SCHOLARS
INDIAN SCHOOL

REWARDS AND SANCTIONS POLICY

In support of a holistic approach to the development of our pupils at Scholars, we seek to provide a structure for daily living within which behaviour is encouraged and supported. At Scholars we employ a consistent system of rewards which addresses the needs of individual students as well as those of the whole school community. We recognise and appreciate the achievements of studentsin all aspects of school life through school assemblies, appointments to positions of responsibility and the award of colours and prizes. We have a system of awards and commendations to recognise the achievements of our students in a wide range of academic and extra-curricular activities. These awards recognise the individual and the team nature of the students' excellence, but also the contribution they make to our community as a whole.

The School recognises the contributions that students make and they are rewarded accordingly. This will enhance the students' belonging to the school and the environment.

Good discipline is alsoan essential ingredient of any school. It is a prerequisite for a holistic approach to teaching and learning, and also upholds and facilitates the courtesy and respect which should characterise relationships among all students and staff. It is, therefore, important that the School, through its staff and students, particularly the Prefects, but also through the influence which boys and girls exercise on one another, should work at all times to uphold this discipline, including those periods when students have finished for the day.

In this way, with each taking due responsibility, the general pattern of life at Scholars should help to create good habits among all members of the community. When this is not of itself sufficient, especially in serious instances, effective action to curb and remedy indiscipline will be taken, with due consideration and compassion.

1 All offences, will result in sanctions being imposed in accordance with the *MOE behavioural violations and their categories. The context in which the offences have been committed will also be taken into account.

2 Low level sanctions may accumulate, thereby resulting in a higher level of sanction being imposed. When this is the case, only offences committed in the current term and three preceding terms will be considered. Any punishments over four terms old will effectively not be cumulative, but may be taken into account detailing with a serious breach of the school rules.

In addition, pupils must bear in mind that transgressions occurring outside of the normal bounds of school jurisdiction may result in disciplinary sanctions, if it` is considered that they have brought, or may potentially bring, the School's name into disrepute.

The rewards and sanctions table that follow indicate how the different level of rewards may be achieved. Equally, there is a table summarising the level of sanction that will be imposed for certain indiscretions. However, this list is not exhaustive and merely a guideline for pupils, parents and staff. The discretion of the Principal is applied to all rewards and sanctions. He will consult with the Senior Management Team, Class Teacher and discipline incharge, before making a final decision.

*** MOE Behavioural Violations and their categories**

a. First level violations.

1. Coming late to the morning assembly or not participating therein.
2. Coming late to the class without acceptable justification.
3. Being absent without acceptable justification.
4. Not wearing the school uniform or sports dress.
5. Not bringing books and school tools or not taking care of them.
6. Entering and leaving the classroom, during the class, without permission.
7. Negligence or not doing the homework.
8. Student's non-compliance with the regulations of using the school facilities.
9. Minor behavioural offences such as delay in joining the class, wearing clothes in the online learning platform that violates public decency , engaging in private conversation using learning platform not related to studies.
10. Any action similar to these violations.

b. Second level violations.

1. Writing on the school walls and furniture.
2. Unauthorized absence from class.
3. Absconding from the school during the school day.
4. Quarreling with, and threatening school mates verbally or physically.
5. Noncompliance with the advisory and disciplinary regulations applied in the school.
6. Talking inappropriately to the school mates or the school staff.
7. Noncompliancc with the instructions or directions regulating the school work.
8. Noncompliance with the instructions for using the computers or technical aids in the school.
9. Counterfeiting the guardian's signature in the school correspondence upon submission to the school.
10. Absence from school (learning platform) without reason, threaten class mates in online , misusing means of comunication provided, verbal abuse in online, inciting students from attending the classes and engaging in audio visual communication for non educational purpose.
11. Any action similar to these violations.

c. Third level violations.

1. Engaging in what would violate the morals and general system in the school.
2. Possessing unnecessary sharp items, firearms, non-firearms or hazardous materials in the school.
3. Damaging or destroying school equipments or devices.
4. Damaging or destroying the belongings of school mates or school staff.
5. Damaging of or tampering with school buses.
6. Flagrant violation of the community traditions and values in clothing, appearance and behaviours.
7. Seizing the school's, the school staff's or school mates' belongings.
8. On campus smoking.

9. Possession of electronic or physical media materials that is unlicensed or non-compliant with the general system.
10. Engaging in bullying ,defaming, impersonating classmates in online, photocopying images of teachers/students without permission, manipulating online facility to insult, identity theft.
11. Any action similar to these violations.

d. Fourth level violations.

1. All kinds of threats to the school staff.
2. Engaging in actions contradictory to the morals, including sexual harassment.
3. Publishing/posting something which defame or insult the school or staff or students, engaging in damaging software or school data.
4. actions similar to these violations.

e. Fifth level violations.

