



DISCIPLINE POLICY

Vision Statement

GGS aims to nurture resilient, holistic, empathetic & lifelong learners in a multi-cultural environment, for a sustainable future.

Mission Statement

GGS graduates will be responsible global citizens empowered to contribute to society in various capacities by providing them the freedom to be, to act, to impress and to dream. GGS incorporates an inquiry-based curriculum and extensive co-curricular experiences, acknowledging the role of community voice and student agency.

Discipline Policy

Objective

The primary focus at Genesis Global School (GGS) is on the holistic development of every student. We seek to build within each student a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behaviour choices that promote their safety, the safety of others, and a productive learning environment.

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Discipline Policy is to promote positive behaviour choices by recognising students who engage in consistent positive behaviour. However, mistakes are a natural part of growth. We help students reflect on errors in judgement and behaviour and support them in learning how to make better decisions. We teach and model positive behaviour including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with the property. When this occurs, we believe that a very positive and productive teaching-learning environment will result, enabling students to strive for excellence.

Disciplinary actions

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehaviour warrants intervention and consequences. Teachers and other staff use a variety of classroom and behaviour management strategies to address such behaviour. When these strategies are not successful in changing that behaviour and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please Note: Careful consideration is given to individual situations so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behaviour is disruptive and detrimental to the operation of the school.

Disciplinary Action (Procedure)

Whenever an issue pertaining to indiscipline or irresponsible behaviour is noticed, the HRT and/or coordinator will explain the entire discipline policy to that student and the following steps will be followed (in the given sequence):

1. The student will be given a verbal warning and a formal notice will be sent to the parents. The student will be required to submit an undertaking clearly mentioning that such acts of indiscipline will not be repeated again. The HRTs will record a behavioural note on the specified school platform. The parent will acknowledge receipt of the formal notice, otherwise, a call will be made to the parent by the coordinator. A counsellor will be involved.
2. If another incident involving the same child related to any act of indiscipline is noticed, a phone call to the parent will be made. Following the phone call, a formal notice will be sent to parents mentioning the phone call as well. The formal notice will inform that now the consequence will be a suspension of 5 working days, with full submission expected and an additional academic week (as a stay back) to be completed. The HRTs will record a

behavioural note on the specified school platform. Reflections completed each day should be sent to HRTs from home. Online sessions will be arranged with the school counsellor for behaviour correction during this time. The student is expected to give an acknowledgment of school expectations, with consent to face the third consequence if involved in any other behavioural/ indiscipline issue.

3. If again, an incident involving the same child related to any act of indiscipline is noticed, a phone call to the parent will be made. Following the phone call, after 24 hours, a formal notice will be sent to parents mentioning the phone call as well. The formal notice will inform that now the consequence will be a suspension of 5 working days, with full submission expected, one week of service (as a stay back), and an additional academic week (as a stay back) to be completed. Suspension is considered after the mail. A counsellor will be involved. A meeting will be arranged with the parents to discuss the issue. If they are unable to attend, the HRTs will record a behavioural note on the specified school platform. Reflections completed each day should be sent to HRTs from home.
4. If it is noticed that multiple efforts of behaviour corrections are not bringing desired changes or similar cases mentioned in the policy, the school informs the parents of the student(s) involved in the case with a phone call and a written notification. A face-to-face meeting with the parents and the student, within one or two working days, will be set up with the disciplinary committee being present as well.

The investigation of the reported cases is to be objective and may take up to 3 working days and will involve both sides. Parents will also be invited separately. The school does not have the right to involve conflicting sides in face-to-face communication or share direct contacts for direct connections. The case is investigated by the disciplinary committee which includes LT members, counsellors, and respective HRTs. The Head of boarding (if the child is from the boarding house) and if needed, the Head of Security will also be involved. Depending on the requirement, the President and Vice-President of SSLT may also be involved.

Description of expectations

Entry to and exit from school

Students are expected to be on time for school and in their classes by 7:45 AM. Missing the bus and oversleeping are not reasonable excuses for being late to school.

