



**M. E. S. INDIAN SCHOOL**  
**PROCEDURE FOR BEHAVIOUR / DISCIPLINE INTERVENTION**

**1. Purpose**

To improve discipline in students and to develop positive behaviour among students.

**2. Scope**

This is applicable to students for their behaviour development / discipline improvement and to enable them to face future challenges with confidence.

**3. Responsibility**

- Principal
- HOSs / HMs
- Counsellors
- Class teacher
- Discipline In-charge
- Parents

**4. Procedure**

**1. Behaviour Intervention**

It is important to have a behaviour intervention plan for the school in order to maintain and encourage appropriate behaviour

The discipline issues can be classified into different categories as follows:

**MINOR/Level 1**

<ul style="list-style-type: none"><li>• Incomplete homework/class work</li><li>• Pushing and/or running in corridors</li><li>• Late coming/tardiness</li><li>• Inappropriate uniform</li></ul>	<ul style="list-style-type: none"><li>• Talking in class</li><li>• Non-compliance to school rules</li><li>• Inappropriate assembly behaviour</li><li>• Eating in corridors</li><li>• Not moving in line</li></ul>
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**MIDDLE/Level 2**

<ul style="list-style-type: none"><li>• Inappropriate language</li><li>• Inappropriate use of electronic equipment</li><li>• Lying</li></ul>	<ul style="list-style-type: none"><li>• Use of cell phones</li><li>• Teasing</li><li>• Disrespecting teachers and school property</li></ul>
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### MAJOR/Level 3

<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Inappropriate representation of school</li> <li>• Inappropriate use of emergency equipment</li> <li>• Bunking class</li> <li>• Cheating on exams</li> <li>• Racism &amp; other forms of discrimination</li> </ul>	<ul style="list-style-type: none"> <li>• Defacing school property</li> <li>• Theft</li> <li>• Defiance</li> <li>• Inappropriate use of internet/print material</li> <li>• Verbal aggression (uttering threats)</li> <li>• Physical aggression</li> <li>• Vandalism</li> <li>• Bullying</li> </ul>
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## 2. Interventions

These behaviour are handled initially by the teacher but are referred to the DISCIPLINE IN-CHARGE if incidents repeat.

### Minor & Middle

Behaviour	Actions
<ul style="list-style-type: none"> <li>• Defacing school property</li> <li>• Excessive talking</li> <li>• Failure to complete assigned work</li> <li>• Inappropriate behaviour during assemblies/school activities</li> <li>• Inappropriate hallway behaviour</li> <li>• Inappropriate internet sites and/or print material</li> <li>• Inappropriate language</li> <li>• Inappropriate use of personal equipment</li> <li>• Late coming</li> <li>• Lying</li> <li>• Non-compliance to school rules</li> <li>• Pushing in corridors &amp; staircase</li> <li>• Teasing and/or derogatory remarks</li> <li>• Use of electronic devices</li> </ul>	<p><b>Step 1:</b></p> <ul style="list-style-type: none"> <li>• Verbal reminder to the student of the expected appropriate behaviour.</li> </ul> <p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>• Verbal reminder to the student of the expected appropriate behaviour.</li> <li>• Consequence applied by teacher.</li> <li>• Calm down corner in each class for junior classes.</li> </ul> <p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>• Verbal reminder to the student of the expected, appropriate behaviour.</li> <li>• Inform parents by the teacher.</li> </ul> <p><b>Note:</b> If there is no improvement in the behaviour the student will be referred to the counsellor for further intervention</p>



**3. Major: These behaviours are immediately referred to the discipline in-charge/Counsellor and then to the Principal**

Behaviour	Actions
<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Defiance</li> <li>• Endangerment of Self/Others</li> <li>• Fighting</li> <li>• Inappropriate representation of school</li> <li>• Non-Emergency Fire Alarm</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Verbal Aggression</li> </ul>	<p><b>Step 1:</b></p> <ul style="list-style-type: none"> <li>• Referral to Discipline in-charge /Counsellor</li> </ul> <p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>• Home contact</li> </ul> <p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>• Meeting with parents.</li> </ul> <p><b>Step 4:</b></p> <ul style="list-style-type: none"> <li>• DETENTION if required</li> </ul> <p><b>Step 5:</b></p> <ul style="list-style-type: none"> <li>• Written apology to offended parties before the student is permitted to the class</li> </ul>

**Strategies for detention**

Day 1- Day with counsellor where the counsellor will do the intervention

Day 2- Day with class teacher where the student will stay with the teacher during PT period and recess

Refer the child for additional support (external agencies).

Promote peer education by selecting and training students from each class to intervene or report the cases (Buddy Group)

**Re-entry Meeting:** A meeting will be held upon re-entry of the student after the suspension period is over with the Principal, Head of Section, Counsellor and Class Teacher concerned in order to understand the attitude/behaviour change of the student. Class teacher will monitor the performance of the student for 2 weeks and submit a report with the student's progress in behaviour to the Principal through the Head of Section.