



Admission Policy

A. Placement & Transfer case:

Admission to Motithang Higher Secondary School (placement cases) for classes IX and XI is strictly based on the following criteria:

- A.1 The candidates should be from feeder schools.
- A.2 The placement students failing to report on the date of admission shall not be entertained.
- A.3 Parent transfer and medical cases will be admitted subject to the availability of seats routed through Thromde Education Office.
- A.4 Only upon the fulfillment of the criteria mentioned below, the candidate (on placement) will be given admission in Motithang Higher Secondary School:
 - A.4.1 A student with tattoo will be admitted only upon a letter of undertaking with SSD.
 - A.4.2 A student with adverse records will be admitted only upon the receipt of undertaking letter from student countersigned by the parent with SSD.
 - A.4.3 The student should have SUPW grading of 'C' and above.
 - A.4.4 The student applying on medical ground must produce medical documents for record and reference.
 - A.4.5 The student must produce academic transcript, transfer certificate, character certificate, 3 passport size photographs, and citizenship ID cards of the parent or relevant document form MoHCA in original.

B. Request Case.

- B.1 Students within Thimphu Thromde can be admitted upon approval from the admission committee.
- B.2 The following conditions apply:
 - B.2.1 No adverse records
 - B.2.2 Domestic problems
 - B.2.3 Good in academic & co-curricular activities
- B.2.4 SUPW grading must be C and above
- B.2.5 A student with tattoo drawn on the body parts will not be admitted.
- B.2.6 Availability of seats
- B.2.7 The student must produce academic transcript, transfer certificate, character certificate, 3 passport size photographs, and citizenship ID cards of the parent or relevant document form MoHCA in original.

School Promotion Policy

A. Class IX & X

- A.1. Pass mark for each subject is 35/100 (after adding CA)
- A.2. English & Dzongkha are the main subjects.
- A.3. A Pass certificate is awarded to the candidate, passing in **5 subjects** including English & Dzongkha.
- A.4. The Pass certificate will not be awarded to candidate failing in two minor subjects.



- A.5. The candidate must have SUPW grading 'C and above'.
- A.6. The total average marks to be obtained in each combined papers are as follows:
- | | |
|--|-----------|
| A.6 (a) English I & II..... | 70 marks. |
| A.6 (b) Dzongkha I & II..... | 70 marks |
| A.6 (c) Science (Physics + Chemistry + Biology)..... | 105 marks |
| A.6 (d) History & Geography..... | 70 marks. |
| A.6 (e) Mathematics..... | 35 marks |
| A.6 (f) Economics/Computer Application | 35 marks |

B. Class XI & XII

- B.1. Pass mark for each subject is 40/100 (after adding CA).
- B.2. English is the main subject.
- B.3. Pass certificate is awarded to the candidates, passing in 4 subjects including English.
- B.4. Pass certificate will be awarded to the candidate, failing in any **one** minor subject (candidate taking one optional subject)
Pass certificate will be awarded to the candidate, failing in any two minor subjects (candidate taking two optional subjects)
- B.5. The candidate must have SUPW grading "C and above".
The total average marks to be obtained in each combined papers are as follows:
- English I & II.....80 marks
 - Dzongkha I & II.....80 marks

Awards and Certificates

Motithang Higher Secondary School is committed to the achievement of excellence in all the areas of wholesome education. Students who excel in academic and co-curricular activities are recognized with certificates and tokens of appreciation. The school will also award certificate of appreciation to the teachers for their hard work and dedication.

1. Academic Awards and Certificates

- 1.1. *Certificate of Academic Excellence*: Students achieving an aggregate of 80% or more is entitled to receive the award signed by the chairperson of the School Management Committee and the Principal based on the following examinations:
- For Class X & XII board examinations.
 - For IX and XI annual examination
- 1.2. *Country Toppers Prize*: Nu. 10,000/-, Nu.6000/- and Nu.4000/- is awarded to first, second and third position holders respectively.
- 1.3. *Country Stream toppers*: Nu. 5000/-, Nu. 3000/- and Nu. 2000/- is awarded to first, second and third position holders respectively. If the candidate is country topper as well as stream topper, he/she is eligible for any one of the highest amount.



- 1.4. *Subject Toppers*: The school awards merit certificates to the subject toppers based on the following examinations: all the academic prizes shall be met from the SDF.
 - For Class X & XII board examinations.
 - For IX and XI annual examination.
- 1.5. *Overall Class (Level) Toppers*: The level toppers shall be awarded merit certificates.
 - For class IX and X it will be overall class topper first, second and third.
 - For class XI & XII it will be stream topper first, second and third.
- 1.6. *Certificate of appreciation*: Students obtaining aggregate of 80% and above in mid-term examination are eligible.
- 1.7. *Certificate of 100% attendance*: Students obtaining 100% class attendance in an academic year are eligible for the certificate.

