

updated

ANTI-BULLYING & STUDENT'S DISCIPLINE POLICY

<u>Date Finalised: 01 March 2021</u>	<u>Ver: 2.0</u>	<u>Review Date: 03 July 2026</u>
<u>Owner: Vice-Principal</u>	<u>Reviewed by: Vice Principal</u>	<u>Approved by: Principal</u>

1. Khaitan Public School along with the Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- A positive school culture and climate which-
 - is welcoming of difference and diversity and is based on inclusivity;
 - encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
 - promotes respectful relationships across the school community;
- Effective leadership;
- A school-wide approach;
- A shared understanding of what bullying is and its impact;
- Implementation of education and prevention strategies (including awareness raising measures) that-
 - build empathy, respect and resilience in pupils; and
 - explicitly address the issues of cyber-bullying
- Effective supervision and monitoring of pupils;
- Support for staff;
- Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
- On-going evaluation of the effectiveness of the anti-bullying policy.

2. At KPS bullying is defined as follows:

Bullying is unwanted negative behaviour, verbal, psychological, cyber or physical conduct, by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying and
- identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of any particular community and bullying of those with disabilities or special educational needs.
- Physical misconduct.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

3. The relevant teacher(s) for investigating and dealing with bullying is (are) as follows:

The Committee consists of:

- **Principal:** Mr. Anand Kumar *Anand Kumar*
- **Vice Principal:** Ms. Aparajita Roy Das *Aparajita Roy Das*
- **2 Teachers (Male/Female):** Mr Santosh Udenia & Ms. Emilin Clement *Santosh Udenia* *Emilin Clement*
- **Students Counsellors:** Ms Sonia Sinha & Ms Karishma Sharma *Karishma Sharma* *Sonia Sinha*
- **Parent Representative:** Ms. Poonam Jan *Poonam Jan*
- **School Captain/Class Prefect:** Harshia Chopra *Harshia Chopra*
- **Non-Teaching staff representative:** Mr Vir Singh *Vir Singh*

4. The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying) that will be used by the school are as follows:

- Creating a climate where diversity is respected
- Clarity in the definition of bullying.
- Focus on developing healthy social behaviours and strategies
- Assess Bullying in the institution
- Create a Team
- Educate the School Community
- Establish Policies
- As part of the curriculum, students should learn to identify bullying language and actions in themselves and others.
- Set Clear and Enforceable Rules and Expectations
- Rules cover multiple situations, and should be age appropriate
- Encourage reporting
- Reward Positive Behavior
- Engage Parents
- Look for Warning Signs.
- When Bullying Occurs, Clear the Scene
- Promote online Safety
- Conduct Classroom Activities around Bullying
- Workshops for teachers, administrators, school staff, parents & students

5. The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as:

- A bullying survey to determine the extent of the problem.
- Monitor Hot Spots

- Be Vigilant
 - Remove Labels: Address Behaviors
 - Empower Bystanders
 - Express Box
 - Set an example for rule-following behavior, and
 - Be consistent in enforcing the rules.
 - Bullying Squad
 - Investigate and Respond
 - Consult Law enforcement if the need arises
 - Follow up with the aggressor's family
 - Provision for planning and regular monitoring and evaluation of outcomes
 - Have Open Communication
6. The school's programme of support for working with pupils affected by bullying is as follows:
- Consult Law enforcement if the need arises
 - Provide Support
 - Reach Out/ Counselling
 - Educate
 - Serious talks with bullies and victims.
 - Serious talks with the parents of bullies and victims.
 - Role playing of non-aggressive behavior with bullies.
 - Role playing of assertive behavior with victims.

7. **Supervision and Monitoring of Pupils**

The Board of Management at KPS confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible.

8. This policy has been made available to school personnel, published on the school website (or where none exists, is otherwise readily accessible to parents and pupils on request) and provided to the Parents.

9. ▽ This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website (or where none exists, be otherwise readily accessible to parents and pupils on request).

Signature: _____
(Principal)

Date: _____

Handwritten signature
03.07.2026

Anti-Bullying Policy & Students Discipline Policy

1.1 Policy Statement

Khaitan Public School is committed to providing a **safe, inclusive and fear-free environment** for all students. Bullying in any form—physical, verbal, emotional, psychological, sexual, social, or cyber—is strictly prohibited.

1.2 Objectives

- Ensure zero tolerance toward bullying.
- Establish a structured reporting & redressal mechanism.
- Promote positive behaviour & emotional safety.
- Empower students through awareness and preventive education.
- Build a culture of respect, empathy, and responsible digital conduct.

