



INDIAN SCHOOL BOUSHER

(Affiliated to the Central Board of Secondary Education, New Delhi)

(Affiliation No: 6630203 and School No: 90252)

P.O. Box: 2886, Postal Code: 130, Azaiba, Sultanate of Oman

Website: www.isboman.com

ACADEMIC YEAR 2026 – 2027



CIRCULAR TO PARENTS

(KG-GRADE XII)

REGARDING DISCIPLINE AT INDIAN SCHOOL BOUSHER

ISB/CR/ADM/2026-2027/083

09/09/2026

**Dear Parents,
Greetings from Indian School Bousher!**

At Indian School Bousher, we believe that discipline is the foundation of a safe, positive, and productive learning environment. It plays an important role in developing responsible, respectful, and confident individuals.

We kindly **request all parents to ensure that their ward follows and complies with the school's discipline guidelines and procedures.**

Please find below the discipline policy in detail for your reference.

Your cooperation is essential in maintaining the standards and values of our school community.

We request all parents to discuss these expectations with their children and extend their full support in ensuring compliance with the school's discipline guidelines.

A strong partnership between the school and parents is vital in nurturing students who are responsible, respectful, and ready to contribute positively to society.

We sincerely thank you for your continued cooperation, understanding and support.

Warm regards,

**Himmat Singh Dhillon
Principal
Indian School Bousher**





Indian School Bousher

Progressive School Discipline Policy

Discipline is one of the most important personality traits in everyone's life. It refers to a set of rules and regulations that are to be followed while undergoing any task or activity. It is a way of being honest, hard-working, motivated, and encouraged while doing any task. It is a character trait that helps individuals to complete tasks within a given fixed deadline. The role of discipline in our life is to set orderliness, efficiency, punctuality, organization, and focus on our tasks. "Life without discipline is just like a ship without radar." Therefore, the importance of discipline in life just cannot be ignored.

A well-disciplined student who has a positive attitude in life stays focused and committed. Discipline teaches students to concentrate and be motivated toward their studies as well as other areas of their life. Someone with strong goals is more focused and always keeps their job on time in daily life. It helps the student to remain calm and composed. This helps him/her to maintain focus and to keep moving on with the problems.

Discipline is rarely enjoyable, but almost always appreciated, safe, gainful, and offers you an edge over others.

Note: Anything that is of a high level of seriousness, immoral, and not age-appropriate will attract immediate suspension followed by post-investigation expulsion from the school.

Substance Abuse

Alcohol, Tobacco, Sedatives, Stimulants etc.

Substance abuse describes a pattern of substance (drug) use leading to significant problems or distress such as failure to attend school, substance use in dangerous situations (driving a car), substance-related legal problems, or continued substance use that interferes with friendships and/or family relationships.

It often refers to the use of selected substances, including alcohol, tobacco products, drugs, inhalants, and other substances that can be consumed, inhaled, injected, or otherwise absorbed into the body with possible dependence and other detrimental effects.

<i>Consequences of bringing, consuming and trading at School Campus</i>		
Attempt 1	Attempt 2	Attempt 3
Parents meeting with Principal/VP/Counsellor within 48 hours. - Suspension for 1 week - Loss of field trips and excursions for the AY. - Loss of co-curricular event participation for the AY. Note: - During suspension, the student must be sent to the School Counsellor for behavioral and cognitive therapy for 2 hours daily. (Parents need to arrange the transport) - For field trips and events, students will be assigned the project work to spread awareness about drug abuse and need to complete the project at home.	Expulsion from the school with negative remark in TC.	NA
*Any other form of illegal/banned drug- The case will be handled as per the country's law irrespective of the grade/class.		

Bringing Pornographic Material to School Campus in any form, i.e., Print/video/toys etc.

Attempt 1	Attempt 2	Attempt 3
- The parent will be notified by the CM, and a meeting will be arranged with the parent/Principal/VP/Counsellor - Loss of academic awards participation - Suspension for 1 week and loss of PE classes for a month Note	- Including action maintained in attempt 1 column. - The parent will be notified by the VP, and a meeting will be arranged with the parent/Principal/VP/Counsellor	Will be treated as per the POCSO ACT

During suspension, the student must be sent to the School Counsellor for behavioral and cognitive therapy for 2 hours daily. (Parents need to arrange the transport) During PE classes for a month, the student will be with the counsellor for cognitive therapy to change his/her behavior.	• Loss of academic/co-curricular event participation • Suspension for 2 weeks and loss of PE classes for the term. Note During suspension, the student will be at home, and during PE classes for a month, the student will be with the counsellor for project work on healthy thinking	
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Stalking/passing inappropriate verbal comments

Attempt 1	Attempt 2	Attempt 3
• Counselling will be provided by the school counsellor to change his/her behavior during a week's extra-curricular period.	• Including action maintained in attempt 1 column. • Loss of food and water break for 15 days. Student will be seated in the classroom itself	• Suspension for a week and loss of academic and co-curricular event participation. • During suspension, the student must be sent to the counsellor for therapy for an hour. Transportation needs to be arranged by the parents

Public display of affection on campus, unwanted touching (sensual)/fondling/showing indecent articles etc.