2. Non Academic Awards and Certificates

- 2.1. *Student of the Year Award*: Prizes and certificates shall be awarded to the students with outstanding performance in extra-curricular activities, academics, discipline, initiatives, and voluntarism.
- 2.2. *Star Class Award*: Class obtaining the maximum points with star class policy shall be awarded cash prize and certificates:
 - 2.2.1 First position – Cash prize to the class and certificates to all the individual members of the class
 - 2.2.2 Second & Third – Cash prizes only to the class.
- 2.3. *Leadership Certificate*: The certificate shall be awarded to the captains based on their contributions and responsibilities taken during their tenure as captain.
- 2.4. *Best Sportsmanship Award*: The best sportsmanship award shall be conferred to one boy and one girl fulfilling the following criteria:
 - 2.4.1. Must be outstanding in games & sports
 - 2.4.2. Maximum participation in games and sports
 - 2.4.3. Must be a member in school team
 - 2.4.4. Display Sportsman spirit at times.
 - 2.4.5. Valuable contribution to the school
- 2.5. *Champion House of the Year*: The Champion House shall be awarded cash prize and a trophy after the completion of the inter house activities which includes sports, ball games, cultural and literary activities.
- 2.6. *Certificate of Participation*: The winner and the runners up team members and the position holders are entitled to the Participation Certificates. Certificates shall also be awarded to all school team members and match officials involved in the conduct of the games and sports activities.
- 2.7. *Certificate of Appreciation to Teachers*: The certificate of appreciation shall be awarded to the teachers in the following categories:
 - 2.7.1. Teachers with 100% attendance in the academic year exclusive of official duties



- 2.7.2. Subject wise 100% pass percentage in BCSE & BHSEC examinations.
- 2.7.3. Top ten subject toppers list in BCSE & BHSEC examinations from the pupil performance report form BCSEA.
- 2.7.4. Certificates of appreciation will be awarded to the class teacher of star class award winner
- 2.7.5. Certificates of appreciation will be awarded to the house advisors and members of champion house award winner

School Discipline Policy

(1) Purpose

- 1.1. The School shall handle all student disciplinary matters in the most reasonable manner.
- 1.2. The school shall provide clear procedure to deal with problems and disciplinary issues within short duration.
- 1.3. The school shall provide fair and equal treatment to all who are involved in disciplinary issues.

(2) Misconduct

All students in the school are subjected to discipline policy of the School if they are found to be guilty of any misconduct in the School. The 'definition' of misconduct under these regulations are:

- 2.1. Violation of school rules and regulations
- 2.2. Disruption of school functions and activities
- 2.3. Violation against those who work or study in the school
- 2.4. Vandalizing school properties and defaming the school

(3) Initiation of Disciplinary Procedure

The school shall advise and provide guidance to improve the behavior of the student before the start of the disciplinary procedure. However, if the student is referred to the Ethical Committee for further improvement, the following procedure will be observed:

- 3.1. The Vice-Principal, head of the SSSD shall notify the ethical secretary on receiving the complaint of the student. The secretary shall convene the Ethical Committee (for corrective measures). This issue must be informed to the counselor as well.
- 3.2. The Ethical Committee shall convene within five days after the initial investigation.
- 3.3. The student related to academic issues shall be dealt according to the academic rules and regulations.
- 3.4. The decision of the Ethical Committee shall be notified to the student, class teacher, parents, and all the departments of the school within days.
- 3.5. The head of the SSSD shall be responsible for the overall management of student discipline. One of the vice-principals shall act as a chairperson of



the Ethical committee in the absence of the chairperson. In the absence of the Ethical Secretary, the Vice-Principal, who heads the SSSD may nominate another member of the ethical committee as the Ethical Secretary

- 3.6. The Ethical Committee shall refer the concerned student for the following corrective measures :
 - 3.6.1. Teacher – child conference
 - 3.6.2. Child – counselor conference
 - 3.6.3. Child-parent-counselor conference
 - 3.6.4. Principal – child conference
 - 3.6.5. Teacher – parent conference
 - 3.6.6. Principal – parent - child conference

(4) The Ethical Board

The members of the Ethical Committee are:

- 4.1. Chairperson of SMB – Advisor
- 4.2. Principal
- 4.3. Head of SSSD, ACD and CCD
- 4.4. Ethical Secretaries
- 4.5. Staff Secretaries
- 4.6. Concerned Class Teacher
- 4.7. SRC President /School Captain
- 4.8. 2 SMB members (offence of higher degree)
- 4.9. Two members of SMB(for higher degree offence)

(5) Suspension Pending Disciplinary Hearing

- 5.1. A student, who has committed an act of offence or a student who is pending proceedings, will be suspended immediately for a duration of maximum five days during which time the disciplinary hearing will be conducted. The hearing must be reported to the principal and general staff.
- 5.2. The suspended student will not be allowed to enter the school premises and take part in school activities. However, the suspended student will be permitted to sit for the exam and test, if the offence is not related to academic and the suspension duration falls during exam or any test time, scheduled by the academic committee.
- 5.3. If the misdemeanor is not of criminal nature then the suspended student will be given the opportunity to serve in-campus suspension as per the programs planned by the school counselor along with class teachers and SSSD.
- 5.4. The option of in-campus suspension will be offered to those parents who opt for it and for those working parents who may not be able to tend to their child during the day, on the condition that the parent and child adhere to the sanctions meted out by the class teacher and SSSD during the in-campus suspension.



5.5. In campus, suspended students shall be deprived of attending normal school activities and classes.

(6) Level of Offences and Measures

The following are the general list of offences and recommended disciplinary actions that should be carried out.