Arriving late to school is not acceptable unless priorly informed to the HRTs. In such cases, a maximum of two entries will be allowed in a month, with parents being notified. The third time the student will be sent back home.

Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

During dispersal, bus users will be allowed to leave classes according to the assigned schedule. They must use the assigned route to go to the bus parking area. If a student does not report by the given time, HRTs are informed immediately. If buses get too late, buses leave. The parent is informed immediately.

If a bus user is not availing of the bus facility in the morning or in the afternoon, parents must inform the transport supervisor (supervisor.tpt@genesisgs.edu.in) accordingly.

Students will only be handed over to the parents/ designated person if they have the latest escort card issued by the school. In the absence of an escort card, parents must mail the school reception (info@genesisgs.edu.in) along with the identity card of the person coming to pick up the student by 12 PM. A gate pass will be made accordingly. If the request is received by 12PM, the pre-made gate pass may be collected from the school reception. If the request is received after 12 PM then first the dispersal of other students will be completed and then only the requested gate pass will be prepared.

Attendance

Attendance will be marked till 8 AM. Any student not reporting to Homeroom teachers (HRTs) during this time will be marked absent for the day. Every subject teacher will mark attendance on the specified school platform as per the scheduled lessons.

Leaves

If a child is absent, parents must apply for leave using the specified school platform.

1. Half-day leaves: As such, there is no provision for students to come to school for half a day or leave early. Apart from passport-related appointments, early leave from school will not be allowed. Parents must share the appointment slip generated/received one day in advance. For any other unspecified reasons, please write to the Principal in advance and wait for confirmation.
2. Long leaves: Permission must be sought in advance by emailing the request to the Principal with appropriate reasons.

Possible Consequences: Referral to the program coordinator after three unexcused absences within a marking period, be required to sit in the assigned room and finish off all pending work, verbal and written parent/guardian notification, and parent/guardian meeting at school if needed.

Classroom behaviour

Students are expected to listen to and follow all teacher directions for classwork, homework, class decorum, and discipline within the class. Fighting in classes, disrupting the lesson, and pushing or shoving other students are not acceptable at all.

Possible consequences: Counselling meeting of Staff and student for behaviour correction for repeated cases, the student may be removed from the classroom, referred to the program coordinator, be required to sit in the assigned room and finish off all pending work (not allowed to attend classes or any form of co-curricular activities), parent/guardian notification, parent/guardian meeting if needed, loss of privileges (restrictive participation in sports lessons and clubs for a week).

Behaviour in the corridors

Students maintain appropriate decorum and always walk quietly in an orderly manner through the corridors. Pushing or shoving other students is not acceptable. The students are expected to move to their classes swiftly.

Possible consequences: Counselling meeting of Staff and student for behaviour correction, removal from situation, referral to the program coordinator, be required to sit in the assigned room

and finish off all pending work (not allowed to attend classes or any form of co-curricular activities), parent/guardian notification, parent/guardian meeting if needed, loss of privileges (restrictive participation in sports lessons and clubs for a week).

Behaviour in the washrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes to the destruction of school property.

Possible consequences: Counselling meeting of Staff and student for behaviour correction, referral to the program coordinator, be required to sit in the assigned room and finish off all pending work (not allowed to attend classes or any form of co-curricular activities), parent/guardian notification, parent/guardian meeting (on repeated occurrences).

Behaviour in the dining hall

The dining hall should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions. They must keep their voices low while enjoying their meals, keep their eating space clean, and practice good manners. Wastage of food should be consciously avoided. Any form of bullying is not acceptable in the dining hall. Forcing other students to keep/bring plates, food, or water will be considered a form of bullying/ragging. Students are also expected to take their own plates to the tray-keeping area. Breaking queues is also an unacceptable practice.

Possible Consequences: Verbal warning, move to an assigned seat near or with a teacher. For severe cases of bullying/ragging, students may be asked to leave the dining hall. Follow up with formal procedures as per policy.

