



Date: 25-03-2017

CHARTER OF BEHAVIOUR & CONDUCT

Dear Parents,

It gives us immense pleasure to share with you the 'Charter of Behaviour and Conduct', which will assure you and make you confident that your ward is learning in a very healthy and student friendly school.

After reading this charter you will be aware of the standard operating procedure that is in place for maintaining discipline and order in the school.

You are requested to please read and contact the discipline committee for any queries. You are hereby requested to please sign the charter.

Envisioning a safe, secure and positive learning environment, it is essential for students to become well-mannered, self-disciplined young people who respect the rights and feelings of others, accept the consequences of their actions and develop as responsible citizens.

The school, community and parents share the responsibility for helping the student develop self-discipline. If self-discipline fails, disciplinary actions must be imposed to protect the student and to ensure the rights of others.

Discipline is most effective when it deals directly with a problem at the time and place as it occurs, and in a way that is viewed as fair and impartial by the student. Therefore; before seeking outside assistance, teachers will first use their best efforts to create a change of behaviour in the class room.

Self- Discipline

While taking efforts for inculcating habit of discipline, the importance of self-discipline cannot be over looked. Self-discipline is socially and morally responsible behaviour. It is the result of motivation and not a fear of punishment that helps in developing positive relations for peers and teachers. Positive school environment fosters academic achievement. It is conducive to self-worth and emotional wellness.

Thus, the teachers and parents will be appreciated if the following strategies are applied.

1. Teaching social, emotional and behavioural competencies by linking the lessons with activities that infuse self-discipline.

2. Providing multiple models of social and moral problems solving and responsible behaviour through videos and presentation of real life situations.

The key to discipline the children is beyond self-discipline and punishment. The students can be disciplined in better ways. This rewards, motivation, appreciation are the strategies which were be applied for the good conduct and behaviour of the students. As a parent you ae expected to inculcate these positive practice in your wards. Let us work together in making your child a responsible student.

Rewards for students

RUBY-

R-Regular

U-Unique

B-Well behaved

Y-Yearns-Strive for excellence

EMERALD

E-Strive for excellence

M-Moral conduct

E-Experimental

R-Regular

A-Attentive

L-Good listener

D-Well disciplined

CORAL

C-Compatible

O-Obedient

R-Regular and responsible

A-Attentive and amiable

L-Leader

Criteria for rewards (month wise)

1. 2 Ruby will give 1 Emerald
2. 4 Ruby will give 2 Emerald
3. 10 Ruby will give 5 Emerald
4. 5 Emerald will give 1 Coral
5. 1 Coral will give GEM of KKPS.

Disciplinary action, when necessary, will be firm, fair and consistent in order to be most effective in changing behaviour. The objective to make the school environment safe and

secure. The management has drafted 'Charter of behaviour and Conduct' that will come in effect from 1st April 2017, and will be applicable and binding upon all the parents of the bonafide students of the school. The school reserves to itself the right to dismiss student whose progress in studies is steadily unsatisfactory or whose conduct is harmful to the other students or **whose guardians show little interest in the progress of their wards**. Immorality, contempt of authority or wilful damage to property is always a sufficient reason for immediate dismissal. The school promotes positive behaviour and accordingly the student are given incentive. However, to discourage the tendency of misbehaviour and misconduct the school has drafted the charter of behaviour and conduct will be instrumental in determining appropriate disciplinary actions as follows:-

Action 1: Write the student's name on the board.

Write the student's name on the board following misbehaviour. If the misbehaviour continues, the teacher should add a strike against their name. Three strikes are the maximum, after which further action should be taken.

Implementation:

- For minor causing disruption behaviour (laughing, turn back, talk).
- If a student is playing / sleeping
- If a student is talking to other students whilst the teacher is speaking.
- If a student is not doing classwork when they should be.
- If a student answers a teacher back.
- If a student is teasing/bothering another student.
- If a student is not in the prescribed school uniform.
- If the hair-cut not as recommended.
- Walking in groups or not following the queue.
- Speaking in vernacular language. (Not speaking in English).
- Throwing garbage in corridor, in parking area and on the ground.
- Students not sitting on their places.

Action 2: Ask the student to leave the classroom

Ask the student to stand outside the classroom for ten minutes to reflect on their behaviour. The teacher must speak to them before they are allowed to return to the class. The teacher must explain (1) why the student was asked to leave the class and (2) how the teacher expects them to behave once they return to the class (e.g. they must sit at the front so the teacher can monitor them easily, they must complete 'x,y,z' before end of period, they must apologise if they have said something offensive to another student.

Implementation:

- If a student receives 3 strikes against their name on the board.

- If a student exhibits giggling, making other laugh, behaviour (teacher must use initiative to determine how serious a behaviour is).
- If a student makes a severely rude or inappropriate comment.
- If a student is violent towards another student (e.g. hitting/slapping/fighting).
- Eating junk food.
- Teasing younger students or using bad words.

Action 3: The student loses an activity period

The student should not be allowed to attend their activity period. In some cases, depending on the seriousness of the behaviour or re-occurrence of a particular behaviour, the activity period may be taken from the student for several days or up to one week. The student must sit in a designated class in silence during the activity period. At the teacher's discretion, the student may be permitted to complete their work.

This will require a register of which students are supposed to be missing their activity period. This will also require a room which can be used for the students missing their activity period and a rota of which teacher will be responsible for supervising the students.

