum			
Intending or Causing Harm to safety of other students or staff			
Misusing School Devices - Illegal or Not age appropriate Digital Activities			
Other Violations			
Violation of School Entry & Exit Discipline Protocols	Counseling	Specialised Counseling & Undertaking from Students	Focused Counseling / Suspension of Transportation Service (If req) / Suspension from School (if req)
Violation of School Transport Protocols			
Violation of Discipline in School Premises or Classroom or any other facility			
Academic or Examination Discipline			
Student Dress Code Violations	Students will be sent back home & not allowed to attend the classes		
Note: <i>Parents shall be notified for all the violations. The penalty fees has to be paid on ODMConnect & if the violations happen after the 3rd time, the disciplinary committee head will directly intervene for special actions or suggestive measures</i>			

Class IX-XII

Type of Violation	1st Time	2nd Time	3rd Time
Zero-Tolerance Activities			
Intoxication Substances or Tobacco-related products (Use/Distribution/Possession/Sale)	Specialised Counseling + Undertaking from Students + Penalty of INR 2000	Temporary Suspension from School + Penalty of INR 3000 + Focused Counseling	Long-Term Suspension from School
Weapons, Sharp Objects, Fireworks & etc.			
Verbal Abuses or Fights - With other students or members			
Bullying, Cyber-Bullying or Ragging any student			
Harassment to any student			
Damage to School Property	Specialised Counseling + Penalty - Damage Value of the Good (10% Extra)		Suspension from School (Temporary) + Damaged Value of Good (20% Extra)
Carrying Phones, Electronic Devices to School/Hostel	Confiscation of the Gadget - Returned to Parent + Fine of INR 2500		Permanent Confiscation of Gadget (not returned) + Fine of INR 5000
Unpermitted Exit from the school	Specialised Counseling + Undertaking from Students + Penalty of INR 1000	Penalty of INR 2500 + Focused Counseling	Temporary Suspension from School / Permanent (if req)
Any kind of theft, Forgery or Malpractice			
Misrepresenting or Defaming School - in Any Social/Digital Forum			
Intending or Causing Harm to safety of other students or staff			
Misusing School Devices - Illegal or Not age appropriate Digital Activities			
Other Violations			
Violation of School Entry & Exit Discipline Protocols	Counseling	Specialised Counseling & Undertaking from Students	Focused Counseling / Suspension of Transportation Service (If req) / Suspension from School (if req)
Violation of School Transport Protocols			
Violation of Discipline in School Premises or Classroom or any other facility			
Academic or Examination Discipline			
Student Dress Code Violations	Students will be sent back home & not allowed to attend the classes		
Note: <i>Parents shall be notified for all the violations. The penalty fees has to be paid on ODMConnect & if the violations happen after the 3rd time, the disciplinary committee head will directly intervene for special actions or suggestive measures</i>			

6. Miscellaneous Points

- a. Any other amendment to the Discipline Handbook during the session will be notified via written communication to all parents. At the commencement of each academic session, the updated discipline handbook will be shared with the Parents via the Disciplinary Committee.
- b. If a student commits an offence and is liable to pay a fine until the fine is paid, the student will not be allowed to attend classes until the fine is paid.
- c. In case of students threaten 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 a parent that they understand 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.
- d. If a student continues to commit offences of different types (but first-time offences), then the Disciplinary Committee has the right to take stricter actions. (e.g. let's say a student bullies another child. Next time he is found getting down at a non-designated bus stop intentionally. Then again, let's say he/she is found smoking or loitering outside the campus during post-school hours. In this case, each offence will not be treated like a first-time offence)
- e. If a student has committed 3 or more offences in total, he/she will be temporarily suspended from the school. Any further offences post resumption of school will lead to permanent suspension (if required). Please note that the tenure of the temporary suspension shall be decided by the Disciplinary Committee members.