

LAKSHYA UNIVERSAL ACADEMY



School Policies

Introduced on: April 2019	Next Review: March 2020
Revised on: March 2020	Implemented by the: Lakshya Universal Academy Parwal

DISCIPLINE POLICY

Like all top quality institutions, Lakshya Universal Academy is committed to the welfare and growth of its students, not only academically but also as global citizens. In order to achieve this it is essential to have a set of rules to ensure the smooth running of the school and the growth of students academically, spiritually and globally. To achieve this goal, the following guidelines have been put into place for the betterment of the student, the parent and the school.

- Will show respect for others and others' property
- Will avoid causing disruptions to the educational process in or outside the classroom
- Follow directions and respect authority of teachers and staff
- Be prompt to all classes, avoiding tardiness
- Refrain from chewing gum at all times on campus
- Refrain from eating and drinking in classrooms
- Follow the dress code
- Stay away from the parking lot, and cars there, during the school day, whether or not students have a class.
- Refrain from loitering in the P. E. area and other off limit areas during the school day including class time.
- Students are expected to leave campus within 15 minutes of dismissal.
- Students are expected to exit school buildings and quads immediately after school.
- No gambling. Students may not bring dice on campus
- Students may not sell candy or any other unapproved items on campus
- Students may not bring any items on campus that is not for educational use unless instructed otherwise by the Principal/Headmaster/Teacher.
- Student behavior will be monitored by the classroom teachers. Students choosing to violate school rules and procedures face the consequences of suspension/expulsion.
- Teachers may refer students to the Administration Office immediately for behaviour that endangers the safety of another or for repeated behaviour violations for which previous corrective measures have not succeeded.

- The Principal/Headmaster may suspend students from a class for a day and the next school day accompanied by appropriate documentation to the concerned parent.
- Teachers are expected to document all prior steps to correct inappropriate student behaviour.

The Education Code of the School requires recommendation for a pupil's expulsion for the following reasons:

- Causing serious physical injury to another person
- Possession of, selling or furnishing weapons, dangerous objects, or brandishing a knife
- Unlawful sale of controlled substances
- Robbery or extortion
- Causing, threatening to cause, or threatening assault on school personnel

Other infractions, which will require immediate referral to the Administration Office with specific suspension and/or expulsion recommendation, include:

- Assault, threats, hate crimes, sexual harassment, sexual assault
- Possession of electronic devices (pagers, laser pens, cell phones, IPODs, etc.)
- Possession of explosives (including imitation), imitation weapons
- Disruption through group or gang activities
- Fighting
- Responding to, observing, inciting fights, verbal or physical altercations
- Computer tampering
- Drugs or drug paraphernalia - students who are in first-time possession of drugs and/or drug paraphernalia will be required to enroll in and complete an alcohol and drug diversion programme.
- False fire alarm
- Receiving stolen property
- Raggng/graffiti (see additional descriptions).

Other violations of expected behaviour include:

- Defiance of authority
- Failure to follow directions
- Disrespect for others
- Chewing gum, food, or drink in the classroom
- Tardiness
- Wearing hats inside buildings.
- Non-compliance of dress code
- Incomplete homework
- Disruption of the educational process
- Loitering in off – limit areas (i.e. – P.E. area & athletic fields) including & during class time.

THE CODE OF STUDENT CONDUCT:

THE STUDENTS SHOULD:

1. Be proactive in promoting and working towards making school a positive, supportive, safe and welcoming place for all students and teachers.
2. Be respectful and courteous to fellow-students' parents, guardians and teaching and non-teaching staff.
3. Be knowledgeable about discipline policies regulations and rules.
4. Follow school rules and contribute to a positive school climate by behaving appropriately even when not specifically asked to do so.
5. Make every reasonable effort to participate actively in the activities of the school.
6. Recognize how their conduct affects other students and school as a whole and make every effort to restore relationship affected by their conduct.
7. Share ideas and strategies for improving school climate and school discipline practices.

General Rules and regulations:

- Students should treat school staff with respect at all times and be courteous to fellow students.
- Students will refrain from damaging any form of school property. The school reserves the right to be compensated by the student for any such damages.
- Students will refrain from littering and keep the school premises clean.
- Unacceptable behaviour including but not limited to irregular attendance, academic dishonesty, and neglect of homework, disruptive behaviour, loitering and disrespectful behaviour towards staff or fellow students will result in serious disciplinary action.
- Any form of bullying or ragging will result in a disciplinary committee review and could result in expulsion with a negative conduct certificate.
- Any misbehaviour or violation of school discipline will be dealt by the disciplinary committee and corrective action will be taken. In extreme cases parents will be called in to discuss the child's behaviour and may lead to suspension or expulsion from the school.
- The medium of instruction is English and students are expected to communicate in English at all times.
- It is compulsory to bring the school issued ID card to school every day. Not bringing the ID card could result in the child not being allowed into the school premises.
- For safety and security, parents should refrain from sending money with their child without specific written notice from the school.
- For safety and security, parents should refrain from sending valuables (like expensive jewellery, electronic items, etc.) to school

OTHER GUIDELINES:

- Punctuality is essential at all times. Students who contravene this rule without valid reason will be punished as per rules.
- No student will remain on the campus or in the class room after the last bell has been rung.
- Their manner of movement should be quiet and orderly, at all times.
- Students are forbidden to bring into the school valuable articles such as jewelry, costly fountain pens, wrist watches, mobile phones, etc.
- If earrings must be worn then they must be small hoops or studs. Nose rings, bangles, rings, bracelets, tattoos, mehendi of any kind are not permitted.
- Students are not permitted to carry money to school except bus charges where applicable.
- Only literature which is connected with the school work is to be brought to school.
- Every child must carry a bag/satchel. No books should be carried loose.
- Children are advised to behave in an orderly manner in the school and in public places.
- Use of swear words and foul language, scribbling and scratching on school furniture and school walls and any misbehaviour in school buses and public places will be strictly dealt with.
- Students are instructed not to play in the classroom or use cricket bats and hockey sticks, except on the playground. The cost of repairs caused by damage to school property will be charged to the concerned students.
- **Any pupil who is persistently insubordinate or is repeatedly or willfully mischievous or is guilty of malpractice in connection with examinations or has committed an act of serious indiscipline and/or misbehaviour or who, in the opinion of the Head of the Institution, has an unwholesome influence on his fellow pupils, may be expelled permanently or removed from the school for a specified period by the Principal.**
- The rule of good behaviour applies outside as well as inside the school.
- Social functions, involving pupils must not be organized without the Principal's approval.
- This applies to picnics, excursions and other outings also. Anybody who organizes or takes part in these unauthorized activities will be liable for disciplinary action.

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