



Admission No:

Form No: 1/ Sep 2016

**Discipline Guidelines for Students
of The Choice School**

All students, parents and members of Choice School must abide by the guidelines, rules and regulations established by The Choice School.

I STUDENT CONDUCT RULES

Violation of any rule may result in disciplinary action:

- Rule 1. Disruption of School:** A student shall not by use of violence, force, coercion or threat causing material disruption or obstruction to the carrying on of a normal school day, including all curricular and extra- curricular activities. Students also will not advocate nor incite others to cause disruption of the educational process or to violate school rules.
- Rule 2. Damage and/or Theft of Property:** A student shall not cause or attempt damage and/or theft to school or private property on school premises during a school activity, function, or event on school grounds.
- Rule 3. Assault (Physical and/or Menacing):** A student shall not act or behave in such a way as could cause or threaten to cause physical injury to another person.
- Rule 4. Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any object, which might be considered a weapon or instrument of violence capable of harming another person.
- Rule 5. Tobacco and Alcohol:** A student shall not possess, use, transmit, distribute, conceal, or be under the influence of tobacco or alcohol.
- Rule 6. Narcotics and Drugs:** A student shall not possess, use, transmit, conceal or be under the influence of narcotics, drugs, or look-alike substances.

- Rule 7. Insubordination:** A student shall not disregard or refuse to obey the directions or commands given by teachers, school personnel with authority or those individuals vested with school authority.
- Rule 8. Frightening, Degrading or Disgraceful Acts:** A student shall not engage in any act which frightens, degrades or disgraces other persons by written, verbal, or gestures means.
- Rule 9. Profanity and/or Obscene Language:** A student shall not use profanity or obscene language, which includes written, verbal gestures, signs, pictures, or publications in any forms including electronic/multimedia to any person inside and outside the school.
- Rule 10. Dress Code/Uniform:** Student shall obey the Dress code/uniform specified by Choice School from time to time; they shall not dress indecently or appear in a fashion deemed inappropriate inside the School Campus.
- Rule 11. Truancy/Absences without Permission/Late coming:** Students shall not be permitted to leave school or assigned classes without consent/permission of the principal or the concerned teacher and in accordance with policy of Choice School. Students and parents have the responsibility to cooperate in such cases with school officials. Excessive absence on medical grounds without documentation from a doctor is not permissible.
- Rule 12. Misconduct out side school premises:** All students are expected to behave in a decent and dignified manner outside the school premises too. Any and all activities of student outside the school premises/ in public places/society, which may harm the name, reputation and discipline of the Choice School will be addressed and disciplinary proceedings will be initiated if found necessary.
- Rule 13. Use of Cell phone:** All students are strictly prohibited to use cell phones and any or all types of two-way communication devices inside the School premises or school buses.
- Rule 14. Ragging:** Ragging in any form is strictly prohibited inside and out side the school premises.
- Rule 15. Sexual Assault:** Sexual assaulting or attempting to sexually assault any person which include written, verbal gestures, signs, pictures, or publications in any forms including electronic/multimedia, posting through public domain is a major

violation.

Rule 16 Repeated Violations: Repeated violation of the School Conduct Rules may lead to immediate suspension, expulsion, and/or permanent exclusion from school with any further intimation.

Violation of any rule may result in disciplinary action.

Violations are subject to removal, suspension, expulsion, and/or permanent exclusion

Scope: The above Rules of Conduct apply to all students in The Choice School, and activities involved in the regular school day, all school-related activities, and during that portion of the school day when transportation is provided to and from school.

Notwithstanding anything contained above, the Management/ School reserves the right to refer any complaints to the police or any such prosecution if found to be necessary.

The Management also reserves the right for conducting enquiry on any complaint received. The said enquiry shall be conducted by the Disciplinary Committee and any findings made out in such enquiry shall be deemed to be final. In such an event, the person against whom the complaint has been made shall be suspended from the school till the enquiry is complete.

II The Provincial Code of Conduct

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.

III Standards of Behaviour

All members of the school community must -

- Respect and comply with all applicable laws in India ;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;

- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;

IV Parents Responsibility

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents must:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed, and prepared for school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Show that they are familiar with the provincial Code of Conduct and school rules;
- Encourage and assist their child in following the code of conduct and guidelines;
- Assist school staff in dealing with disciplinary issues involving their child.

The Choice School Tripunithura DECLARATION

I,parent of of Class
have read the Student Guidelines (a copy of which was made available to me during my
wards admission day) in detail and will support my ward in complying with the same.

Date:.....

Signature of the parent.....

Please note: A copy of the Student Guideline is a part of the school handbook.