1. Defamation of political, religious or social symbols.
2. Promoting anything against ethical values, manners and general system.
3. Possessing, bringing, promoting or using drugs, anaesthetic drugs, and psychotropic drugs in the school.
4. Presence in the school under the effect of drugs, narcotic or psychotropic drugs.
5. Assaulting the school mates or the school staff.
6. Counterfeiting the official documents of the school.
7. Defaming religious or provoking what would cause sectarian or religious conflicts in the school.
8. Committing major actions contradictory to the morals such as sexual assault or having sex.
9. Committing acts of public indecency in the school.
10. Using firearms or non-firearms in the school.
11. Developing programmes to harass users , creating malicious software, engaging in online activities which are prohibited by the law of the country.
12. Any actions similar to these violations.

REWARDS

CREDIT POINTS ON BEHAVIOURAL CHART

- **Politeness** (courteous language to teachers & peers)
- **Manners** (greeting teachers, raising hands to answer, seeking the permission of the teacher to move in and out of the class)
- **Honesty** (Truthful to yourself, peers, teachers & institution)
- **Care of belongings** (Neatness of uniform, books, handwriting, personal hygiene, school campus & careful handling of school properties)
- **Punctuality** (Does HW & CW on time, regular to school & reaches school on time)
- **Environmental care** (Careful usage of natural resources, working towards clean & green surroundings & spreading awareness)
- **Spirit of service** (Team spirit & empathy towards others)
- **Attitude** (Towards community , school rules, teachers, peers & use of campus language)

SCHOLARS
INDIAN SCHOOL

REWARDS FOR CO-CURRICULAR ACTIVITIES

CULTURAL ACTIVITIES

Off Stage Items

Grade 1 to 3 – Budding Talent Trophy (Maximum points onstage items)

Grade 4 to 12 – Sarga Pratibha (Maximum points offstage items)

On Stage Items

Grade 4 to 12 – Kalathilakam

– Kalapratibha

– Nriththa Pratibha (Maximum points in dance, should be a winner in one classical item)

Criteria for Kalathilakam / Kalaprathibha

1. Should get maximum points in individual item.
2. Should get 1st place with A grade in any individual item.
3. Should be a winner in atleast 1 classical item (classical dance/classical music).

Sports

Sports Champion (Grade 6 & 7 Boys)

Sports Champion (Grade 6 & 7 Girls)

Sports Champion (Grade 8 & 9 Boys)

Sports Champion (Grade 8 & 9 Girls)

Sports Champion (Grade 10, 11 & 12 Boys)

Sports Champion (Grade 10, 11 & 12 Girls)

Sports Champions

Cultural Champions

Overall Champions

REWARDS FOR CURRICULAR /ACADEMIC PERFORMANCE

Blue Badge–A+ (above 90%) for 5 core subjects (English, Maths, Science, Social Science and II Language)in terminal examinations.

Chairman's Award:- Students (Grade 1 to 9) those who demonstrate outstanding performance consistently in all the evaluation are honoured with Chairman's Award (Badge).

Cash Award for the Class XI Topper in Gulf Sahodaya Examinationseparately for science and commerce.

Gold Medal:-For the Top Scorer in X Board Examination and the Top Scorer in XII Board Examination separately for science and commerce.

Subject Topper award in Class X and XII Board Examination: - Subject toppers of Grade X & XII Board Examination will be honoured with memento.

SANCTIONS

Diary Information: If the student is involved in any of the following activities he or she is informed through the school diary.

1. Lateness to class
2. No homework
3. Poor behaviour in class
4. Uniform infringements
5. Chewing gum
6. Using gadgets inappropriately
7. Inappropriate language
8. Inappropriate use of ICT in class
9. Lack of equipment
10. Lack of respect towards prefects

Warning Letter

1. Accrual of six diary information
2. Minor behaviioural offences such as delay in joining the class, wearing clothes in the online learning platform that violates public decency , engaging in private conversation using learning platform not related to studies.
3. Persistent uniform infringements
4. Rudeness to staff
5. Foul language in the presence of adults
6. Persistent lack of respect towards prefects
7. Disobedience/Defiance
8. Dangerous and disrespectful behaviour
9. Vandalism
10. Provocation
11. Unauthorized absence from class
12. Irresponsible behaviour – leaving class without permission
13. Fighting

Final Detention

1. Accrual of 3 warning letters
2. Swearing at an adult
3. Stealing.
4. Persistent low level or severe bullying
5. Fighting or inciting to fight
6. Serious provocation.

Expulsion

1. Serious provoked or unprovoked assault
2. Racial abuse
3. Inappropriate sexual behaviour
4. High level stealing
5. Seriously inappropriate use of ICT

6. Severe physical bullying-
7. Developing programmes to harass users , creating malicious software, engaging in online activities which are prohibited by the law of the country. Extreme third and fourth level violations.