The offences are classified into 3 levels as follows:

- (i) **Disorderly Conduct: Level 1**
- (ii) **Disruptive Conduct: Level 2**
- (iii) **Criminal Conduct: Level 3**

- 6.1. Measures for improvement are given against each offence according to the frequency of offence committed.
- 6.2. After committing the offence for 3 times in the same level, the offender shall be liable for the sanction of the next level.
- 6.3. An offender after committing a 1st degree and a 2nd degree offence shall be deemed to 2nd degree offence for 1st time.
- 6.4. Two 1st degree and one 2nd degree offences shall be labeled as 2nd degree offence for 2nd time.
- 6.5. One 1st degree and two 2nd degree offences shall be labeled as 3rd degree offence for 1st time
- 6.6. One 1st degree and one 3rd degree offences shall be labeled as 3rd degree offence for 1st time.
- 6.7. Two 1st degree and one 3rd degree offences shall be labeled as 3rd degree offence for 2nd time.
- 6.8. One 2nd degree and one 3rd degree offences shall be labeled as 3rd degree offence for 2nd time.
- 6.9. Two 2nd degree and one 3rd degree offences shall be labeled as 3rd degree offence for 2nd time.
- 6.10. Infringement notice-form must be filled in by any teaching and non-teaching staff for all kinds of offences committed by the offender and submitted to the class teachers.
- 6.11. Concerned class teacher shall settle the cases of all 1st degree levels with proper records and remediation.
- 6.12. The 2nd degree & 3rd degree level cases shall forward to the Ethical Committee for further resolution.

I. Disorderly Conduct - Level I

Disorderly conduct is defined as any unbecoming activity of the student in disruption of classroom procedures, instructional activities, and operation of the school. This misconduct does not include the endangering the health and safety of others.

Sl. No.	Offence	Measure for Improvement
1	Inappropriate hairstyle (long hair (boys)),	1 st offence: Advice with infringement notice

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Sl. No.	Offence	Measure for Improvement
	applying gel, coloring the hair, spiky hairstyle, long side-lock, using colorful hairclips, using many hairclips)	2 nd offence: Call parents; immediate hair cut/removal and withdrawal 5 points with infringement notice countersigned by the parents
2	Howling (inside the campus)	1 st offence: Advise with infringement notice. 2 nd offence: Statement/ withdrawal 5points with infringement notice countersigned by the parents
3	Coming late to the Assembly/ class/ library/ lab/ Morning SUPW/ SAP/ evening prayer/ games and sports activities/ club/ cultural programs/ literary activities etc.	1 st offence: Advise with infringement notice. 2 nd offence: Call parents; withdrawal 5 points with infringement notice countersigned by the parents
4	Frequent visit to toilet during class hours	1 st offence: Advice with infringement notice 2 nd offence: Forward to Academic Department for explanation and withdrawal 5 points with infringement notice countersigned by the parents.
5	Eating/carrying junk food in the school campus	1 st offence: Advice with infringement notice 2 nd offence: Withdrawals 5 points and inform parents/guardian with infringement notice countersigned by the parents.
6	Using nail paint, perfume and colored lip gloss	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5; and inform parents/guardian with infringement notice.
7	Wearing of cosmetics/ ornaments/ chains/ bands	1 st offence: Advice, Handover the ornaments to the parents/guardian with infringement notice. 2 nd offence: Withdrawal 5 points, hand over the ornaments to the parents/ guardians
8	Dress code (untidy, informal, inappropriate, half – Kira, modified track suit)	1 st offence: Advice with infringement notice 2 nd offence: Withdrawals 5 points and inform parents/guardian with infringement notice countersigned by the parents. (Note: Wearing of track suits will be monitor by PE teacher)
9	Minor disturbances in the class	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points; and inform parents/guardian with infringement.
10	Visiting canteen during class hours	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points; and inform parents with infringement notice.

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Sl. No.	Offence	Measure for Improvement
11	Hurtful name calling/teasing/ bullying	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points; and inform parents with infringement notice.
12	Sleeping in the class	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points; and shall have conference with parents. Imposition with infringement notice countersigned by the parents
13	Littering	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points, redemption work with infringement notice countersigned by the parents.
14	Carrying of electronic gadgets without prior permission from school authorities	1 st offence: Call parents and hand over the confiscated item(s) to the concerned parents with infringement notice countersigned by the parents. 2 nd offence: Fine Nu 1000.00 (one thousand); call parents and hand over the confiscated item(s) to the concerned parents. Withdrawal 5 points with infringement notice countersigned by the parents. If the parents do not come to collect the confiscated items on given time, they will become the properties of the school. Fine collected will be used for classroom development.
15	Use of vulgar language	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points and, Written statement with infringement notice countersigned by the parents
16	Absent in any school activities without information (SUPW, Club, SAP, Class, Assembly etc.)	1 st offence: Advice with infringement notice.. 2 nd offence: Withdrawal 5 points, inform parents, written statement with infringement notice countersigned by the parents.
17	Coming late in any school activities without information (SUPW, Club, SAP, Class, Assembly etc.)	1 st offence: Advice with infringement notice.. 2 nd offence: Withdrawal 5 points; and inform parents, Written statement with infringement notice countersigned by the parents.
18	Dishonest behavior (lying, not obeying) within students	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points with infringement notice countersigned by the parents.
19	Not bringing packed lunch	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points and inform parents with infringement notice countersigned by the parents.
20	Spitting on the walls/in the class/ Corridors etc.	1 st offence: Advice with infringement notice, immediate cleaning



