



الأكاديمية الهندية، دبي

The Indian Academy, Dubai

Disciplinary code – the procedure

S. NO.	TRANSGRESSION	REMEDIAL MEASURES TO BE TAKEN		
		STEP 1 : (FIRST OFFENCE)	STEP 2 : (SECOND OFFENCE)	STEP 3 : (THIRD OFFENCE)
1.	Bad behaviour out of class	A verbal warning by the teacher concerned	A verbal warning by the Supervisor.	A written warning by the Supervisor.
2.	Being in the wrong area	A verbal warning by the teacher concerned	A verbal warning by the Supervisor.	A written warning by the Headmistress.
3.	Bringing the school's name to disrepute	A verbal warning by the Supervisor.	A written warning by the Headmistress.	A written warning by the Principal, SUSPENSION for a specific period.
4.	Student using crude language	A verbal warning by the Supervisor along with a written intimation to the parent.	A verbal warning by the Headmistress.	A written warning by the Principal.
5.	Dishonesty : lying, copying	A verbal warning by the Supervisor.	A verbal warning by the Headmistress.	A written warning by the Headmistress.
6.	Disrespectful to a teacher	A verbal warning by the Supervisor.	A written warning by the Supervisor.	A written warning by the Headmistress.
7.	Disrupts Class : argues with the teacher/ homework repeatedly not done / always out of place / distracts other classmates	A verbal warning by the teacher concerned along with a written intimation to the parent.	A verbal warning by the Supervisor.	A written warning by the Headmistress.

8.	Student fights with, threatens or intimidates fellow students	A written warning by the Supervisor.	A verbal warning by the Headmistress.	A written warning by the Principal, SUSPENSION for a specific period.
9.	Forgery in any form	SUSPENSION for a specific period as decided by the School Management.		
10.	Harmful language of hate or racism	A verbal warning by the Headmistress.	A written warning by the Headmistress.	A written warning by the principal, copy of the warning in the student file.
11.	Not attending school	A written warning by the Headmistress.	A written warning by the Principal.	SUSPENSION for a specific period as decided by the School Management.
12.	Poor turn out	A verbal warning by the teacher concerned.	A verbal warning by the Supervisor.	A written warning by the Principal, copy of the warning in the student file.
13.	Vandalism	A written warning by the Headmistress.	A written warning by the Principal.	SUSPENSION for a specific period as decided by the School Management.
14.	Theft / Smoking / Weapons at school	SUSPENSION until further notice.		

The Principal will issue written warnings after transgressions are reported and have been investigated. All verbal warnings will be followed up by written warnings. Transgressions need to be reported to the relevant Supervisors in the format provided so as to enable them to keep a record of the same in the Student File.

Serious Matters: S. No. 3, 8, 10, 11, 13, 14 – to be discussed with the Discipline Committee and then action to be taken as per rules.

If a student is found repeating the above mentioned transgressions inspite of disciplinary action by the Discipline Committee, his / her name may be STRUCK OFF THE ROLLS OF THE SCHOOL.