

LOTUS PETAL SR. SEC. SCHOOL

DISCIPLINE POLICY

Purpose

To create a safe, respectful and focused learning environment that reflects values of courage, compassion, integrity and regularity.

Scope

This Discipline Policy applies to all students during school hours, on campus, at all school-related activities and off-campus behaviour that may affect the school's reputation.

General Conduct

- Students must be punctual, polite and cooperative with teachers, staff and classmates.
- Students must greet teachers and maintain respectful behaviour.
- English is the compulsory language of communication within school premises.
- Bullying, violence, harassment, discrimination or abusive language is strictly prohibited.

Uniform & Personal Appearance

- Students must come in complete, clean and ironed uniform daily.
- No accessories, fancy jewellery, nail paint or long nails are permitted.
- Hair should be neat; long hair must be tied properly.
- School identity card must be worn every day.

Prohibited Items

- Mobile phones are strictly banned; if brought, they will be confiscated and not returned.
- Electronic, harmful or distracting items are not permitted.
- No objectionable, unsafe or inappropriate printed material is allowed.

Classroom & Campus Behaviour

- Maintain discipline and cleanliness in classrooms and corridors.
- Students must respect school property; intentional damage must be compensated.
- Students must move quietly and in a line between classes.

Special Rules

- Physical Education classes are compulsory unless medically exempt (with certificate).
- Birthday celebrations with cakes, soft drinks or party clothes are not allowed.

Disciplinary Action Process

Step	Action
1	Verbal Warning
2	Written Warning
3	Parent Meeting
4	Suspension
5	Expulsion in severe cases

Parent Responsibilities

- Ensure children follow school discipline expectations.
- Attend PTMs and meet staff when required.
- Update the school immediately regarding any change in contact information.