Sl. No.	Offence	Measure for Improvement
		2 nd offence: Withdrawal 5 points; redemption work with infringement notice countersigned by the parents
21	Graffiti	1 st offence: Advice with infringement notice, immediate removal 2 nd offence: Withdrawal 5 points, immediate removal, redemption work with infringement notice countersigned by the parents.
22	Not doing work on time (any activities both academic and co-curricular)	1 st offence: Advice with infringement notice, inform parents. 2 nd offence: Withdrawal 5 points; call parents, written statement with infringement notice countersigned by the parents
23	Disruptive behavior in the class	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points; conference with parents
24	Possessing pornographic materials	1 st offence: advice with infringement notice, confiscate the item. 2 nd offence: Withdrawal 5 points, confiscate the item with infringement notice countersigned by the parents.
25	Eating in the class	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points, redemption work with infringement notice countersigned by the parents.
26	Bunking from the class	1 st offence: Advice with infringement notice, inform parents. Written statement, imposition 2 nd offence: Withdrawal 5 points, call parents, written statement, imposition with infringement notice countersigned by the parents.
27	Late reporting after any leave taking/ holidays	1 st offence: Advice with infringement notice, inform parents, written statement. 2 nd offence: Withdrawal 5 points, call parents, written statement with infringement notice countersigned by the parents.
28	Stealing (class stationeries)	1 st offence: Advice with infringement notice, inform parents, written statement, replacement of the stolen item. 2 nd offence: Withdrawal 5 points, call parents, written statement, replacement of the stolen item with infringement notice countersigned by the parents
29	Failing to bring required learning materials	1 st offence: Advice with infringement notice, inform parents 2 nd offence: Withdrawal 5 points, call parents with infringement notice countersigned by the parents.



Sl. No.	Offence	Measure for Improvement
30	Movement out of school campus without permission (during school hours)	1 st offence: Advice with infringement notice, call parents. 2 nd offence: Withdrawal 5 points, call parents with infringement notice countersigned by the parents.
31	Body art (tattoo) existing/new	1 st offence: Undertaking letter from the student, countersigned by the parent (existing), advice with infringement notice 2 nd offence: Shall be deprived of availing recommendations and opportunities, conference with parents, written statement with infringement notice countersigned by the parents.
32	Entertaining outsiders/bringing outsiders to school	1 st offence: Advice with infringement notice, written statement, and prudent investigation 2 nd offence: Withdrawal 5 points, conference with parents, infringement notice countersigned by the parents.
33	Misuse of teaching learning materials	1 st offence: Advice with infringement notice, replace/repair the item. 2 nd offence: withdrawal 5 points, replace/ repair the item, infringement notice countersigned by the parents.
34	Chewing of gum, <i>doma</i> , <i>supari</i> , <i>wiz</i> etc.	1 st offence: Advice with infringement notice, confiscate the substances, written statement. 2 nd offence: Withdrawal 5 points, confiscate the substances, written statement, inform parents, infringement notice countersigned by the parents.
35	Intimidating Captains, PYP, SRC, Coordinators (Minor)	1 st offence: Advice with infringement notice 2 nd offence: Withdrawal 5 points, confiscate the substances, written statement, inform parents, infringement notice countersigned by the parents.
36	Failing to abide by the school leave procedure	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points. 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning.

After committing the first degree offence for 3 times, the child will be labeled as 2nd degree offender and concerned class teachers will consult with the school counselor.

II. Disruptive Conduct – Level II

Disruptive conduct is when a student goes against a person(s) and vandalizes public property. Any behavior that endangers their and other's health and safety

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will be considered as disruptive conduct. The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times. The teacher concerned will submit in writing while referring the student to the Ethical Committee with detailed account on the improvement measures administered by the teachers. The ethical committee will directly deal with the misdemeanor under this level. Students will be provided an opportunity to improve their behavior. The school will try to help the students through the following measures:

Sl. No.	Offence	Measure for Improvement
1	Repeated offender from the 1 st degree offence	1 st offence: Written statement, undertaking letter from both parents and students; withdrawal of 10 points; issue written warning. 2 nd offence: Written statement, undertaking letter from both parents and students, withdrawal of 10 points; redemption work for 1 hour, issue written warning, refer to counselor.
2	Verbal and emotional harassment	1 st offence: Written statement, undertaking letter from both parents and students; withdrawal of 10 points, redemption work for 30 minutes, issue written warning 2 nd offence: Written statement, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning, refer to counselor.
3	Theft and robbery	1 st offence: Written statement, replacement, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning letter (copy to parents and class teacher), refer to counselor. 2 nd offence: Written statement, replacement, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour 30 minutes, issue written warning letter (copy to parents and class teacher), refer to counselor.
4	Disrespect to authorities/ demeaning (Staring angrily, using slang words, gesture, verbal abuse, passing comments)	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning letter (copy to parents and class teacher), and refer to counselor. 2 nd offence: Written statement, call parents, undertaking letter from parents and students, withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), deprivation of privileges, refer to counselor.
5	Substance abuse (tobacco products)	1 st offence: written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), and refer to counselor. 2 nd offence: written statement, call parents, undertaking letter from parents and students, withdrawal of 10 points,

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Sl. No.	Offence	Measure for Improvement
		redemption work for 3 hours, deprivation of privileges, refer to counselor, issue written warning letter (copy to parents and class teacher).
6	Drinking and supplying any form of alcohol	1 st offence: written statement, call parents, undertaking letter from both the parents and students; withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), refer to counselor . 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 3 hours, issue written warning letter (copy to parents and class teacher), deprivation of privileges, refer to counselor.
7	Damaging school properties	1 st offence: Written statement, bear the cost/replacement, undertaking letter from both the parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning letter (copy to parents and class teacher) 2 nd offence: Written statement, bear the cost/replacement, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), deprivation of privileges.
8	Involvement in unhealthy relationships	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, issue warning letter (copy to parents and class teacher), and refer to counselor. 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, issue last written warning, and refer to counselor, deprivation of privileges.
9	Activate / instigating a fight.	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, refer to counselor 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, issue written warning letter (copy to parents and class teacher), and refer to counselor, redemption work for 1 hour.
10	Quarrelling among students	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue written warning letter (copy to parents and class teacher), and refer to counselor.