1.3 Definition of Bullying (as per CBSE)

Bullying includes:

- **Physical:** hitting, pushing, damaging belongings
- **Verbal:** name-calling, abusive language, threats
- **Social/Relational:** exclusion, spreading rumours
- **Cyberbullying:** posting harmful content, misuse of social media
- **Sexual:** inappropriate comments, gestures
- **Prejudicial:** targeting based on caste, religion, gender, ability

1.4 Anti-Bullying Roles

- Prevention, monitoring & awareness drives
- Case investigation and documentation
- Annual review of policy
- Conduct orientation for students, teachers & parents

1.5 Preventive Measures

- Life-Skills & SEL lessons: **Curriculum of SEL and School Cinema**
- Buddy support system:
- Anonymous reporting box: Suggestion/Complain Box: **Already in progress**
- Cyber-safety orientation: **Cyber Safety Policy shared in Orientation -Annexure-I**
- Display of anti-bullying rules in corridors/classrooms: **Displayed**
- Workshops with counsellors & external experts: **Students Workshop Annexure-II**

1.6 Reporting Mechanism

- Direct complaint to Class Teacher / Grade Leader/Curriculum Leader / HOS/HOD/Counsellor
 - Complaint Box / Online Reporting Form
 - Peer reporting permitted/Students Council
 - Parents can report directly to Principal/Vice Principal through mail/CMS
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1.7 Investigation Procedure (SOP)

SOP: Anti-Bullying Complaint Handling

1. **Complaint Received** → Enter in *Bullying Incident Register/ (Behavior Referral form)*
 2. **Assign to Anti-Bullying Committee (within 24 hours)**
 3. **Preliminary Review:** collect statements, evidence
 4. **Detailed Inquiry (48–72 hours)**
 5. **Counsellor Assessment** (victim & bully both)
 6. **Decision & Corrective Action**
 7. **Communication to Parents** (written)
 8. **Follow-up Review After 2 Weeks**
 9. **Closure Report Filed**
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1.8 Corrective & Disciplinary Actions

(Aligned with CBSE guidelines – corrective, not punitive first)

Level-I (Minor)

- Warning
- Counselling session
- Reflective writing
- Apology letter

Level-II (Moderate)

- Parent meeting
- Behavioural contract
- Temporary separation within class activities

Level-III (Severe)

- Suspension (1–3 days)
 - Transfer certificate (in extreme cases)
 - Reporting to statutory authorities (if needed)
-

1.9 Mandatory Registers & Templates

Template 1: Anti-Bullying Complaint Form (*KPS has given access to lodge the complaint e-complain anytime, anywhere*) (*Behaviour Referral form*)

- Name of Student (Victim):
 - Class/Section:
 - Date of Incident:
 - Description of What Happened:
 - Nature of the Complaint:
 - Witnesses (if any):
 - Evidence Attached:
 - Name/Signature of Complainant:
 - For Office Use (AB/Discipline Committee Action Taken):
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Template 2: Bullying Incident Register (*The School maintain the response sheet duly signed by the Principal*)

COUNSELLING REFERRAL FORM KPS-2025-26.xlsx [Behaviour Referral Response sheet]