SANCTIONS FOR ONLINE BEHAVIOURAL VIOLATIONS

- The consequences for inappropriate behavior during online learning will be the same as stated in the policy earlier for regular, on-campus classes. Any student who commits an offence of the first or second degree, will be given a verbal warning, on the first instance. If it is repeated the second time, a written warning will be sent to the parents. An offense if repeated for the third time, a referral to the Counsellor is made to understand the underlying reasons for the unacceptable behaviour. A fourth warning may lead to suspension from school.
- Any breach of the rules (third and fourth-degree offences) may lead to withdrawal of the user's right to log-in or monitoring the use of the service or terminating his/her use of the service or both, following thorough investigation. In certain cases, where illegal acts have been carried out, the student may have to face criminal charges, and disciplinary procedures will be followed.
- The final deciding power rests with the School Principal, who will take fair and appropriate action based on the age and other circumstances.

Note:

1. Expulsion is advocated according to the depth of the action done and behavioural background of the student and the sole authorities for taking the final decision are the Principal, Management and Discipline Coordinator.
2. Expulsion is in collaboration with MoE rules.
3. Very serious offences or a history of serious offences may result in a temporary or permanent exclusion from School.
4. The list of offences above and the statements above cannot be considered an exhaustive list of punishable offences. Any disciplinary matter that falls outside the guidelines written above will be dealt with as the Principal sees fit.

REWARD AND SANTIONS FOR TEACHERS

First level

1. Fail to implement ICT in class rooms.
2. Fail to acquire equivalency certificate in the prescribed time.
3. Lack of organizational skill.
4. Fail to follow campus language.

Second level

1. Inability to use online teaching and learning platform.
2. Fail to explore the resources provided by the school for the development of students
3. Not able to acquire TLS in the prescribed time.
4. Exposing personal problems in the class and blend it with professional time.
5. Not following appropriate dress code.
6. Being irregular in school and class.
7. Fail to follow behavioral guidelines set by the school and MoE.
8. Fail to comprehend rights of children set by national and international agencies.

Third level

1. Fail to contribute in the designing and drafting of curriculum plan.
2. Unable to follow and complete the various objectives and feature of curriculum plan.
3. Unable to complete the portions on time and provide enough support to students.
4. Not demonstrating creative and latest pedagogical skills.
5. Not correcting notebooks, assessments, worksheets, projects, records etc.
6. Fail to undertake responsibility to organise school assembly, co-curricular activities, picnic, sports, annual day etc.
7. Fail to communicate with parents effectively with regard to student's achievement and well-being.
8. Not cooperating with school's daily activity plan.
9. Fail to deliver information to parents and students in online and offline platform.
10. Lack of care while handling school property.
11. Undermining the value of teaching by not comprehending motto, vision and mission of the school.
12. Fail to take responsibility for improving teaching through suitable professional development system.
13. Not respecting privacy of the students.
14. Using phone for talking during the class time.
15. Fail to provide safe learning environment.
16. Fail to maintain fair and harmonious relationship with school authorities, staff, students and parents.
17. Misusing the teaching and learning platform of the school.

Fourth level

1. Showing incompetency to fulfill the academic responsibilities set by the school
2. Lack of expected subject knowledge according to the grade handle.
3. Unable to perform invigilation duty during the exam time.
4. Showing discrimination to the students and fail to treat pupil with dignity and honour.
5. Not following a credible and legitimate process in exam evaluation.
6. Unable to provide proper guidance (discipline, littering etc.) to students in the class room and campus.
7. Using improper language in the class romm and campus.
8. Not posing as a role model to the students.
9. Being dishonest to institution, staff, students and parents.
10. Improper relationship or contacts with staff and students.
11. Engaging in corporal punishment which may harm physically and mentally to the students.
12. Make malicious or unfounded criticism against colleagues and institution.
13. Engaging in bullying in cyber platforms and face to face class rooms.
14. Sharing confidential information about students, staff and students.
15. Giving grade, promotion or support by accepting gifts, money and favours.
16. Posting personal opinion about students in social media sites and print media.

Fifth level

1. Engage in inappropriate relation on communication in phone or social media.

2. Using drugs or alcohol in the school
3. Showing or sharing immoral or inappropriate digital or non-digital content.
4. Sexting with staff and students in online media.
5. Posting contents in social media or public platform which are against the values set by UAE.
6. Engaging in criminal/illegal activites.

1. For first level, second level and third level violations:

The head of the institution will endorse a mentor to give counselling and guidelines to rectify and improve.
If there is no expected improvement the head of the institution will directly counsel the staff.
If the problem exists with same intensity first warning letter will be provided.
If there is no expected improvement second warning letter will be provided.
If there is no expected improvement third warning letter will be provided.
If there is no modification or improvement in performance, behaviour or attitude the final action is expultion.

2. For fourth level violation

Warning letter will be issued.
If there is no expected improvement second warning letter will be provided.
If there is no expected improvement third warning letter will be provided.
If there is no modification or improvement in performance , behaviour or attitude the final action is expulsion.

3. For fifth level violation

Expulsion

Adopted: April, 2017 **Reviewed and updated: April, 2025**

Hameed Ali Yahya K M
Principal