



Raa Atoll Education Centre
Raa Meedhoo

Guidelines for Handling Discipline Problems

Introduction

This document incorporates the guidelines the school authorities wish to implement when addressing discipline problems involving students. These guidelines have been formulated jointly by the parents, teachers and students. Of course the students should follow the general rules and regulations of the school and the Ministry of Education. For a minor classroom offence not mentioned in the guidelines, the teacher can give appropriate punishment such as changing seats or asking students to remain standing for a few minutes. If a student repeats any offence mentioned under section 1, 2 or 3 more than three times, the Session in Charge will dictate the punishment after consulting with the Head of School. If a student is repeatedly involved in the same serious offence, the School Discipline Committee will take necessary action after getting a written statement from the student. Any offence reported to the Supervisor will be recorded in the cumulative record file. In handling problems not mentioned in the guidelines, action will be taken by the Supervisor or the Session in Charge after consulting the Head of School.

1. Improper Appearance and Attire

Offence	Time	Measures to be Taken	Action taken by
1.1 Long hair / Dyed hair / Fancy styled hair / Grown beard / Fancy belts / fancy bands	1	Advise and give 1 day to correct	Class Teacher
	2	Inform guardian and send home to correct	Supervisor
1.2 Use of fancy hair slide and hairgrips / Belt with fancy buckles	1	Advise and confiscate it	All teachers
	2	Inform guardian and hand it over to the guardian	All teachers Supervisor
1.3 Improper badge / ribbon / tie and short uniform (girls)	1	Advise and give 3 days to correct	Class Teacher
	2	Inform guardian and send home to correct	Supervisor
1.4 Untightened belt and ribbon / open buttons / Untucked shirt	1	Advise and instruct to correct immediately	All teachers
	2	Inform guardian and instruct to correct immediately	All teachers Supervisor
1.5 Long, polished finger nails / use of lipstick	1	Advise and instruct to cut the nails and remove varnish from the nails and lipstick from lips immediately	Class Teacher
	2	Inform guardian and instruct to correct	Supervisor
1.6 Use of jeans / Wrong patterned and coloured trousers	1	Advise and send home immediately to change the trousers and jeans. Inform guardian	Supervisor
1.7 Extra jewelry and ornaments of any form wrist bands	1	Advise and confiscate it Inform guardian and hand it over	All teachers Supervisor
1.8 Improper shoes and socks	1	Advise and send home immediately to correct	All teachers
	2	Inform guardian and send home to correct	Supervisor

2. Misconduct

Offence	Time	Measures to be Taken	Action taken by
2.1 Not bringing necessary books and materials to the class / Not doing work / Not handing over the work	1	Advise and warn not to repeat	All teachers
	2	Report guardian and detain and instruct to complete the work	Supervisor
2.2 Bringing items not related to school work	1	Advise and confiscate and return to the guardian	All teachers Supervisor
2.3 Disruptive during lessons / Disruptive at assembly and functions / Sleeping during lessons	1	Advise and warn not to repeat	All teachers
	2	Report guardian and warn not to repeat it	Session in charge
2.4 Defying orders of prefects / monitors	1	Advise and instruct to apologize to prefect / monitor	All teachers
	2	Inform guardian and warn not to repeat	Supervisor
2.5 Chewing and eating inside the class	1	Advise and send to clean mouth	All teachers
	2	Inform guardian and warn not to bring unnecessary things to the class	Supervisor
2.6 Littering / Untidy acts	1	Advise and ask to clean	All teachers
	2	Inform guardian and make the student clean	Supervisor

3. Attendance

Offence	Time	Measures to be Taken	Action taken by
3.1 Coming late to school	1	Advise and record	Prefects
	2	Advise and warn not to repeat	Supervisor
	3	Inform guardian and instruct to stay in assembly area during the first period	Session in charge
3.2 Absent for the school	1	Instruct to bring medical certificate or let the guardian explain the valid reason	Class Teacher Supervisor
3.3 Absent for tests / exam without medical certificate	1	Inform guardian and drop out from the particular exam/tests	Subject Teacher
3.4 Skipping lesson / Not attending the assembly without any reasonable reason / Not attending functions, extra classes and other activities without any reasonable reason	1	Advise the students	All teachers
	2	Detain with work	Supervisor
	3	Inform guardian and detain the student with work	Session in charge

4. Serious offences

Offence	Time	Measures to be Taken	Action taken by
4.1 Defiance of teacher (Repeated refusal to obey)	1	Report to the guardian and instruct to apologize to the teacher	Supervisor
	2	Inform guardian and suspend the student	Session in charge
4.2 Vandalism / Damaging school property	1	Inform guardian and advise the child and instruct to replace what was damaged/broken	Supervisor
	2	Inform guardian and instruct to replace what was damage / broken and suspend	Session in charge
4.3 Unaccepted / inappropriate mutual relationship between students / Bullying	1	Report to the guardian and instruct to apologize to the teacher / victim	Supervisor
	2	Inform the guardian and suspend depending upon the extent & gravity of offence	Session in charge
4.4 Assaulting / Fighting / Causing	1	Inform the guardian and advise / suspend and	Session in

injuries / Attacking a teacher or attempt to attack		report to the office depending upon the extent & gravity of offence	charge
4.5 Using abusive words / Language	1	Advise and instruct to apologize to the teacher	Supervisor
	2	Advise and instruct to apologize to the teacher and Inform the guardian	Supervisor
	3	Detain with work	Session in charge
4.6 Indecent behaviour	1	Inform the guardian / suspend and report to the office depending upon the extent & gravity of offence	Session in charge
4.7 Cheating / Attempt to cheat in test or examination	1	Advise and inform guardian and '0' mark given for the test	Subject teacher Supervisor Session in charge
4.8 Possessing pornographic materials	1	Advise and inform the guardian and confiscate it / Warn	Supervisor
	2	Inform the guardian and suspend depending upon the extent & gravity of offence	Session in charge
4.9 Smoking	1	Advise and detain	Supervisor
	2	Inform the guardian and detain the students	Supervisor
	3	Inform the guardian and suspend	Session in charge

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