

Circular No: CIS/Acad/2025

Date: 28.07.2025

## Subject: Staff Circular – Student Discipline Guidelines

Dear Teachers,

In our continuous effort to maintain a positive and student-friendly learning environment, all staff members are kindly reminded to **avoid using any form of harsh or excessive punishment** with students.

### Examples of Harsh Punishments to Avoid:

- Making students stand for a long time or outside the class
- Using physical punishment of any kind (e.g., slapping, hitting, twisting ears)
- Public shaming or scolding in front of peers
- Assigning unrelated, excessive written work as punishment
- Forcing students to skip recess or meals
- Humiliating remarks targeting personal traits, family, or background

These actions can negatively impact a student's emotional well-being and are **strictly discouraged**.

Discipline is a part of learning, but it must be practiced with empathy, patience, and care. We encourage you to use **constructive and meaningful alternatives** that help students reflect on their behavior while preserving their dignity.

### Suggested Alternative Disciplinary Actions:

- **Reflective Writing:** Ask the student to write a short note on their behavior and how they plan to improve.
- **Silent Time/Time Out:** Give the student 10–15 minutes of quiet time to reflect.
- **Additional Academic Task:** Assign an extra question or activity related to the lesson.
- **Classroom Responsibility:** Assign tasks like helping to arrange books, tidy up the class, or assist in basic classroom responsibilities.
- **Counseling or One-on-One Talk:** Talk to the student after class to understand the reason behind their behavior and offer support.
- **Behavior Chart/Warning Record:** Maintain a gentle record of repeated behavior to be shared during PTMs if needed.

Let us all work together to build a positive and supportive school environment where discipline leads to growth, not fear.

Warm regards,

**Principal**  
**Chinmay International School- CBSE**