Sl. No.	Offence	Measure for Improvement
11	Matchmaking amongst friends	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points 2 nd offence: Written statement, call parent, undertaking letter from both parents and students, withdrawal of 10 points, redemption works for 1hour, issue written warning (copy to parents and class teacher).
12	Bullying	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 30 points, earn deposit of 40 points, redemption work for 1 hour, issue-warning letter (copy to parents and class teacher). 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 50 points, earn deposit of 60 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), refer to counselor, deprivation of privileges.
13	Fighting (exchanging of blows without injuries)	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue-warning letter (copy to parents and class teacher), deprivation of privileges 2 nd offence: Written statement, call parents, undertaking letter from parents and students, withdrawal of 10 points, in-campus suspension minimum of 3 days, issue last written warning letter (copy to parents and class teacher), and refer to counselor, deprivation of privileges.
14	Gambling	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1 hour, issue warning letter (copy to parents and class teacher) from the ethical committee 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue last warning letter (copy to parents and class teacher), deprivation of privileges
15	Possessing weapon or explosive devices etc.	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue warning letter (copy each to parents and class teacher) from the ethical committee, confiscate the item(s). 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, in-campus suspension minimum of 3 days, issue last written warning letter (copy each to parents and class teacher), refer to counselor, deprivation of privileges.

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Sl. No.	Offence	Measure for Improvement
16	Forgery– (Signature of school staff, parents/guardians and friends)	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2hours, issue warning letter from the ethical committee 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 3 hours, issue last written warning, deprivation of privileges
17	Intimidating Captains, PYP, SRC, coordinators (Major)	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 1hour, issue warning letter (copy to parents and class teacher) 2 nd offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 10 points, redemption work for 2 hours, issue written warning letter (copy to parents and class teacher), refer to counselor, deprivation of privileges.

After committing the second degree offence for 3 times, the child will be labelled as 3rd degree offender.

III. Criminal Conduct – Level III

Criminal conduct is defined as those activities that a student engages in and that which result in physical and verbal violence. Any threat to themselves or others around them and to public property will be considered as criminal activity.

Sl. No.	Offence	Measure for Improvement
1	Repeated offender from the 2 nd degree offence	1 st offence: Written statement, call parents, undertaking letter from both the parents and students, withdrawal of 30 points, issue last written warning, suspension minimum of 4 days. 2 nd offence: Recommend student to undergo rehabilitation, suspension for an academic year, if a child imposes threat to the school, he/she shall be handed over to the police through parents.

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Sl. No.	Offence	Measure for Improvement
2	Abusing drugs.(marijuana, dendrite, tablets, illegal substances)	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 30 points, redemption work for 5 hours, issue last written warning, suspension minimum of 10 days, undergo detoxification, refer to school counselor. 2 nd offence: Issue transfer certificate. If a child imposes threat to the school, he/she shall be handed over to the police through parents.
3	Peddling of illegal substances	1 st offence: Written statement, call parents, undertaking letter from both parents and students, withdrawal of 30 points, redemption work for 5 hours, issue last written warning, suspension minimum of 10 days, refer to school counselor, refer to concerned agencies. 2 nd offence: Issue transfer certificate. If a child imposes threat to the school, he/she shall be handed over to the police through parents.
4	Defamation of school & staff	1 st offence: Written statement, call parent, undertaking letter/apology letter from both the parents and students. Withdrawal of 30 points, redemption work for 5 hours, Issue last written warning, suspension minimum of 10 days, refer to school counselor. If a child imposes threat to the school, he/she shall be handed over to police through parents. 2 nd offence: Hand over the child to the parents with transfer certificate. If a child imposes threat to the school, he/she shall be handed over to police through parents.
5	Using weapon & fighting. Use of knife, any metal object, wood piece, sickle (severe physical injury)	Offender(s) shall be handed over to police through the parents with transfer certificate.
6	Instigation against authorities & rules	1 st offence: Written statement, call parents, undertaking letter/apology letter from both parents and students, withdrawal of 30 points, issue last written warning. Suspension for minimum of 10 days, refer to school counselor, if a child imposes threat to the school, he/she shall be handed over to police through the parents. 2 nd offence: Hand over the child to the parents with transfer certificate. If a child imposes threat to the school, he/she shall be handed over to police through the parents.