Attempt 1	Attempt 2	Attempt 3
• Suspension for a week • During suspension, the student must be sent to the counsellor for therapy for an hour. Transportation needs to be arranged by the parents	• Including action maintained in attempt 1 column. • Detention for a term (from PE/Art/Music/Dance/library/Swimming/Robotics), the child will be given the extra task to write by CM.	• Expulsion from the school with a negative remark in TC.

Using campus internet for the gratification of sexual needs

Attempt 1	Attempt 2	Attempt 3
• Suspension for a week • During suspension, the student must be sent to the counsellor for therapy for an hour. Transportation needs	• Including action maintained in attempt 1 column. • of ICT classes	• Suspension for 2 weeks; during these days, the child will be given the books to read and write 10 important lessons from each book at home.

to be arranged by the parents	• The child will lose the grading of the ICT exam. • The child will lose academic and co-curricular event participation. • Loss of excursion and field trip for the AY	
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Joining Groups or making gangs to harm others Physical / Emotionally and economically.

Attempt 1	Attempt 2	Attempt 3
• Meeting with the parents • Loss of PE/Music/Dance/Art/Swimming/library/ICT and Robotics classes for a week; during these classes, a child will be with the counsellor to learn how to handle peer pressure and act thoughtfully	• Including action maintained in attempt 1 column. • Loss of field trips and excursions • Loss of participation in the student council • Loss of academic and co-curricular event participation • Loss of PE classes for 3 months; during these classes, the child will be with the VP/Counsellor for sessions.	• Suspension for 1 week (time for the child to think and reflect at home)

Physical bullying

Attempt 1	Attempt 2	Attempt 3
• Meeting with the parents • Loss of PE/Music/Dance/Art/Swimming/library/ICT and Robotics classes for a week during these classes, the child will be with the counsellor to learn anger management	• Including action maintained in attempt 1 column. • Loss of field trips and excursions • Loss of participation in the student council • Loss of academic and co-curricular event participation • Loss of PE classes for 3 months; child will be with the counsellor for sessions.	• Suspension for 1 week (time for the child to think and reflect at home)

Cyberbullying				
Attempt 1		Attempt 2		Attempt 3
- Meeting with the parents - Loss of PE/Music/Dance/Art/Swimming/library/ICT and Robotics classes for a week; during these classes, the child will be with the counsellor for sessions. - Loss of electronic gadgets at home for 3 months		- Loss of field trips and excursions - Loss of participation in the student council - Loss of academic and co-curricular event participation - Loss of PE classes for 3 months; during PE classes, the child will be doing the - project work on cyberbullying		Suspension for 1 week (time for the child to think and reflect at home)
Stalking on the school campus (to threaten or harm someone)				
Attempt 1	Attempt 2	Attempt 3	Attempt 4	More than 4
Verbal warning by the facilitator (whom the child has approached)	Loss of break (food and water for a week), The child will be with the counsellor for behavior modification. Information to the parent by CM	Loss of PE/Art/Music classes for a month and child will be given the extra task to write by the CM (in counsellor's room)	Loss of monitor's badge turn loss of co-curricular event participation loss of field trip and excursion during these days, the child will be with the counsellor for writing work	On decision day, the child must be brought to the Principal. If required, he will be seated in the Principal's room for a day for self-reflection.
Repetitive disturbing behaviour in the classroom				
- Not treating everyone with respect, kind words, and a polite tone - Not using good/appropriate language - Not raising a hand to speak - Not waiting for your turn and creating an interruption in the class - Not bringing the required study/writing material for the day - Not asking for permission before taking someone's stuff - Not respecting the personal space of others and keeping your hands and feet to yourself - Not listening to your teacher and not following directions when he/she speaks - Not asking for permission before leaving your seat or going out of the class without a pass, etc.				

