

SHANTINIKETAN INDIAN SCHOOL – DOHA – QATAR  
STUDENT DISCIPLINE MANUAL

**STUDENTS DISCIPLINE AT SHANTINIKETAN INDIAN SCHOOL**  
***DISTINCTIVELY EXCELLENT EDUCATION***

**1. INTRODUCTION:**

This policy aims at providing the details of the students' Discipline approach at Shantiniketan Indian School. The Student Discipline Policy (Behavioral Management Policy) should reckon both the local and universal perspectives on expected behaviour and values. If children are trained to behave well, there will be harmony in society. Harmony in the society will bring order in the country and ultimately peace in the world. Internationally there are certain common values cherished by any community. Those common values have to be imbibed by our children as a global requirement. Education in the GCC countries requires fostering the safety and security of the region. Students should practice tolerance to all cultures. Students should be motivated to love their culture & traditions and be adapted to other cultures in a pluralistic society to emerge as true global citizens.

**2. SIS approach to discipline:**

- 2.1 Proactive Approach: Teachers do not leave children without supervision. This ensures a safe learning atmosphere in the classroom and campus. The chances for children to have negative group dynamics are thus minimised.
- 2.2 Unique and Innovative Value-based education: Values to be imbibed and developed are integrated in the lessons and the unique approach to curriculum transaction to develop values that make children self-disciplined.
- 2.3 Children are taught the meaning of discipline as the ability to control mind and body. Class Assembly and Home Room Period before the 1st period are utilised for this purpose.
- 2.4 Intentions are made clear: Teachers make the intentions clear when they initiate corrective measures.
- 2.5 Actions are taken as corrective measures and not as punishment.
- 2.6 Parents are intimated about the unaccepted behaviour of the child as and when it is noticed and are made aware of the purpose of communication.

## SHANTINIKETAN INDIAN SCHOOL – DOHA – QATAR

### STUDENT DISCIPLINE MANUAL

- 2.7 Children are given the experience of community prayer and they are reminded of the purpose of prayer.
- 2.8 Weekly Class Assembly (all divisions of a particular class having a common programme) gives the opportunity for children to learn social skills and to exhibit exemplary behaviour.
- 2.9 Home Room Period of 15 minutes before the 1st period gives the opportunity for the class teacher to give the right feedback to the students, to have group counselling and to provide children with a chance to exhibit their skills.
- 2.10 Mentoring by teachers: Teachers mentor children in need of special care, guidance and supervision and this improves their confidence.
- 2.11 Counselling: Students with problems and learning difficulties are referred to the counsellor. Through interactive professional counselling and follow up sessions counsellor helps them to find solutions to their problems. Counsellor also conducts group counselling to help children to be aware of the possible problems and reasons related to development and learning.

### **3. Important Safety Aspects**

- 3.1 Encourage your ward to follow the practice of ‘early to bed, early to rise’.
- 3.2 Stay connected with the school and acknowledge all the communications from the school through email/ Portal/ School Diary
- 3.3 Your availability at the pickup/drop-off point ensures our children’s safety.
- 3.4 Advise your wards to follow all the safety guidelines if opting Private/ Public transport systems.
- 3.5 Restrict them to use any other mode of transport without your consent and approval.
- 3.6 Discourage the students commuting the school transport from using other modes of transport.
- 3.7 In any unavoidable situation, ensure an advance information to the respective bus conductor/ driver or the transport department (through mobile # 50335883).
- 3.8 Punctuality in picking your wards who do not avail school transport will ensure a smooth and safe dispersal process.

## SHANTINIKETAN INDIAN SCHOOL – DOHA – QATAR

### STUDENT DISCIPLINE MANUAL

- 3.9 Avoid late drop off and late pick up.
- 3.10 Pick-up and drop-off your wards only at the designated safe places.
- 3.11 Avoid parking at the roads, pathways, roundabouts or opposite sides of the school.
- 3.12 Make sure that your wards leave the campus only for travelling back home.
- 3.13 Students having stay back sessions are required to bring nutritious lunch from their home.
- 3.14 Students should board and alight in a disciplined manner while using public transport especially bus/metro link services.
- 3.15 Students are not allowed to leave the campus during the school hours without an approved early release form.
- 3.16 For safety reasons, the entry of parents to the campus is restricted through Gate Number 6. Entry to the Academic block is restricted during class hours and entry is allowed only with approval from the Vice Principal.
- 3.17 Use of mobile phones/tablets/any electronic gadgets is not permitted in the school. Prior permission from the teacher must be sort for using these devises for special purposes like projects and class assembly.
- 3.18 Students are responsible for the safe custody of their books and other belongings. The school is not responsible for lost or misplaced things.
- 3.19 Any damage caused to school property or belongings of other students will be compensated by the student/s responsible for the act.
- 3.20 Students of one class/section are not allowed to enter in any other class/section unless there is an instruction from the concerned teacher.
- 3.21 Bunking of classes, or playing truant, will be dealt with seriously.
- 3.22 In the absence of a teacher in the class, the prefect shall assume the responsibility for order and discipline of the class. The prefects will assist in maintaining discipline outside the classroom as well.
- 3.23 While moving along the corridors, students should keep the right hand side and walk in a single lane.
- 3.24 Running or shouting inside the school buildings/classrooms/school buses, or playing in the classrooms/corridor/washrooms is forbidden.