Rules and regulations while using school transport

Students are required to adhere to the school transportation rules and regulations strictly. They must conduct themselves in a proper fashion for smooth and safe transportation for each other.

They should abide by the following rules:

1. Always wear a seat belt if instructed to do so.
2. Bullying of any kind is strictly prohibited.
3. Students should remain seated during the entire trip and should not get up while the vehicle is in motion.
4. Students should refrain from any aggressive behaviour which leads to fighting or the use of abusive language during transportation. They can register their complaints to the teacher in charge(s) of the bus which will be addressed in a just manner by the school.
5. During transportation, instructions by teachers as well as by security guards must be followed without fail.
6. No littering of any kind is allowed on the bus.
7. Vandalism of all kinds is strictly prohibited on the bus.
8. Students can listen to music only with earphones on and can use Kindle/Books for reading.

Possible consequences - Counselling meeting of Staff and student for behaviour correction, referral to the program coordinator, be required to sit in the assigned room and finish off all pending work (not allowed to attend classes or any form of co-curricular activities), parent notification, parent/guardian meeting (on repeated occurrences), loss of bus privileges (depends on the magnitude and frequency of the issue and only considered after a meeting with the parents).

Behaviour during school activities/field trips/exchanges

Students are expected to conduct themselves in a respectful and responsible manner during school activities, programs, and field trips. Behavioural expectations are consistent with school policies.

Prohibited items carried to camp/field trips will be confiscated. Students may be sent home from camp/field trip for disregarding rules.

Possible Consequences: Counselling meeting of staff and student for behavior correction, removal from activity, referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), parent/guardian notification, parent/guardian meeting, exclusion from future activities.

Uniform and personal attire

All students are instructed to adhere to the following:

1. Wear the prescribed uniform and follow instructions on the proper way of wearing it.
2. Hair should be well groomed- those with long hair are expected to tie up their hair properly. Students should not use any dye in their hair.
3. Nails should be trimmed and students should maintain proper physical hygiene.
4. iv. Students should not wear any sort of accessories in their hands (except for any religious accessories).
5. v. Watches are not allowed till grade 5. From grade 6 onwards, only expensive or digital watches are not allowed.

1st recorded instance- Verbal warning in the school, The HRTs will record a behavioural note on the specified school platform.

2nd recorded instance- Not allowed to attend classes, sit in a specified place and work on completion of any pending submissions. The HRTs will record a behavioural note on the specified school platform.

3rd recorded instance- Not allowed to attend classes. Involvement in certain service activities.

4th recorded instance- Student will be sent back home.

5th recorded instance- Student will be suspended for a week as part of the procedure followed as mentioned in disciplinary action (Procedures) of the school policy.

Fighting/physical aggression

This includes play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. or any other form of physical confrontation involving two or more people.

Possible Consequences: Counselling meeting of staff and student for behavior correction, referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), parent/guardian meeting, suspension and recommendation for expulsion.

Threats/verbal abuse

This includes any overt or implied verbal or physical threat/abuse. Examples include, but are not limited to: telling or threatening someone with hurting them, whether in jest or as a serious suggestion, any conversation or discussion suggestive of activities that could cause physical harm to someone, suggesting property destruction, and the likes.

Possible Consequences: Counselling meeting of Staff and student for behavior correction, referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), parent notification, parent/guardian meeting, suspension, the recommendation for expulsion.

Teasing, verbal and non-verbal

This includes name-calling, putting others down, making fun of the way someone talks or walks and making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing and inappropriate hand gestures.

Possible Consequences: Counselling meeting of Staff and student for behavior correction, referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), a personal apology to the student who was teased-a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, suspension.

Malicious pranks and pseudo threats

This includes any act or substance used to cause disruption, panic or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not. Possible Consequences: Counselling meeting of Staff and student for behavior correction, referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), parent notification, parent/guardian meeting, suspension and recommendation for expulsion.

Acts of hate/violence

This is an act of hate/violence including, but not limited to: verbal abuse, slurs (either ethnic, religious or gender-based), threats, physical violence, and vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the program coordinator, sitting in the assigned room and completing all pending work (not allowed to attend classes or any form of co-curricular activities), parent notification, parent/guardian meeting, suspension, and recommendation for expulsion.

