ST. JOSEPH'S INSTITUTION JUNIOR

Discipline Matters
&
General Behaviour Guide

General Behaviour in Class & Soft Skills

- Remain seated at all times when the teachers are actively teaching.
- Raise your hand to ask questions or seek clarification.
- Speak politely and show mutual respect to everyone in school.
- Develop essential soft skills: Proactively say 'Please', 'Thank you', and 'Sorry'.
- Avoid rough play to prevent any unintended physical injuries.
- Avoid borrowing or lending money among classmates.
- Discipline Records are officially kept for instances of disruption, injury, and rudeness.

Rules on Electronic Devices

- Handphones and smartwatches must be kept securely in classroom lockers at the start of the day.
- Devices can only be retrieved at the end of the school day.
- During CCAs, handphones and smartwatches must remain switched off and kept inside school bags.
- Infringement on electronic device rules will result in immediate confiscation.
- Parents will be strictly required to physically come down to school to collect any confiscated devices.

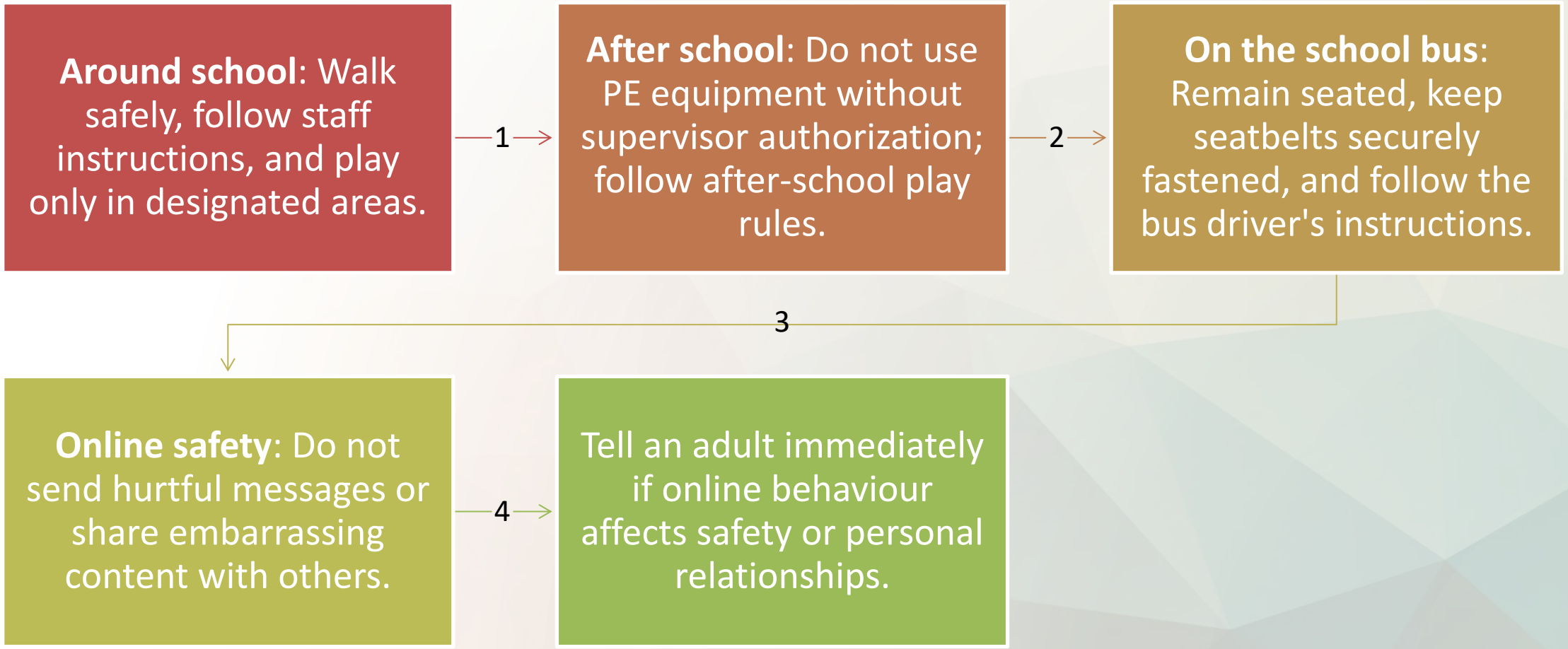
Respect, Boundaries & Hurtful Behaviour

- Respect personal boundaries by keeping hands and feet to ourselves.
- Show absolute respect for other people's bodies, personal space, and belongings.
- Understand clearly that a joke can still deeply hurt someone.
- Recognise hurtful behavior: Name-calling, threats, physical aggression, and exclusion cause harm.
- Repeated hurtful behaviour must always be reported immediately.
- What boys should do: Do not retaliate or take matters into your own hands.
- Tell a trusted teacher promptly if you or a classmate feel unsafe.

When Something Goes Wrong & Disciplinary Action

- Establish the facts: Staff listen to all involved and consider circumstances before deciding a response.
- Respond appropriately: Action depends on seriousness, impact, context, and repetition history.
- Support improvement: Interventions include reflections, counselling, restorative conversations, and consequences.
- Safety protection: Where safety is a concern, protective measures are put in place to prevent recurrence.
- Meeting expectations: Rudeness to staff, unkind/vulgar words, lesson disruptions, or wilful physical harm will lead to mandatory parent-teacher-Level DM/YH conferences to discuss preventive steps and severe consequences.

Safety Beyond the Classroom (Everyday Routines)



How to Raise a Concern & Communication

For parents: Contact the Form Teacher in the first instance, then escalate to the Year Head or Discipline Master.

For boys: Inform a trusted teacher promptly if you are hurt, threatened, excluded, or worried about a peer.

Help us understand: Share all concerns calmly and promptly so the school can establish facts.

Protect students: The school takes reports very seriously and will act to safeguard well-being.

Reporting a concern is responsible; retaliation is never the answer.

Working Together to Build Good Discipline

At home: Reinforce school values, listen calmly without assumptions, and model respectful behavior.

When mistakes happen: Encourage sincere apologies, making amends, and accepting reasonable consequences.

Work with the school: Share concerns through appropriate channels; avoid confronting another child directly.

Conduct & Accountability: Progress is monitored over time regarding respect, responsibility, and self-control.

Serious misconduct may result in formal disciplinary action and negatively impact the conduct grade.

Our common goal: Every Josephian grows in integrity, respects others, and contributes positively.



THANK YOU!