

## DR. GRAHAM'S HOMES SCHOOL

### CODE EXAMPLES & CONSEQUENCES

CODE	WARNINGS	PENALTIES
<b>1. DRESS CODE</b> - Full regulation uniform for School and Sports as appropriate. Including : <ul style="list-style-type: none"> <li>• Neat, clean and tidy hair for Girls &amp; Boys</li> <li>• No facial hair or long side locks for Boys</li> <li>• No jewellery with one exception that the Girls are allowed a small, non-intrusive, pair of earrings</li> </ul>	First	<ul style="list-style-type: none"> <li>• Verbal Warning &amp; Recorded in Indiscipline Form.</li> <li>• Advise the Parents through School Diary, to ensure corrective action taken.</li> </ul>
	Next & Repeat	<ul style="list-style-type: none"> <li>• Withdrawal of privileges e.g. after School sports; excursions etc. and as deemed appropriate by Management</li> </ul>
<b>2. LATE TO CLASS – Habitual</b> (weekly)	First	<ul style="list-style-type: none"> <li>• Verbal Warning &amp; Recorded in Indiscipline Form.</li> <li>• Advise the Parents through School Diary, to ensure corrective action taken</li> </ul>
	Next & Repeat	<ul style="list-style-type: none"> <li>• Withdrawal of privileges e.g. after School sports; excursions etc. and as deemed appropriate by Management</li> </ul>
<b>3. ABSENT FROM SCHOOL – Habitual</b> (greater than 5 days, without legitimate reason)	First	<ul style="list-style-type: none"> <li>• Verbal Warning &amp; Recorded in Indiscipline Form.</li> <li>• Advise the Parents through School Diary, to ensure corrective action taken</li> </ul>
	Next & Repeat	<ul style="list-style-type: none"> <li>• Suspension for 2 weeks</li> </ul>
<b>4. ASSIGNMENTS NOT SUBMITTED on TIME</b> , including other irregularities	<b>Every time</b>	<ul style="list-style-type: none"> <li>• Verbal Warning &amp; Recorded in Indiscipline Form.</li> <li>• Withdrawal of privileges e.g. after School sports; excursions etc. and as deemed appropriate by Management until assignment is completed and submitted.</li> </ul>
<b>5. PREFECTS/MONITORS/CAPTAINS – Dereliction of duties</b>	First Second Repeated	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Written Warning to student and recorded</li> <li>• Results in being de-badged</li> </ul>
<b>6. CELLPHONES -</b> <b>a. Day Students</b> - not to be used while on School premises, specifically, during ordinary School time. <b>b. Boarding Students</b>	First	<ul style="list-style-type: none"> <li>• Confiscated (SIM's returned).</li> <li>• Returned only at the end of the year on paying a fine of Rs. 2000/-</li> </ul>
	No Weekly access	<ul style="list-style-type: none"> <li>• Allowed to Students in Classes 9-12 for two hours in the evenings on weekends and holidays.</li> </ul>
<b>7. LARGE TICKET ITEMS –</b> if found bringing valuables (including Smart watches) or large sums of money to School	First	<ul style="list-style-type: none"> <li>• Parents are informed and given warning</li> <li>• Recorded in Indiscipline Form.</li> </ul>
	Next & Repeat	<ul style="list-style-type: none"> <li>• Confiscated. Returned only at the end of the year</li> <li>• Returned only at the end of the year on paying a fine of Rs. 2000/-</li> </ul>

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8. <b>SOCIAL MEDIA</b> - Misrepresenting and/or negatively portraying the School/Students/Staff in any capacity.	First	<ul style="list-style-type: none"> <li>• Verbal Warning &amp; Recorded in indiscipline form.</li> <li>• Advise Parents</li> </ul>
	Next & Repeat	<ul style="list-style-type: none"> <li>• Suspension for 2 weeks</li> </ul>
9. <b>INAPPROPRIATE READING MATERIAL</b> - Bringing periodicals or pictures in both digital and print media of an objectionable nature to the School.	First	<ul style="list-style-type: none"> <li>• Confiscated. Recorded in Indiscipline Form. Parents advised.</li> </ul>
	Next & Repeat	<ul style="list-style-type: none"> <li>• Advise Parent and recommend professional counselling for student.</li> </ul>
10. <b>USE OF UNFAIR MEANS (UFM)</b> - Caught cheating, using any method, during examinations	Anytime	<ul style="list-style-type: none"> <li>• Confiscate all material and place on record in Headmaster's Office.</li> <li>• Awarded <b>zero</b> in that exam paper.</li> <li>• Parents advised</li> </ul>
11. <b>THEFT</b> – of any value of cash or items from other Students/Staff or the School property.  <i>NOTE: School takes no responsibility for items misplaced, lost or stolen</i>	Anytime	<ul style="list-style-type: none"> <li>• Indiscipline Form filled up, parents informed</li> <li>• If items not recovered, to be replaced either in cash or kind.</li> </ul>
12. <b>WILFUL DESTRUCTION</b> - any breakages to School or other Student/Staff property	Anytime	<ul style="list-style-type: none"> <li>• Recorded in Indiscipline Form, Parents informed and required to pay a fine, for the replacement value or repair of the damaged item, as appropriate.</li> </ul>
13. <b>AGGRESSIVE/HUMILIATING/BULLYING/THREATENING/ABUSIVE BEHAVIOUR</b> towards other Students/Staff	First	<ul style="list-style-type: none"> <li>• Recorded in Indiscipline Form.</li> <li>• Suspension minimum of 4 weeks</li> <li>• Advise Parent and recommend professional counselling for student.</li> </ul>
	Thereafter	Expulsion
14. <b>CARRYING WEAPONS</b> of any kind	First	<ul style="list-style-type: none"> <li>• Confiscated</li> <li>• Recorded in Indiscipline Form</li> <li>• Parents advised</li> <li>• Suspension minimum of 4 weeks</li> <li>• And as required by Law</li> </ul>
	Thereafter	Expulsion
15. <b>SUBSTANCES of ABUSE (Drugs/Alcohol/Cigarettes)</b> - Carrying or taking any illegal substances or being intoxicated while on School premises.	First	<ul style="list-style-type: none"> <li>• Recorded in Indiscipline Form.</li> <li>• Suspension of minimum 4 weeks</li> <li>• Advise Parent and recommended professional counselling for student.</li> </ul>
	Thereafter	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>