# SHANTINIKETAN INDIAN SCHOOL – DOHA – QATAR

## STUDENT DISCIPLINE MANUAL

### **4. Student Safety Inside the Campus**

- 4.1 The designated gates will be opened from 6.15 am.
- 4.2 Students who reach before 6.15 am will be guided to a common classroom. The class will be supervised by a lady staff.
- 4.3 Students will be sent to the classrooms after teachers arrive at 6.15 am.
- 4.4 Students can access the playground under the supervision of PE teachers.
- 4.5 All students will be sent back to the classes before the first bell.
- 4.6 Classroom movement will be under the supervision of Class Teacher/ Subject Teacher.
- 4.7 Cases of bullying should be reported to the Class Teacher/Section Coordinator/Section Head/ Principal. Appropriate and immediate action will be taken against such students.
- 4.8 Students are not expected to leave the campus during the instructional time without the approval of Section Head or Section Coordinator.
- 4.9 Every staff member at SIS is committed to the safety and security of each child. Proactive and collaborative steps are taken to follow a structured system to ensure safety.
- 4.10 The CCTV cameras are set up for constant surveillance for the safety of the students.

### **5. Student Attendance**

- 5.1 All students are expected to enter the school campus before the first bell. Latecomers should report to the Section Head for permission to enter the class.
- 5.2 The attendance of the students will be recorded during the first hour of the class. Parents are authorized to view the students' attendance through the parent portal.
- 5.3 All students must have a minimum attendance of 75% as per CBSE by-laws ([www.cbse.nic.in](http://www.cbse.nic.in)).

## SHANTINIKETAN INDIAN SCHOOL – DOHA – QATAR

### STUDENT DISCIPLINE MANUAL

- 5.4 Class Teachers must record the attendance of students in the School Information Management System (SIMS) before the completion of the first period.
- 5.5 The attendance should be marked as “P” for Present, and “A” for Absent, or any other relevant attendance status.
- 5.6 Class Teachers must ensure that all attendance records are accurate and reflective of the students' actual attendance status.
- 5.7 It is the responsibility of the Class Teacher to regularly update the attendance records in SIMS throughout the academic year.
- 5.8 The school administration will periodically review the attendance records to ensure compliance with the policy and address any discrepancies or issues identified.

#### **6. Late Arrival**

- 6.1 All students should reach school before the first bell
- 6.2 All gates will be closed after the first bell except Gate No.6
- 6.3 SIS does not entertain late coming to school as part of ensuring holistic development of children
- 6.4 Late comers can enter through Gate No.6 and will be guided to the activity hall
- 6.5 The details of the Latecomers will be recorded and sent it to the respective Section Heads.
- 6.6 Action will be taken against repeated latecomers

#### **7. Early release**

- 7.1 Early release will be approved only in case of un avoidable/ important situations with the approval of Section Heads/Section Coordinator
- 7.2 Parents/Guardian can request ‘Early release slip’ from the reception by providing student details.
- 7.3 Early release slip will be printed by the reception using Mograsyys.
- 7.4 Students will be released only with parents/ Guardian or with the approval of parent via telephone/mail.

## SHANTINIKETAN INDIAN SCHOOL – DOHA – QATAR

### STUDENT DISCIPLINE MANUAL

- 7.5 In case of release with the person other than parents/guardian, School staff should verify with parents via phone confirmation.
- 7.6 Early release will not be entertained after 1.30 PM.
- 7.7 Students should hand over the early release form to the security before leaving the campus.
- 7.8 Transport coordinator should collect the forms of School Transport children to inform the respective bus Drivers/Conductors
- 7.9 Security should hand over the forms of Private Transport students to the Reception.

#### **8. Late Dispersal** ( Applicable to Privately transported students)

- 8.1 All students must depart by 1.50 pm.
- 8.2 All designated gates for dispersal should be closed at 1.50 pm.
- 8.3 Parents must arrive before 1.50 pm at the assigned gates for picking up their wards.

#### **9. Student Arrival and Dispersal** (Un Accompanied Parents)

- 9.1 Parents should submit self-declaration form confirming that their wards will be transported without the accompaniment of parents.
- 9.2 Parents must acknowledge and assume the risks involved in arriving and departing from the school without parental supervision.
- 9.3 It is the responsibility of parents to choose the mode of transportation and ensure the safety of their wards.