

Students' Discipline Procedure

Step #	Procedure	Details	Timeline/Duration
1	Student's planner/e-planner note	<ul style="list-style-type: none"> Concerned teacher writes a note in the student's planner/e-planner about the behaviour issue of the student. The teacher should mention it in the daily report. 	Teacher will go to step 2 after mentioning the behavioural issues twice in two different cases in the student's planner/e-planner.
2	Reminder-Student's planner/e-planner note	<ul style="list-style-type: none"> Concerned teacher writes a note again in the student's planner/e-planner about the behaviour issue of the student. The teacher should mention it in the daily report. 	Final reminder about behavioural issues of the student will be mentioned in the student's planner/e-planner
3	Send Teacher's Notification of Behaviour Concern Form to parents	<ul style="list-style-type: none"> The concerned teacher keeps hard copies of the form. He/she asks the student to fill the form when required (when behavior is not good even after reporting it three times in the concerned student's planner/e-planner) and puts teacher's signature with date. Concerned teacher brings the filled form to student's affairs office to make a copy before sending it home with the student and should mention it in the concerned student's planner/e-planner and in teacher's daily report. If the teacher's notification of behaviour concerns form is already sent twice in the same week, concerned teacher should send behaviour report by email to the social worker for his/her involvement. 	After step 2, if there is no improvement in student's behaviour, the concerned teacher will send teacher's notification of behaviour concerns form to the parents. If the student gets two notifications in the same week, the teacher will follow step 4.
4	Assign additional home assignments	<ul style="list-style-type: none"> The concerned teacher provides the misbehaving student extra home assignments to cover the missed portions in the class due to disruption. The concerned teacher must ensure that the misbehaving student submits the work assigned on time. Failure to submit the assigned work on time will result in 10% of mark deduction from the assignment of that particular subject. Teachers should communicate with parents via students planner and/or e-planner when such assignments are given and also mention in their daily reports. 	After step 3, if there is no improvement in student's behavior, the concerned teacher will provide additional home assignments to the student.

5	Send report to social worker	<ul style="list-style-type: none"> • The teacher sends student’s referral form to the social worker for his/her involvement. • Upon receiving the referral form, the social worker visits the class for observation. • The social worker sends the observation report and intervention plan to the teachers. • The social worker follows up on the intervention plan implementation with the concerned teacher(s). • If there is no improvement in student’s behaviour, the social worker requests for a meeting with parents. 	The social worker will observe the concerned student in the same week during different lessons.
6	Fill academic and behaviour concern form on EIS system/ public share file.	<ul style="list-style-type: none"> • Administration office sends an email to concerned teachers to fill academic/behaviour concern form on EIS system for grade 1 to 9 classes. For Preschool to K , the form will be available on public share. • Teachers should confirm by email that the form is filled. • This form will be filled prior to the meeting with concerned student’s parents. 	After step 5, if there is no improvement in student’s behaviour, teachers will fill academic/behaviour concern form for students on EIS system or public share and parents will be called for a meeting with administration/social worker/teachers.
7	Send Student’s Academic/B ehaviour report to parents	<ul style="list-style-type: none"> • After meeting with parents, concerned teachers get email from administration stating that a particular student is under classroom academic and behaviour report for a period of time (usually two weeks). • Students’ affairs office provides the required number of hard copies of the form to the homeroom teacher of that particular student. • All teachers who have lessons in that particular class fill the form and keep it in the class. • Homeroom teacher brings the filled form to student’s affairs office at the end of the day to make a copy before sending it home for parent’s signature. Homeroom teacher should mention in the concerned student’s planner/e-planner to return it next day with parent’s signature when she sends the filled form with the student. 	After receiving the email from administration, teachers will send academic/behaviour concern form to the parents for a period of time usually two weeks.

		<p>Homeroom teacher should mention in the daily about the form sent.</p> <ul style="list-style-type: none"> • Homeroom teacher collects the form back from the student next day (ensure that it is signed by the parent) and submits it to the student's affairs office. • The process will be repeated until the classroom academic and behaviour report duration is over. • If the student did not return the form, the homeroom teacher sends a reminder in the student's planner/e-planner and sends a separate email to student's affairs to contact the parents. 	
8	Meeting with parents and undertaking by parents	<ul style="list-style-type: none"> • Parents will be called for a meeting. • Parent signs an undertaking. 	After step 7, if there is no improvement in student's behaviour in one to two weeks, parents will be called to sign the undertaking for student's behaviour improvement.
9	Warning letter	<ul style="list-style-type: none"> • Parents will be called and a warning letter will be issued. 	After step 8, if there is no improvement in student's behaviour in one week, parents will be called and a warning letter will be issued.
10	Contact the Ministry of Education and Higher Education	<ul style="list-style-type: none"> • School informs the Ministry of Education and Higher Education about the behaviour issue of the student. 	After step 9, if there is no improvement in student's behaviour in two weeks, Ministry of Education and Higher Education will be informed about the student's situation.
11	Suspension for one day	<ul style="list-style-type: none"> • Parents will be called to administration and suspension letter will be handed over to the parents 	After step 10, if there is no improvement in student's behaviour in one week, the student will be suspended for one day.
12	Suspension for 3 days	<ul style="list-style-type: none"> • Parents will be called to the administration and suspension letter will be handed over to the parents. 	After step 11, if there is no improvement in student's behaviour in two weeks, the student will be suspended for three days
13	Suspension for one week	<ul style="list-style-type: none"> • Parents will be called to the administration and suspension letter will be handed over to the parents. 	After step 12, if there is no improvement in student's behaviour in two weeks, the student will be suspended for one week.

14	Dismissal/ Expulsion	<ul style="list-style-type: none">Parents will be called to the administration and a dismissal letter will be handed over to the parents.	After step 13, if there is no improvement in student's behaviour in two weeks, the student will be dismissed/ expelled from the school.
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*** The suspension/expulsion policy is applied after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department).**