



THE ADVENT SCHOOL
Jagjeetpur, Haridwar

SCHOOL DISCIPLINE POLICY

Discipline is the law of nature. Without it, nothing works. Inculcating discipline amongst children is the most significant aspect of education and is not confined to school alone. Parents, too, must co-operate with the school in observing these norms:

1. Irregular attendance, unjustified or unexplained absence from school, habitual late coming, leaving the school premises without permission, disobedience and any type of unruly and objectionable behavior are grave acts of indiscipline on the part of a student which can lead to his/her expulsion from the school.
2. The school uniform, only in prescribed school colour, should be immaculate, clean and smart, and should be worn on all working days and functions. Actions will be taken against students who are habitually improperly dressed.
3. Students on their way to and from the school are expected to conduct themselves in a responsible manner. Being on the road in any mode of transport entails caution, care and attention to safety rules.
4. Students who expect to reach home late after the school due to personal reasons must inform the school with an application duly signed by their parents in advance.
5. Students are expected to take proper care of the school property. It is for their convenience. They should not break any item of furniture and fixtures within the school. They should not write, scratch, or engrave graffiti on desks, chairs, and other surfaces. They should not damage or remove things belonging to other students. Damage done even by accident must be reported at once to the Head Teacher/ Principal.
6. If a student causing damage to the school property is identified, he/she will be charged with a fine. In the event of collective damage to school property in a classroom, the entire class occupying that classroom will have to bear the cost of damages.
7. The school is not to be held responsible for the loss of personal belongings. It is not advisable for students to bring valuables to the school. Parents are requested not to give money to their ward.
8. Running and shouting in the school premises is not allowed. While using staircases and corridors, all must keep to the left. Loitering in the lobby and the office areas is strictly forbidden even during lunch time.
9. No money collection for any purpose is allowed to be made in the school without prior permission of the principal.
10. All our students should observe high standards in their general get up, deportment and conduct. Use of foul, unparliamentarily language is a punishable offence. To acquire competency in spoken English, all students must converse in English while they are in school.
11. Using unfair means in a test or examination is a grave offence. A student who is found using unfair means will be awarded zero in the subject and will be issued a strict warning. Repetition of the same offence will result in his/her expulsion from the school.
12. Students are not permitted to carry Android/ Smart phones to the school. If a student brings a mobile phone to the school, it will be confiscated and will be handed over to parents after signing an Undertaking. They are not

allowed to use school phones without permission. They cannot be called to the school offices to attend to phone calls during school hours. However, in case of emergency, the telephone at the reception may be used by the students.

13. Misbehavior inside the school premises may also lead to disciplinary action against the concerned student. Objectionable behavior, use of abusive language, discourtesy and disrespect to the teachers, disobedience and irregular attendance will also lead to strict disciplinary action.
14. Students are not allowed to drive motorized vehicles such as cars, scooters, and motorcycles within or outside the school.
15. Under no circumstances will crackers, fireworks, firearms, and any other inflammable material be permitted in school. A student indulging in any act of indiscipline could be given severe punishment, as severe as suspension from the school.
16. Bunking classes or school is strictly prohibited.
17. Writing on shirt/ uniform is a punishable offence.
18. Bullying behavior: Bullying behaviors include the following:
 - Hurting someone physically by hitting, kicking, tripping, or pushing.
 - Stealing or damaging another person's things.
 - Ganging up on someone.
 - Teasing someone in a hurtful way.
 - Using put-downs (i.e., insulting or making fun of someone).
 - Spreading rumors or untruths about someone.
 - Leaving someone out on purpose, or trying to get other kids not to play with someone.
 - Using any electronic communication device (texting, cell phones, social networks, etc.) to insult, threaten, or post untrue information or embarrassing photos about another student.
19. **Leave Policy:**
 - No Half Day Leave is permitted. In case of any family function or other program, parents are requested not to send the child to the school.
 - Children are expected to attend school regularly. Under affiliation Bye-laws of the Central Board of Secondary Education, all students are expected to log in a minimum attendance of 75% of the total working days in the academic session. As such, no leave of absence is granted unless parents/ guardians submit an application well in advance on plausible grounds for absence.
 - In case of sickness for any period, a Medical Certificate must be attached with the leave application.
 - If an unauthorized absence exceeds a period of 15 days, it shall be presumed that the parents are not willing to continue their child's education at TAS and one month notice required for T.C. shall start from the 16th day of such unauthorized absence and charges shall be levied accordingly. If the parents want the child to resume classes, it shall be done only with the permission of the school management.
 - Student suffering from infectious diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping Cough, Swine Flu and Jaundice must observe the prescribed period of Quarantine, and on returning to school, should produce a fitness certificate permitting him/her to do so.
20. **Lost And Found Policy:** The school is not liable to pay or compensate for any articles lost by the students. Parents are advised not send expensive items with their wards. We make every effort to return lost items if names are on them. Please ensure that your child's name is on coats, lunch boxes, water bottles shoes, and other personal items that may be misplaced.