Attempt 1	Attempt 2	Attempt 3	Attempt 4	More than 4
Make him/her understand the expected behavior (by the facilitator in the class)	Make him/her understand the expected behavior (by the facilitator in the class and cm), verbal warning by the CM and maintaining a record in the observation diary	Make him/her understand the expected behavior (by the facilitator in the class, CM and VP) written warning by the CM and bring it to the notice of the counsellor	VP/VP//counsellor meeting with the parent loss of PE/Music/Art/Swimming /Robotics classes for a week. The child will be on a behavior modification plan, during these classes, the child will learn self-control. he/she will be the last to leave the class after setting up and cleaning up for a month. will not be allowed to participate in 1 assembly.	On decision day, the child must be brought to the Principal. the child will lose the monitor's badge turn for the AY and PE classes for 1 week. during these classes, the child will be seated in the Principal's room for reflection

Not using a normal pace to walk in corridors or hallways (which can cause harm to someone)

Attempt 1	Attempt 2	Attempt 3	Attempt 4	More than 4
Make him/her understand the expected behavior (by a facilitator who is observing or duty In-charge)	Make him/her understand the expected behavior (by a facilitator who is observing or duty In-charge) loss of PE classes for 1 week	Loss of pe classes for 3 months, during these classes, the child will be with the counsellor for self-control classes	Loss of PE for the 6 months and child will be seated in the library for writing work given by the CM	Loss of participation in co-curricular events, excursions and field trips for the AY

Speaking other than English (except language classes)

Attempt 1	Attempt 2	Attempt 3	Attempt 4	More than 4
Make him/her understand the expected behavior (by a facilitator who is observing or duty In-charge)	The child will be given the duty to learn the 10 words each day and discussing in class for 1 month	The child will be given the task to prepare articles for the school magazine	The child will be given the task to write a report on class assemblies and other events throughout the year.	Loss of academic awards participation and excursions for AY

Doing graffiti on school property

Carving, writing, and scratching on school property.

Attempt 1	Attempt 2	Attempt 3	Attempt 4	More than 4
- The amount will be recovered from the parent for the damaged portion, and the child will be referred to the counsellor for learning social rules and self-discipline. - Will lose house points and inter/intra-house event participation. - Will not be allowed to stand for student council.				

Trespassing school facilities

- Frequent trespassing will result in notifying parents; if the intention is to harm him/herself or someone will attract investigation and appropriate action. - Repetition may lead to serious action including suspension and undertaking by parent. - The child will lose the chance to join excursions and field trips and will not be allowed to attend any school event for the AY.				
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Vandalism

- The amount will be recovered from the parent for the damaged property and the child will be referred to the counsellor for learning self-discipline and project work on vandalism. - Serious issues may lead to suspension or expulsion. - Will lose house points and inter/intra-house event participation. - Will not be allowed to stand for student council. - Will lose PE classes for a whole year.				
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Cheating in Assessments

Attempt 1	Attempt 2	Attempt 3
0 marks will be given for the respective exam. - Counselling will be provided by the counsellor. - Meeting with parents, and counsellors to set normal expectations.	- Including action maintained in attempt 1 column. - Mark will not be graded for the whole assessment. - The child will not be allowed to write the final exam.	Will be asked to leave the school at the end of year with negative remark in TC.

Racism or Branding

Attempt 1	Attempt 2	Attempt 3	Attempt 4
- The child will be referred to the counsellor for dialogue and counselling will be provided for equal rights. - May be awarded a section change.		- Including action maintained in attempt 1 and 2 column. - Undertaking by parent. - The child will be seated in the Principal's or VP room for self-reflection.	

Bringing prohibited items and banned electronic gadgets.

- Cellphones, cameras, electronic devices, playing cards, chewing gums, valuable items, objectionable books, pictures, pen drives, perfumes, make-up sets, sharp objects, or any unethical or dangerous material which can create harm for himself/herself, or to others and which is not required for daily use as well as approved by the school.

Attempt 1	Attempt 2	Attempt 3	Attempt 4
Items will be confiscated and will not be returned under any circumstances for the whole AY.	Confiscated items will be donated to the charity.	The child will be referred to a counsellor for understanding the pros and cons and confiscated items will be destroyed completely.	Suspension for a day to a week (depending on case to case), the child will be at home for self-reflection.