Implementation:

- If a student's name is written on the board more than 5 times in 1 week.
- If a student is asked to leave the classroom more than twice in 1 day.
- If a student is asked to leave the classroom more than 3 times in 1 week.
- If a student fails to hand in their homework.
- If a student fails to complete a task set in class.
- If a student is roaming around the school during class time.
- Not carrying books according to time table.
- Not carrying school diary.
- Spreading garbage in the class room and spilling food on the floor.
- Not showing respect for differences in others.
- Shouting loudly.
- Not saying prayer/pledge/National Anthem properly.

Action 4: Letter home to the parent

Parents should be informed if a student consistently receives any of the above punishments or if the student exhibits serious misbehaviour. There should be template letters available, ready for quick print out with the addition of a name and space for detailing the problem behaviour. There should be a return slip to sign at the bottom of the page that a student must return with the parent's signature and comment to confirm receipt of the letter.

Implementation:

- If a student has missed 3 activity periods within 2 weeks.
- If a student fails to hand in a piece of homework or classwork.
- If a student is consistently receiving low marks in classwork or homework.
- If a student is consistently found roaming around school during class time.
- If a student is not responding to the above punishments and requires parental intervention.
- If a student is violent to another student.
- If a student is bullying another student (physically, verbally etc.).
- Bullying, Fighting or hitting.
- Remaining absent without notification.(for consecutives three days)
- Parents will be notified immediately.
- An appropriate consequence will be given including repair or restitution.
- School Diary is compulsory.

Action 5: After school detention

The student should remain in school for an hour after school finishes. The student must sit in silence in a designated class. This is more severe than losing an activity period.

The detentions could take place on Mondays, Thursdays or both, depending on how many students will be required to stay in detention. This will require a record of which students are supposed to be in detention, as well as a designated room and a rota of which teacher will be responsible for supervising the students. It should be decided whether a later school bus home should be organised or whether parents must come to collect students. In the case of collection by parents, they should be notified by telephone.

One month: After one month the student principal, class teacher and in charge must have a meeting to discuss whether the student's behaviour has improved sufficiently to be removed from being on report. An action plan and goals should be agreed on and set for the student, in order for their progression without reverting back to the behaviour that resulted in being put on report. If necessary, the parents will be present for this meeting.

Implementation:

- If a student fails to hand in homework 3 times within 2 weeks.
- If a student does not hand in a certain piece of homework or classwork after several days of being asked.
- If a student has shown consistent bad behaviour in class (e.g. has been sent out of the class a number of times).
- If a student is violent to another student.
- If a student is bullying another student (physically, verbally etc.).

- If a student continues to exhibit bad behaviour despite losing an activity period or having a letter sent home to the parent.
- Student are forbidden to bring mobile/cell phone and other electronic devices to school.
- Driving of vehicles to school by student is not allowed.

Action 6: Isolation

This is the most severe form of punishment. The student will be removed from their class for minimum 1 day for a maximum of up to 1 week. The student will be required to sit in silence in a designated classroom. A letter should also be sent home to the parent, explaining why the student is being punished and the seriousness of their behaviour. If required the parent will be called in to discuss their child's behaviour. If a student is put in isolation, they will also automatically be placed on report (see Action 7).

This will require a record of which students are supposed to in isolation, as well as a designated room and a rota of which teacher will be responsible for supervising the students.

- If a child student shows no response to letters home to parents, missing activity periods or after school detention.
- If a student is involved in a serious incident.
- If a student is severely violent or aggressive towards another student or teacher.
- If a student continues to bully another student, despite intervention (detention, letters home etc.)

Action 7: Report

A student will be put on 'report', meaning that they have a small booklet in which their everyday behaviour is recorded.

Every day: A teacher must comment and sign at the end of every period. A parent must comment and sign each evening. The class teacher must monitor each morning and discuss the student's behaviour with them, if necessary.

Every week: After each week there must be a meeting with an in charge to discuss the recorded behaviour for the week.



S

Kids' Kingdom Public School, Nanded

Gut. No. 100, At Post Khurgaon, Malegaon Road, Tq. Dist. Nanded-431750.

Ref. No. : KKPS/2017-18

Date:

To,
The Parents/Guardians of _____
Class: _____ Section _____ Address: _____

Subject: Disciplinary action notification.

Dare parents / guardians,

Your ward has violated rule no. _____ Action _____ will be taken.

We have initiated an action prescribed in 'Charter Of Behaviour and Conduct' and we hereby inform you to treat this as a final warning. If Indiscipline / Misconduct is found in any way it will lead to a disciplinary hearing.

Please meet: Class Teacher/ In-charge/ Vice-Principal/ Principal On _____
At _____ at Khurgaon campus.

Kindly acknowledge the receipt of this letter by signing the copy herewith for our records.

Regards.

Principal

Parents Acknowledgement

Class Teacher



Late Sow. Sarojdevi Maheshwari Memorial Trust, Nanded

Kids' Kingdom Public School, Nanded

Gut. No. 100, At Post Khurgaon, Malegaon Road, Tq. Dist. Nanded-431750.

CHARTER OF BEHAVIOUR & CONDUCT

All the action should be taken as a follow up once in a year give below:

Sr No.	Name of the Students	Action 1			Action 2			Action 3		
		Writing the name on the board			Leaving the classroom			Suspension of on activity period		
		1	2	3	1	2	3	1	2	3
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Sr No.	Name of the Students	Action 1			Action 2			Action 3		
		Writing the name on the board			Leaving the classroom			Suspension of on activity period		
		1	2	3	1	2	3	1	2	3
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