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Sl. No.	Offence	Measure for Improvement
7	Involvement in consensual physical relations	Hand over the child to parents with transfer certificate.
8	Any sexual harassment resulting in physical abuse or injury	Forward the case to the police through parents.
9	Formation of gang/ anti-social group. Instigate the school community, or individual against its culture, system, & national laws.	1 st offence: written statement, call parent, undertaking/ apology letter from both the parents and students, withdrawal of 30 points, redemption works for 5 hours, issue last written warning, and suspension for minimum of 10 days, refer to school counselor. If a child imposes threat to the school, he/she shall be handed over to police through the parents. 2 nd offence: hand over the child to the police through parents with transfer certificate
10	Damaging school infrastructure (major-school bus, computers, sound systems, buildings, street lamps, etc.)	1 st offence: Written statement, call parents and replace/repair the damaged item(s), undertaking letter, withdrawal of 30 points, redemption work for 5 hours, issue last written warning, suspension for minimum of 10 days, refer to school counselor. If a child imposes threat to the school, he/she shall be handed over to police through parents 2 nd offence: Hand over the child to the parents with transfer certificate. If a child imposes threat to the school, he/she shall be handed over to police through parents. Replace/repair the damaged item(s).
11	Physical harassment/ assault	1 st offence: Written statement, call parents, undertaking letter from parents. Withdrawal of 30 points, issue last written warning. Suspension for minimum of 10 days, refer to school counselor. If a child imposes threat to the school, he/she shall be handed over to police through parents. 2 nd offence: The offender(s) shall be handed over to police through parents with transfer certificate.
12	Physical assault of the faculty member	Hand over the child to the police through parents with transfer certificate.
13	Theft and robbery (severe)	Hand over the child to the police through parents with transfer certificate.
14	Threat to commit suicide verbally or in writing	1 st offence: Written statement, call parents, undertaking letter from both the parents and students, withdrawal of 30 points, issue last warning letter, refer to counselor (in-campus suspension)

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Sl. No.	Offence	Measure for Improvement
		2 nd offence: Issue transfer certificate and handover the child to parents
15	Attempt to commit suicide within or outside the school premises.	Hand over the child to the police through parents with transfer certificate
16	Police custody/ Court case	1 st offence: Written statement, call parents, undertaking letter from both the parents and students, withdrawal of 30 points, redemption work for 5 hours, issue last warning letter, hand over the child to the parents with transfer certificate at the end of the academic year 2 nd offence: Hand over the child to the parents with transfer certificate

***Note:** It is mandatory for every student to maintain a minimum EBA balance of 50 points for each term. Parents of those students, who have more withdrawal than deposit, will be duly informed and will be asked to have a conference with the school authority. Further, admission to MHSS in the next academic session may be denied to those students who have more withdrawal than deposit, if further improvement measures are not initiated by the concerned student. Any parent who wants to lodge grievances related to school discipline should approach the Principal or the Vice-principal. Should any parent or guardian abuse or confront any member of the school staff, this matter will be viewed seriously and will result in the expulsion of the student and other legal actions may follow.*

(7) Student Conduct Away from School Premises

The school will accept complaints on students' inappropriate behavior from outside agencies that may have a direct and detrimental effect on the credibility of the school. The school will meet with the concerned student and inform them of their misdemeanor. The student will be given an opportunity to present their side. The parents or the legal guardians of the student will be called for a conference with the administration and will be notified of any action taken by the administration.

(8) Right to Appeal

Students have the right to appeal on the decision of higher degree measures such as suspension for more than 10 days or expulsion taken under the 'disciplinary procedure' if found biased or unfair or discriminating.

The appeal can be made to the school Principal within 3 working days in written with a detailed account.

(9) Disciplinary Appeal Board

The principal shall upon receipt of the appeal, convene the meeting of the 'appeal board' within three working days from the date of receipt of the appeal. The appeal board members consist of the following:

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- 9.1 The Principal
- 9.2 The Vice principals
- 9.3 The SMB Chairperson
- 9.4 One SMB Member
- 9.5 Concerned Class Teacher

In the event of reverse decision by the appeal board favoring the appellant, reasons and basis of the decision shall be documented in the minutes of the Appeal Board Meeting, and corrective measures will be initiated.

Conclusion

The school shall maintain a monthly record of the offenses and measures taken (in confidence) with notes on improvement in the student's behavior. Based on this record, the school shall submit quarterly report on the number of offences and measures to the SMB.

Student *Semso* Policy

The student's *semso* policy was instituted with the objective of trying to alleviate distress, to show solidarity time of misfortune, in the hour of need and emergencies. Such a policy could possibly foster greater solidarity and fraternity especially amongst our students and at the same time, teaching our younger generations about social responsibilities and obligations about the importance and value of having such a welfare policy in place. Now, the student *Semso* policy is as follows:

(1) Collection

Each student has to contribute (deposit) Nu.100/- (one hundred only) during school admission. This one time contribution is for their entire tenure in the school.

(2) Beneficiary and *Semso* amount

- 2.1 In the event of the death of a student-Nu.10,000.00
- 2.2 In the event of the death of a parent (mother/father) -Nu 5,000.00
- 2.3 In the event of the death of both parents - Nu.10,000.00

Note: In the case of siblings (children of deceased parents) in the same school, they will all be entitled to Semso since they have all contributed individually.

(3) Protocol to Collect *Semso*

- 3.1 The class teacher concerned and the SRC representative of the class will spearhead the process and hand over the *semso* to the bereaved student.
- 3.2 The *semso* recipient should produce authentic documents (death certificates/ census document/ ID card/ Gup's verification etc.).
- 3.3 In the event of the death of a student, the parent or guardian will claim the *semso*. In the event of death of parents, the student should approach the *semso* committee with his/her local guardian.

(4) Clause

- 4.1 Open a joint *semso* account, (Principal, and one member from *semso* committee).

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- 4.2 The balance of *semso* money from 2012 onwards should be kept as seed money and is not to be used for any other purpose at all.
- 4.3 If the balance *semso* amount increases (due to bank interest or due to no mishaps), then we can increase the *semso* amount accordingly or whenever felt necessary.