Late arrival at the school (during a month)

Attempt 1	Attempt 2	Attempt 3	Attempt 4	If repeating the same pattern frequently
Note to parents in the Almanack and discussion with parents to know the reason by the CM	Note to parents in the Almanack and discussion with parents to know the reason by the CM	Meeting of the parents with the Discipline In-Charge	Meeting of the parent with the respective VP of the section	Meeting of the parent with the Principal/VP/ Counsellor

Uniform rules

- Wearing any kind of make-up, colourful lip gloss, colourful lip balm, mascara, eyebrow gel, etc.
- Use of artificial or expensive metal ornaments (chains, dangles, 2nd stud in the ear, bracelets, rings, nose rings, etc.).
- Use of indecent dress (exposing) on non-uniform days (as per the country's law).
- Use of smartwatches.
- Using hair gel or hair colours/bleach.
- Use of any fancy hair accessories.
- Unclipped nails, use of nail paint.
- Skinny or low-waist trousers/skirts.
- Use of belts other than black colour and with an indecent buckle.
- Use of anklet socks and shoes other than the prescribed ones.
- Use of inners other than black or white in colour.
- Colourful leggings/jackets/pullovers/blazers etc. Other than the approved ones.
- Skirts above the knee length (without leggings).

14. Hair cut in fringes and keeping hair loose, or use of heavy buns.
15. Unpinned scarfs or inappropriately pinned scarfs.
16. Wearing a cap on the school campus (except on the playground), untrimmed hair of boys, and having a beard.

Attempt 1	Attempt 2	Attempt 3	Attempt 4
Verbal warning by the duty teacher and entry in uniform defaulter register loss of house points.	Parents will be called and items will be confiscated (wherever possible) and will not be returned. loss of house points	The child will not be allowed to enter the classroom and will sit at the reception area. Loss of house points	Will be sent home or marked absent for the day; if repeated, it will lead to disqualification from inter-house cultural events

Safe Transport and Travelling Norms

1. *Seating without fastening the seat belt or leaving the seat in the moving bus*
2. *Reaching late to the designated area to board the bus (more than 10 minutes)*
3. *Note: using inappropriate language, showing inappropriate gestures, threatening other children, and provoking younger children to do unethical things can lead to direct termination from the transport services. Also, it will lead to disqualification from sports events.*

Attempt 1	Attempt 2	Attempt 3
Verbal warning by the transport in charge and keeping parents informed	Written warning by the transport in charge by keeping the Principal and Counsellor informed.	Termination from transportation services and will lose excursions and field trips

Washroom rules

Use washroom resources mindfully.

Washroom must be used by a single student only.

Using a washroom other than the actual use of the washroom

Attempt 1	Attempt 2	Attempt 3	Attempt 4
If found using inappropriately by the duty teacher, will lose the house marks	The child must be sent to the VP	The child will be sent to the counsellor for using resources mindfully	On repetition, he/she will be disqualified for the house events to participate

Suggestive list of inventories for which School Leadership, Facilitators and Students Council representative may check students, ask questions, advice, counsel, recommend to next level for action and approve deduction of marks or red entry that will impact child's chances to some important set of privileges.

Late Arrival	Classroom Behavior	Malpractices during assessment	Nail
Arrival before school opening time 6:45 am	Not carrying right study material.	Arguing with invigilators during exam.	Hygiene
Wrong uniform	Talking out of turn	Not following instructions during assessments.	Chewing Gum
Hair style	Creating noise	Carrying cheating material.	Smart Watch
Hair colour	Reporting late to the class.	Borrowing things from others.	Gadgets
Long Hair	Not following instructions.	Reading aloud	Cash above RO 5/-
Untied or unlocked hair	Giving out-of-turn answers.	Wasting exam stationery.	Not bringing tiffin and eating from others.
Wrong Shoes	Not respecting classroom norms	Touching or manhandling interactive panel.	Running in corridor
Wrong Socks	Foul language	Not being careful.	Creating noise by moving furniture.
Wearing unauthorized accessories	Making the classroom dirty by throwing trash.	Running around in the class.	Complaints by others.
Studs / Earrings	Disturbing others	Playing pranks.	Bullying
Bangles or Kadda	Not submitting tasks on time.	Instigating or provoking others.	Spreading lie
Playing with water in classroom or washroom.	Stealing or taking things without informing	Brining permanent marker to school.	Reporting late for dispersal.

Some of the privileges that will be taken away in case of frequent discipline issues are as follows:

- Joining class for the field trip
- Outstation educational excursions
- Representing school in public gathering
- Representing school in inter school competitions.
- Participation in Inter House Competition
- Visit to the school library.
- Getting books issued from library.
- Attending PE classes.
- Attending Art, Music and Dance.
- Representation in student council
- Performance on stage.
- Annual Award
- Others.

**Nothing worth having comes easy.
Discipline is doing
what you know needs to be done,
even when you don't want to.**