

## **SCHOOL DISCIPLINE POLICY**

When two or more students indulge in a physical scuffle/ fight in the school premises, the following will be followed in sequence as stated below:

Student/s who hit and physically injure any student will be suspended immediately. Upon investigation if the student on the receiving end is also found guilty appropriate action will be taken.

The following procedure has to be followed for registering a complaint:

1. Register a verbal/written complaint with the class teacher and give the class teacher a day's time to revert.
2. If not satisfied, make a written complaint to the Co-ordinator. Allow 2 working days for a revert.
3. If still dissatisfied, register a written complaint with the School Disciplinary Committee headed by the Principal of the School. The complaint can either be emailed on [kalwara@nmsindia.org](mailto:kalwara@nmsindia.org) or can be physically handed over to the Principal's PA. Allow 5 working days for a revert.
4. Parent/Guardians must not directly involve themselves in student's dispute arising on the campus and neither should they participate nor try to resolve the matter at their level. They should allow the School disciplinary committee to investigate and take appropriate action. Strict action will be taken against the child whose Parent/Guardian involves himself/herself directly in a threatening manner. In no case shall parents interfere in the working of the School disciplinary committee.
5. In case a complaint is lodged by a parent with any agency outside the school before formally lodging a written complaint with the School disciplinary committee, the parents of the students concerned shall directly be responsible and the school shall have no role in such matters.
6. For disputes/physical scuffles between students outside the school premises the school cannot be held responsible. However, if the parent/student wishes to lodge a complaint

in school the same process of lodging a complaint with the school authorities will have to be followed.

The decision of the Head of the School Disciplinary Committee will be binding on all concerned.