

# Code of Conduct & Discipline Policy

What is expected of students, what is prohibited, and the exact graded steps by which discipline is maintained. Corporal punishment is prohibited absolutely.

Character is one of the five pillars the School plans against, and discipline is where a school either practises that claim or abandons it. This policy describes what is expected, what is not permitted, and precisely what happens when a rule is broken — so that no parent, student or teacher has to guess.

## What is expected of a student

Respect toward staff and fellow students. Punctuality. Honesty. Care of School property. Complete and clean uniform, neat and trimmed hair, minimal jewellery, and no nail polish or cosmetic products during School hours.

## What is prohibited on the premises

- Mobile phones and other electronic gadgets, unless permitted for a specific class activity.
- Sharp objects or weapons of any kind.
- Matches, lighters or inflammable material.
- Tobacco or any intoxicant.
- Large sums of cash or valuables.

Any prohibited item found is confiscated and returned only to a parent or guardian.

## The graded steps

- 1 Verbal warning by the Class Teacher.
- 2 Written note in the student's diary, with notice to the parent on WhatsApp.
- 3 A call or meeting with the Student Coordinator.
- 4 Formal warning from the Principal's Office, discussed at the monthly PTM.
- 5 For serious or repeated violation, suspension or expulsion at the sole discretion of the Principal.

The steps are followed in order except where the seriousness of an incident requires otherwise.

## Corporal punishment is prohibited

In compliance with the Punjab Prohibition of Corporal Punishment Act, 2018, corporal punishment — and any form of physical or humiliating punishment of a student by any member of staff — is strictly prohibited at this School. Discipline is maintained exclusively through the graded steps above and through respect.

A parent with a concern about a teacher's conduct in this respect should raise it directly with the Principal's Office. Such a concern is investigated, not deflected.

## The same standard for adults

Staff conduct is held to the standard asked of children. Adults model what is asked of students — punctuality, honesty, respect and care of property — and a staff member who does not is dealt with under the School's own disciplinary process.

Version: Academic Session 2025–26. The School may amend this policy at the start of a new academic session, or earlier where a change in Government or PEF policy requires it. Amendments are notified to parents on the official WhatsApp channel.