Semso Collection Form

Date:...../...../2016

Name of student	Class/ Sec.	Relation to the deceased	Amount claimed	Cheque No.	Name & Signature of the payee	Name & Signature of Payer

(5) Semso Committee:

- (i) Principal
- (ii) Vice Principal, SSD
- (iii) Secretaries, SSD
- (iv) Class Teacher
- (v) Class Monitor

Leave Procedure

All students, besides their regular attendance in the classrooms are also required and expected to attend all the programs and functions organized by the school. It is mandatory for all students to meet the minimum attendance requirement of 90% in every subject, failing which he/she shall be disqualified from sitting in the Term / Annual/Board Examinations. Failure to meet the attendance requirement shall be considered an offence as per the attendance rules and regulations appended below:

- (1) It is mandatory for all students to attend the morning assembly except for PYP assigned for duty and sick students permitted by SSSD.
- (2) In case of a child's absence from school, the concerned parents should invariably notify the respective class teacher (both in writing and in person). Acquiring leave casually or through telephone will not be entertained.
- (3) Leave should be availed before first period. Thereafter student will be considered absent.
- (4) Concerned parent/ guardian in person must avail the leave on behalf of their child by filling the leave application form, which is available in the SSSD.
- (5) Class teacher can grant leave up to 3 (three) days. For extension of leave (more than three days), should be processed through SSSD.
- (6) Hospital visits during school hours should be routed through the school health in-charge, escorted by parents/guardians without-pass slip from health in-charge and should be recorded in the class logbook
- (7) A student who seeks short duration leave during the school hours must avail leave through class teacher by filling in the class logbook. Student must be escorted by the parent/guardian.



- (8) Student who avails short-term leave must report to the class teacher along with his/her parent/guardian with documents (application/hospital prescription) for verification and approval.
- (9) In the event of the absence of the class teacher/health-in-charge, parent/ guardian should approach the SSSD in person.
- (10) All kinds of unauthorized absence from class or school activities shall be considered an offence and sanctions will be given as per the school discipline policy

Note: Student will not be allowed to leave the school campus without their escort (parent or guardian) during the school hours. Absenteeism will be dealt as per school discipline policy.

Emotional Bank Account (EBA)

EBA is one of the corrective measures used by the school to deal with the students' behavior and to create a safe learning environment. This system was mainly an inspiration drawn from Educating for GNH and in our sacred effort of making school a GNH learning center. The school has instituted the Emotional Bank Account to instill values such as kindness, trust, respect, integrity, and wide range of other values that honor humanity at large. Our system of EBA works like a Bank account. You make deposits, you save, and you make withdrawal.

All students in Motithang shall maintain the Emotional Bank Account to save them from emotional bankruptcy and personally strive to become a better human being eventually to achieve happiness in life.

Objectives:

The objectives of the Emotional Bank Account are to let students:

- (1) Put their trust in friends, family, teachers, and the school system.
- (2) Develop healthy inter-personal relationship with family, friends, and teachers.
- (3) Make conscious efforts to do good for oneself and others.
- (4) Make commitment and fulfill those commitments with body, mind, and speech.
- (5) Build greater tolerance for their mistakes and be able to communicate with others.
- (6) Appraise and appreciate core human values such as empathy, integrity, love and respect for humankind.
- (7) EBA earned will be used in character certificates rating when they graduate from the school.

Deposits

The school inspires and motivates students to earn deposits in their EBA by working. They work more, earn more, and deposit more in their account. In general, deposits shall cover all aspects/ clauses of the student commitments reflected in the school discipline policy. Deposit is mainly given as a reward when the students extend any minor or major help to friends, student leaders, faculty, or the school when assistance is sought or any kind of voluntary work the student contributes to the school. The

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deposit points are given depending on the type of work they do (heavy, medium, and light) and duration. Such deposits in student's EBA have to be verified and countersigned by the authority concerned. Then, the deposit will be recorded in the students' EBA by the class teacher as and when they earn. The students are prohibited to work during the instructional hours for the deposits. Deposits can also be earned by participating in the activities such as games and sports, cultural, literary activities within the school, Inter-school in Thromde level, regional, national, and ex-country level (refer the EBA point's allotment Areas). The Class Teacher shall maintain the record of each student and submit the record half yearly to SSSD for the necessary follow up. Each student is expected to have a minimum deposit of 50 points each term. Further, the class teacher shall remind the students in case of not having the required deposits in their EBA.

Withdrawal

The school expects that students would withdraw as little as possible to enrich their Emotional Bank Account. Student life is all about learning and making mistakes in the process, but not to repeat the same mistake again. The important thing is being mindful of the mistakes and making persistent efforts to improve and realize the potential of goodness. Withdrawal means taking away the points from their account they have already deposited or the school has credited them in their EBA. Each time a child misbehaves or does something wrong points are deducted from the EBA depending on the severity of the case.