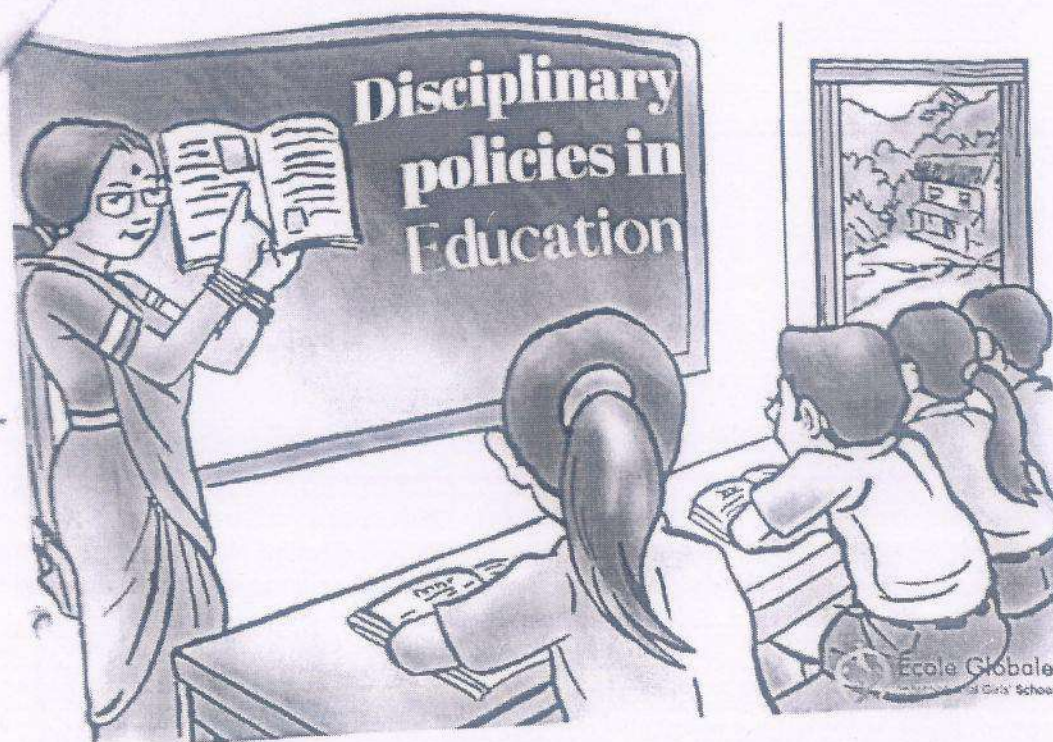
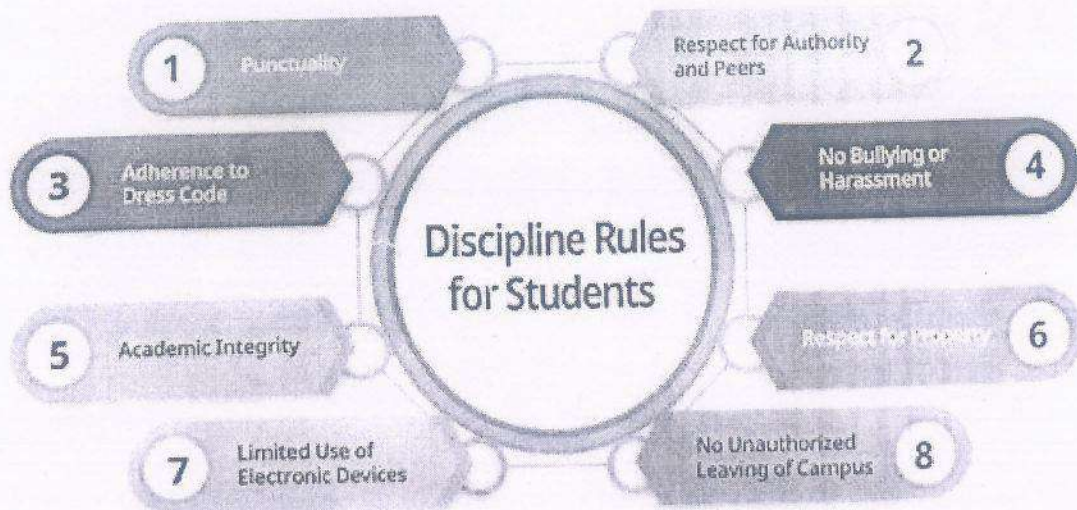
- Sr. No.
 - Date
 - Name of Victim
 - Name of Alleged Bully
 - Nature of Bullying
 - Action Taken
 - Committee Decision
 - Closure Date
-

Template 3: Behavioural Contract (for Students)

- Student Name
 - Class
 - Concerned Behaviour
 - Expected Behaviour
 - Support Required from School/Parents
 - Duration of Contract
 - Signatures: Student / Parent / Teacher
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2. STUDENT DISCIPLINE POLICY (CBSE-COMPLIANT)

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CLASSROOM RULES

#1

Show respect for your
classmates and your teacher.

#2

Work quietly so you
don't disturb others.

#3

Always listen when
someone is speaking.

#4

Clean up after yourself.

#5

Keep your hands, feet,
and things to yourself.

2. Students Discipline Policy

2.1 Purpose

To create a predictable, safe, respectful and value-based environment where students demonstrate self-discipline, responsibility & accountability.

2.2 Behavioural Expectations (CBSE Norms)

At School

- Respect teachers, staff & peers
- Maintain cleanliness & decorum
- Follow assembly & corridor discipline
- Use respectful language

In Classrooms

- Attend regularly & be punctual
- Stay attentive, avoid disruption
- Complete homework regularly
- Respect classroom property

Digital Discipline (CBSE Digital Safety Guidelines)

- No misuse of devices
- No photographing/recording in school
- No posting school-related content without permission

Uniform & Identity

- Proper school uniform
 - ID card compulsory
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2.3 Categorisation of Violations *[Identify the consequences against violation]*

Level-I (Minor)

- Talking in class
- Missing homework
- Minor indiscipline
- Littering

Level-II (Moderate)

- Repeated disobedience
- Damage to school property
- Disrespectful behaviour
- Use of offensive language

Level-III (Major)

- Physical violence
 - Severe bullying
 - Cyber misconduct
 - Substance use
 - Stealing
 - Cheating in exams
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2.4 Discipline SOP

SOP: Handling a Discipline Case

1. **Teacher Records Violation: SOP of School Policy for the teachers**
 2. **Enter in Class Discipline Logbook (e-link)**
 3. **Notify Parent for repeated behaviour**
 4. **Counsellor Session (if required)**
 5. **Discipline Committee Review**
 6. **Corrective Action & Monitoring**
 7. **Record in Student Behaviour File**
 8. **Follow-up after 2–3 weeks**
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2.5 Corrective Measures

