



# SARASWATI CONVENT SCHOOL

(Under the aegis of Saraswati Educational & Vocational Training Society)

Near Baba Bangali Kutiya, Tilla Road, Maur Mandi, Dist. Bathinda, Punjab, India.

Email: [saraswatischoolmaur@gmail.com](mailto:saraswatischoolmaur@gmail.com)

Contact No.: +91 98153-46108, +91 94636-37037

## Student Discipline Policy

At **Saraswati Convent School**, we believe that discipline is the foundation of character building, respect and academic excellence. A disciplined environment creates a safe, structured and inspiring atmosphere where students can learn, grow and achieve their full potential.

This policy outlines the behavioural expectations, responsibilities and consequences necessary to maintain a respectful and learning-focused school culture.

### ✓ General Expectations

#### 1 Respect for All

- Students must treat teachers, staff, fellow students and visitors with dignity and respect.
- Polite language, active listening, cooperation and helpful behaviour are expected at all times.
- Any form of discrimination, mockery, or disrespect will not be tolerated.

#### 2 Uniform & Grooming

- Students must wear the prescribed school uniform neatly and completely every day.
- Improper hairstyles, makeup, fancy accessories, tattoos, or modifications to the uniform are strictly prohibited.
- ID cards must be worn at all times on campus.

#### 3 Classroom Discipline

- Students must maintain silence and attentiveness during lessons.
- Follow teachers' instructions promptly.
- Avoid any disruptive behaviour.
- Only **two students at a time** may leave the classroom for washroom, water, or hand wash purposes, with teacher permission.



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## Prohibited Behaviour

The following actions are strictly prohibited:

- Carrying or using mobile phones, smartwatches, or electronic gadgets.
- Cheating, copying, or academic dishonesty.
- Bullying, fighting, verbal abuse, or physical aggression.
- Damaging, defacing, or misusing school property.
- Recording, posting, or circulating school content without authorization.
- Leaving school premises without permission.
- Disrespecting national symbols or school values.

## Teacher's Authority

Teachers are authorized to:

- Issue verbal or written warnings
- Assign detention
- Conduct counselling sessions
- Temporarily remove a student from class
- Recommend further disciplinary action to the administration

## Consequences for Misconduct

Depending on the seriousness and repetition of misconduct, the school may enforce:

- Verbal/Written Warning
- Confiscation of prohibited items
- Counselling session
- Suspension from class/activities
- Final Warning Notice
- Expulsion (in extreme cases)

## Card Colour Key

- **Yellow Card** – Minor or first-time offense
- **Orange Card** – Repeated or moderate offense
- **Red Card** – Serious misconduct or repeated defiance



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## 🎯 Discipline Points & Warning Card System

To ensure fairness and accountability, a **Point Deduction & Card System** is implemented.

S.No.	Misconduct	Points Deducted	Warning Card
1	Speaking rudely to teacher/staff	-10	Yellow
2	Repeated classroom disturbance	-5	Yellow
3	Use of abusive/inappropriate language	-15	Orange
4	Physical fight	-20	● Red
5	Damaging school property	-25 + fine	● Red
6	Unauthorized use of mobile/gadget	-10	Yellow
7	Misuse of school name/photos on social media	-25	● Red
8	Disrespecting national symbols	-30	● Red
9	Leaving campus without permission	-20	Orange
10	Bullying or harassment	-20	● Red
11	Repeated uniform violations	-5	Yellow
12	Ignoring assembly instructions	-5	Yellow
13	Forgery/dishonesty	-10	Yellow
14	Recording/posting school content without permission	-20	● Red

## 🎓 Our Commitment

At Saraswati Convent School, discipline is not about punishment—it is about shaping character, building responsibility and nurturing ethical citizens.

Together, we will build a culture of:

- ✓ Respect
- ✓ Integrity
- ✓ Accountability
- ✓ Excellence