EBA Points Allotment

Sl. No.	Activities	Points
1	Ball Games	Winner – 20 points Runners up – 15 points Participation – 5 points
2	Sports	1 st position – 20 points 2 nd position – 15 points 3 rd position – 10 points Participation – 5 points
3	Marathon	1 st position – 20 points 2 nd position – 15 points 3 rd position – 10 points Completion – 5 points
4	Voluntary work	Heavy work – 15 points Medium work – 10 points Light work – 5 points
5.	Cultural participation	1 st position – 20 points 2 nd position – 15 points 3 rd position – 10 points



Sl. No.	Activities	Points
6	Literary Activity	1 st position – 20 points 2 nd position – 15 points 3 rd position – 10 points Participation – 5 points
7	Games & sport/ literary/ cultural in <i>Thromdey</i> Level:	Participation – 15 points
8	Games & sport/ literary/ cultural in/ regional/ national Level:	Participation – 20 points
9	Games & sport/ Literary/ cultural in national level:	Participation – 30 points
10	Games & sport/ literary/ cultural in ex-country:	Participation – 40 point

Initiation of EBA Procedure

- (1) The teacher or staff whoever gives the work to the student shall fill in the deposit slip and award the points, tick the indicators mentioned in the slip and then countersign with name and put in EBA point box in Student Support Service Department. In turn, the SSSD shall handover the same form to the class teacher of the concerned student. Then, the class teacher shall enter the deposit points by ticking the appropriate indicators in the EBA rating form against the name of the student for record.
- (2) In case of withdrawal, the authority (whoever sees the misdemeanor) shall fill in the withdrawal slips, tick the appropriate indicators in the slips, and withdraw the points from deposit they have made in their EBA. The same authority shall countersign with name and put in EBA point box in Student Support Service Department. In turn, the SSSD shall submit the same to the class teacher concerned. The class teacher shall also minus the points and enter in the EBA form ticking the appropriate indicators.
- (3) For the first and second offences, the class teacher shall fill in the Infringement notice forms, withdrawal of five points for second offences and give advice and guidance to improve the conduct and behavior as a corrective measure. However, if the concerned student is found not improving, the class teacher shall fill in the 3rd infringement notice and give withdrawal of 10 points and notify the ethical committee
- (4) Looking into the seriousness of the case, SSSD, and class teachers will notify parents for the discussion. After making a thorough investigation, SSSD will sanction the verdict and withdrawals as per the school discipline policy.
- (5) Severe withdrawals shall be entered in the record of the withdrawal form and parents/ guardians of the child shall be notified of the action taken.
- (6) The class teacher shall refer the deposit and withdrawal slips of each child in the class to enter in the balance sheet for EBA rating in the character certificates.
- (7) The class teacher shall submit the balance sheet to the Administration Assistant for character certificate rating and necessary record at the end of the academic year.

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- (8) A student whose deposits outweigh the withdrawals in EBA shall be eligible to participate in all the activities within and outside the country and recommendation for the pursuit of scholarships/further studies or career.
- (9) Student whose withdrawal outweigh the deposit, he/she shall be deprived of facilities and opportunities both in country and Ex-country.

Conclusion

The class teacher shall maintain record of the EBA as one of the corrective measures taken (in confidence) with notes on improvement in the student's behavior. Character certificates rating shall be done based on these records with their school leaving certificates when they graduate from the school.

Deposit Slip

Date	Name & Class	Event/ Work	Category: Leadership/ Punctuality/ honesty Integrity/Adaptation to rules/ <i>Driglam Namzha</i> / Civic Sense/ General Appearance/ Cultural Act/ Literary Act/ Attitude/ Games	Points	TR's Name & signature

Withdrawal Slip

Date	Name & Class	Regular/ Light	Heavy / Severe	CATEGORY: Leadership/ Punctuality/ honesty Integrity/Adaptation to rules/ <i>Driglam Namzha</i> / Civic Sense/ General Appearance/ Cultural Act/ Literary Act/ Attitude/ Games	Points	TR's Name & signature

Infringement Notice

Mr/Ms..... of class.....has been found guilty of committing the offence on He/she has the past record of offences if any (*to be filled by the class teacher*) Thus, he/she falls under (tick) first degree/1st Offence/2nd Offence /second degree/1st Offence/ 2nd Offence/ third degree. Therefore, the sanctions recommended for his/her improvement are.....

.....
Name & Signature of Class Teacher

.....
Name & Signature of the Student

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(Chairperson) Ethical Committee

EBA and Character Rating Form (Deposit)

Student Name: Class: Captainship:

	Date
1	Leadership Quality (50)
2	Punctuality (60)
3	Honesty & Integrity (60)
4	Willingness to Adapt to rules (60)
5	Social Etiquette (Driglam Namzha) (60)
6	Civic Sense (50)
7	General Appearance (60)
8	Participation in Cultural Act. (50)
9	Participation in Games & Sports. (50)
10	Participation in Literary Activities (50)
11	Attitude (60)

EBA and Character Rating Form (Withdrawal)

Student Name: Class: Captainship:

	Date
1	Leadership Quality
2	Punctuality
3	Honesty & Integrity
4	Willingness to Adapt to rules
5	Social Etiquette (Driglam Namzha)
6	Civic Sense
7	General Appearance
8	Participation in Cultural Activities
9	Participation in Games & Sports
10	Participation in Literary Activities
11	Attitude

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Note:

- Elected Captains (captains selected through the interviews and election): Add 30 points
- Nominated captains (Class & Club Captains): Add 20 points deposit and Withdrawal slips shall be maintained by the class teachers for future reference.
- EBA Validity: One academic year
- New students and teachers should be oriented by SSSD
- Monthly follow up should be carried out by the class teachers.
- The Final copy to be submitted to SSSD on 15th November of every academic year
- The grading shall be translated as shown below:

Sl. No.	Points Secured	Remarks/Grades
1	80 and above	Outstanding
2	60 – 79	Very good
3	50- 59	Good
4	40 – 49	Satisfactory
5	39 and below	Unsatisfactory