Preventive / Supportive

- Counselling
- Parent meeting
- Mentor support
- Reflection sheets

Disciplinary

- Warning note
 - Community service in school
 - Suspension
 - Withholding participation in events
 - Behaviour improvement plan
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2.6 Templates & Formats

Template 4: Class Discipline Logbook

- Date
- Student Name
- Class

- Behaviour Observed
- Teacher Note
- Action Taken
- Parent Informed (Y/N)

Template 5: Parent Intimation Letter for Behaviour

Subject: Concern Regarding Student Behaviour

"We wish to inform you that your ward ... showed the following behaviour... We seek your support in guiding the child...."

Template 6: Suspension Order (if required)

- Name
- Class
- Reason
- Date(s) of Suspension
- Expected Behaviour After Return
- Signature: Principal

3. SCHOOL COMMITTEES (CBSE-MANDATED)

- Anti-Bullying Committee
- Discipline Committee & Internal Complaints Committee (ICC)
- Child Protection Committee against Sexual Abuse : POCSO
- Cyber Safety Committee

These must be displayed on the school website.

4. SOP DISPLAY FOR WEBSITE / HANDBOOK

Flowchart: Anti-Bullying Reporting

Complaint → Screening → Investigation → Counselling → Action → Follow-up → Closure

Flowchart: Discipline Management

Violation → Teacher Log → Parent Intimation → Counselling → Committee Review →

Student Self-Reflection Form & Incident Report

Student Information:

Name: _____

Admission number: _____

Class/ Section: _____

Date: _____

Reflect on a recent situation or incident that you were involved in. Answer the following questions thoughtfully and with honesty.

1. What has happened?

(Describe the situation or incident in detail. What occurred, and who was involved?)

2. How appropriate was the action taken?

a. Evaluate the actions taken by you and others involved.

b. Was the response appropriate considering the circumstances?

Yes/ No _____

3. What could have been the best way of dealing with that situation?

(Reflect on alternative approaches or actions that could have been taken for a more positive outcome.)

4. Ways to improvise?

(Identify specific steps or strategies that could be implemented to improve how similar situations are handled in the future.)

5. What is the commitment in the future to deal with such situations or behavior?

(Outline your commitment to handling similar situations differently in the future.)

6. Remarks/Acceptance of the Incident:

(Share any additional remarks or thoughts about the incident. How do you feel about what happened? Are there any lessons learned?)

7. Overall Outcome/Conclusion:

(Summarize the overall outcome of the situation. What did you learn, and how can this learning be applied in the future?)

Student's Signature: _____

Class Teacher's Signature: _____

Grade Leader's Signature: _____

Head of School's Signature: _____

Note: The completed form will be kept confidential and used for reflection and improvement purposes.

Appendix- A

In addition to the members of the Anti- Bullying Committee, the following members have been appointed as:

1. Clinical Psychologist: Ms. Gagandeep Kaur
2. Legal Advisor: Mr. Damodar Goel



STOP BULLYING

**BE KIND. BE RESPECTFUL.
BE A BETTER YOU.**



**RESPECT
EVERYONE**



**BE
INCLUSIVE**



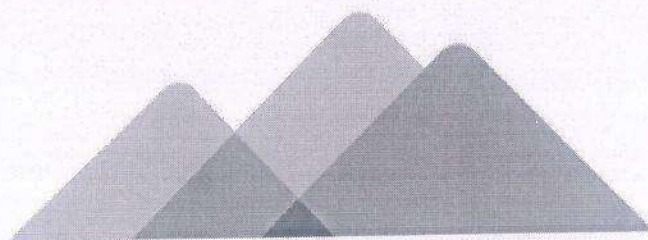
**STAND UP
AGAINST BULLYING**



**MAKE OUR SCHOOL
A SAFER, HAPPIER PLACE**

**Any Kind of Bullying is strictly prohibited
inside the school premises.**

The School reserves the right to take appropriate
action against such behaviour.



Bullying Complaint Form

Khaitan Public School

1. Complainant Information

Name of Complainant: _____

Grade and Section: _____

2. Respondent Information

Name(s) of Alleged Student(s): _____

Grade and Section (if known): _____

3. Details of the Complaint

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

4. Type of Bullying (Tick)

☐ Physical Bullying

☐ Verbal Bullying

☐ Cyberbullying

☐ Sexual Bullying

☐ Other: _____

5. Description of the Incident

Please provide a detailed and factual information of the incident, including what happened, who was involved, and any relevant circumstances.

6. Witnesses

Please list any person who witnessed the incident

Name: _____

Grade _____

7. Previous Incidents