Inappropriate language/gestures

This incorporates use of profanity, obscene language, or gestures, which are not acceptable both in school and on school grounds. All students and staff are entitled to an environment, free from profane, hateful, racist, prejudiced and obscene language and gestures.

Possible Consequences: Counselling meeting of Staff and student for behavior correction, referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), parent notification, parent/guardian meeting, suspension.

Inappropriate use of the computer systems

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access of one's personal account,

using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyberbullying, use of illicit websites or tampering with any files of another student or staff member. Possible Consequences: Referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), parent notification, parent/guardian meeting, suspension, and recommendation for expulsion

Incendiary devices

This refers to the possession of firecrackers, matches, lighters, or any other object which has the potential to start a fire.

Possible Consequences: Counselling meeting of staff and student for behavior correction, confiscation of the item, referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), parent notification, parent/guardian meeting, suspension, and recommendation for expulsion

Insubordination/disrespect

This means willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, School appointments, security guard, bus driver, etc.).

Possible Consequences: Counselling meeting of staff and student for behavior correction, referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), parent notification, parent/guardian meeting (on multiple occurrences), detention, suspension.

Destruction of property/vandalism

This includes breaking, damaging or defacing school or private property, including making any graffiti on school property. This also includes misuse of materials or equipment that may result in damage to school or personal property.

Possible Consequences: Counselling meeting of Staff and student for behavior correction, referral to the program coordinator, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), parent notification,

parent/guardian meeting (on multiple occurrences), suspension, restitution, and recommendation for expulsion.

Possession of communication and other electronic devices

Beezers, electronic paging devices, cellular phones, cameras, video games or i-pods, etc. are not allowed. Laser pointers and other disruptive devices will be confiscated; however, usage of laptops/tabs will be allowed as per BYOD policy & internet usage policy.

For emergencies or any other stated reasons, if a student carries a mobile phone to school, the same must be informed to HRTs and should be handed over to them in the morning during the attendance session, and must be collected at dispersal. If any undeclared device/ gadget is found in the possession of a student, the same will be confiscated and kept in the principal's office. In the case of the first case of offense, the device shall be returned after 1- month, in the case of a second instance, it shall be returned only after 90 days. In both cases, after the specified time interval is over, parents may collect the phone upon submitting a fine which will be spent on a charity chosen either by the SSLT team or by the school.

Possible Consequences: Counselling meeting of staff and student for behaviour correction, sitting in the assigned room and finishing off all pending work (not allowed to attend classes or any form of co-curricular activities), not allowed to attend classes or any form of co-curricular activities, confiscation of the device, parent notification, parent/guardian meeting, suspension.

Social media

Students are not permitted to post anything on social media platforms that include school branding (e.g., uniform, logo, buildings/background, etc). Unnecessary commenting on school posts or stories is unacceptable. The students should also refrain from using the media to cyberbully each other. They are expected to maintain digital ethicality.

Possible Consequences: Counselling meeting of staff and students for behavior correction, if appropriate shreds of evidence are submitted and verified, the school will follow the procedure as mentioned in the school policy.

Substance abuse

It is completely unacceptable for students to be caught with or using any form of illegal substances (e.g., vapes, drugs, alcohol).

Possible Consequences: Once caught, the student shall be required to sit in an assigned room. The parents/guardians will be notified and immediately called for a meeting. If that is not possible, the student will be sent home and a meeting for later will be scheduled. The disciplinary committee shall be asked to evaluate the situation and propose solutions (including expulsion). Till this happens the student shall remain suspended. If appropriate shreds of evidence are submitted and verified, the school will follow the procedure as mentioned in the school policy.

Team of Reviewers

SSLT and GGS School community

Primary Year Programme (PYP) Coordinator

Middle Year Programme (MYP) Coordinator

Diploma Programme (DP) Coordinator

Principal

Last Reviewed: November 2022