



### **Vision**

Dream, Inspire, Act.

### **Mission**

Genesis Global School aims to nurture all students to become resilient and confident learners as socially responsible leaders serving diverse communities and cultural contexts.

### **Policy Monitoring**

Date of review: September 2023

Reviewed by: Principals and Administrative head.

Date of next review: June 2024

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

## **DISCIPLINE POLICY**

### **PHILOSOPHY**

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 recognizing students who engage in consistent positive behaviour. However, mistakes are a natural part of growth. We help students reflect on errors in judgment 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 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. Suspension will be considered when behaviour is disruptive and detrimental to the operation of the school.

### **DESCRIPTION OF EXPECTATIONS**

#### **CLASSROOM BEHAVIOUR**

Students are expected to listen and follow all teacher directions for Classwork, homework, class decorum, Discipline within class.

Possible consequences: Staff/student conference, removal from situation, referral to the Section Head, parent/guardian notification, parent/guardian meeting, loss of privileges and yellow card.

#### **BEHAVIOUR IN THE CORRIDORS**

Students to maintain appropriate decorum and walk quietly in an orderly fashion through the corridors at all times. This norm will be respected during the instructional school day and with consideration for others who are working.

Possible consequences: Staff/student conference, removal from situation, referral to the Section Head, parent/guardian notification, parent/guardian meeting, loss of privileges and yellow card.

## **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 destruction of property.

Possible consequences: Staff/student conference, removal from situation, referral to the Section Head, parent/guardian notification, parent/guardian meeting, yellow card along with cost of damage caused.

## **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 the first time they are given. They must keep voices low while enjoying their meals, keep their eating space clean, and practice good manners. Wastage of food should be consciously avoided.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the dining hall and yellow card.

## **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 the smooth and safe transportation for each and every student.

They should abide by the following rules:

- Should always wear the seat belt in the bus
- Bullying of any kind is strictly prohibited
- Students should keep seated at their designated seats during the entire trip and should not get up while the vehicle is in motion.
- Students should refrain from any aggressive behaviour which leads to fighting or 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.
- During transportation instructions by teachers as well as by security guards have to be followed without fail.
- No littering of any kind is allowed in the bus.
- Vandalisms of all kinds are strictly prohibited in the bus. Can listen to music only with ear phones on. Can use Kindle to promote reading habits
- The seats shall be allocated to students as well as staff.

Possible consequences - Staff/ Student conference, referral to the section head, parent notification, parent/guardian meeting, loss of bus privileges, issue of yellow card.

## **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.

Possible Consequences: Staff/student conference, removal from activity, referral to the section head, parent/guardian notification, exclusion from future activities and yellow card.

## **EXCESSIVE TARDINESS, LEAVING SCHOOL**

Students must be on time for school and in their classrooms by 7:45 a.m.; missing the

bus and oversleeping are not excused reasons for being late to school. 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. Gate pass to be signed by the respective Section Heads.

**Possible Consequences:** Parent/guardian notification, referral to the section head after three unexcused tardiness/absence within a marking period, verbal notification, written parent notification, parent/guardian conference at school, referral to school counsellor and yellow card.

Students coming to school late more than twice a month shall be asked to go back from the gate.

### **UNIFORM AND PERSONAL ATTIRE**

All students are instructed –

- i. To adhere to the prescribed uniform
- ii. Their hair should be well groomed, girls should tie up their hairs properly and students should not use any dye in their hairs
- iii. Nails should be trimmed and students should maintain proper physical hygiene at all levels
- iv. Students should not wear any sort of accessories in their hands
- v. No watches till grade 5. No expensive or digital watches are allowed.

### **FIGHTING/PHYSICAL AGGRESSION**

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

**Possible Consequences:** Staff/student conference, removal from situation, referral to the section head, parent/guardian notification, parent/guardian meeting, in-school suspension, suspension, yellow card recommendation for expulsion.

### **THREATS/VERBAL ABUSE**

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

**Possible Consequences:** Staff/student conference, referral to the section head, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, yellow card and recommendation for expulsion.

### **TEASING, VERBAL AND NON-VERBAL**

This includes name-calling, put downs, making fun of the way someone talks or walks, 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:** Staff/student conference, referral to the section heads, personal apology to 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, in-school suspension, suspension and yellow card.

### **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:** Staff/student conference, referral to the section head, parent notification, parent/guardian meeting, in-school suspension and recommendation for expulsion.

### **ACTS OF HATE/VIOLENCE**

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

**Possible Consequences:** Referral to the section heads, parent notification, parent/guardian meeting, in school suspension, suspension and recommendation for expulsion.

### **INAPPROPRIATE LANGUAGE/GESTURES**

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

**Possible Consequences:** Staff/student conference, referral to the section heads, parent notification, parent/guardian meeting, in-school suspension, suspension and yellow card.

### **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 to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.

**Possible Consequences:** Referral to the section heads, parent notification, parent/guardian meeting, in school suspension, suspension and recommendation for expulsion

### **INCENDIARY DEVICES**

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

**Possible Consequences:** Staff/student conference, confiscation of item, referral to the section head, parent notification, parent/guardian meeting, in-school suspension, suspension, yellow card and recommendation for expulsion

### **INSUBORDINATION/DISRESPECT**

This is 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:** Staff/student conference referral to the section head, parent notification, parent/guardian meeting, detention, in-school suspension, suspension and yellow card.

### **DESTRUCTION OF PROPERTY/VANDALISM**

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

**Possible Consequences:** Staff/student conference, referral to the section head, parent notification, parent/guardian meeting, in-school suspension, suspension, restitution (cost of damage caused) and recommendation for expulsion.

### **POSSESSION OF COMMUNICATION AND OTHER ELECTRONIC DEVICES**

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

**Possible Consequences:** Staff/student conference, confiscation of device, parent notification, parent/guardian meeting, in-school suspension, suspension and yellow card.

### **Team of Reviewers (composition of the Discipline Committee) -**

This team consists of representatives from –

- CBSE Principal
- IB Principal
- CBSE Vice-Principal
- CBSE Coordinator- Student Support
- IB & CBSE Academic Coordinators
- IB & CBSE School Counsellor
- IT Representative (in case of cyber related indiscipline)
- School Head Boy
- School Head Girl Junior School (PYP)