مدرسة دلهي الخاصة ذ.م.م
DELHI PRIVATE SCHOOL L.L.C
RAS AL KHAIMAH

# Behavior Policy

**Introduction**

The school is committed to ensuring that the students display positive social behaviour and follow the school code of conduct.

**Aims and Objectives**

Through this policy, students are guided to:

- Be ambassadors of the school.
- Be considerate towards their peers and adults.

**Code for Students:**

- Students must exhibit good behavior at all times.
- Students must be punctual and swipe their RFID on boarding the bus or at the school gate RFID terminal.
- All students must report to school five minutes before school commences (7:40am).
- Students must not leave the premises till school is over, unless permission has been granted by the principal and. a day before.
- Students must wear the school uniform on all days and be habitually clean(Refer to School Uniform Policy).
- Students must carry their School Almanac every day.
- Council members must wear their badges daily.
- Changing classrooms between periods must be done in silence and in an orderly manner.
- Littering is strictly forbidden.
- A student will be allowed to use the telephone facility with the permission of the relevant authority.
- No books (other than textbooks or library books), magazine or papers should be brought to the school without prior permission from the school administration.
- Lending or borrowing money or other non-academic articles is strictly prohibited.
- Students must clearly label all his/her belongings.

**The staff of the school community shall not do any of the following actions when dealing with the students.**

- Different types and forms of corporal punishment.
- Depriving the student from eating meals.
- Provoking the student or making fun or mockery of him/her.
- Preventing the student from using the toilet.
- Psychological punishment, such as verbal abuse or threatening.
- Restricting the student's freedom or locking him/her inside the school.
- Seizing the student's personal belongings by an individual decision, without having a resolution by the Behaviour Management Committee.
- Decreasing the school subjects' marks or threatening to do so due to a biased decision.
- Expelling the student from the class, activity or school during the school day by an individual decision and leaving the student unattended.
- Depriving the student from participating in the events and trips by an individual decision, without having a resolution by the Behaviour Management Committee.
- All concerned persons shall take the responsibilities they are entrusted with, in respect of reforming behavior in accordance with the degree of seriousness and reoccurrence of such behavior.
- The relevant methods shall be applied in the context of guiding and reforming the behavior, not out of anger or revenge.
- Any act that is similar to these actions shall be considered as a breach of the regulations and by laws, in accordance with the Behavior Management Committee's discretion.

**Code for Parents**

- Parents and guardians must not visit the students or teacher/s in the classroom without the permission of the SLT/ Coordinator.
- The school is not responsible for goods lost. Parents must refrain from giving students valuable articles or excess money to carry to school.
- Students escorted by personal attendants should not leave the school unattended. In case of a delay, they must report to the school reception.
- Parents must get the Gate Pass signed by the class teacher and Coordinator if the student is required to leave either before the end of the school day or is not using the school bus.
- Non-academic electronic gadgets are not permitted unless prior permission has been sought.
- Students availing the school bus are refrained from using any other mode of transport. In case of an emergency, parents may personally take their wards home.

**Controls of Procedures Application**

Before applying these procedures, the causes led to the occurrence of the offence shall be examined, with due consideration to the social, educational, psychological, health, and financial circumstances of the student, the circumstances in which the offence occurred and the reoccurrence of that offence.

The student's character and feelings shall be respected, and the behaviour promotion methods shall be provided as necessary for reforming his / her behavior in accordance with the following controls

- Diversifying the methods used for reforming the student's behaviour, in consistence with what may be acceptable to him/her.
- Avoiding cruelty, psychological abuse, insulting, mockery, or personal humiliation.
- Not to generalize the application of the procedures to include all the students of the class or the school because of a mistake committed by one of them. Applying the procedures in a timely manner in accordance with the behaviour type and degree
- Ensuring fairness and equality in dealing with the school students.
- The procedures taken shall be appropriate to the student's development stage, with due consideration to his / her special needs and the nature of his / her behavior. In addition, the recurrence and the degree of the behavioural offences shall also be taken into account.
- Ensuring the accurate identification of the type of non-positive behaviour that is committed by the student, before commencing the application of the reforms
- Not to impose any punishment on the student without determining whether the school has fulfilled and documented its preventive responsibilities.
- Maintaining the privacy of the student, and do not defame him/her.

**Disciplinary Procedures**

- Violation of the below rules will lead to appropriate disciplinary action.
- In case of a first violation, the student will be given a verbal warning by the class teacher and a note will be made in the School Almanac.
- Further violations will lead to the parent being called and a written warning being issued by the Discipline Officer.
- Repeated violations will result in a Yellow Card being issued. Issuance of three cards will lead to expulsion from the school.
- A Yellow Card is issued to the student by the principal for serious offences like cheating in the examination or tests, misbehaving with a teacher or with fellow students, damaging school property, truancy, misdemeanour, etc.
- If a student is issued a Yellow Card within six months of joining the school, then it will be

treated as the equivalent of receiving two Yellow Cards.

- Defacing or damaging school property will result in strict disciplinary action. Any willful damage will have to be compensated for by the perpetrator.

- Latecomers and uniform defaulters will be reprimanded. Repeated violations will result in strict disciplinary action.

Please find below the Degree of various Offences.

**First degree offences (simple offences)**

1.1 Being repeatedly late to school or failing to participate in assemblies without an acceptable excuse.

1.2 Failing to attend classes on time repeatedly without an acceptable excuse.

1.3 Overgrown hair for boys or bizarre haircuts for boys and girls.

1.4 Not bringing the books and school kits without an acceptable excuse.

1.5 Non-compliance with the positive behaviour rules inside and outside the classroom, such as: keeping calm and disciplined during class time and making inappropriate sounds inside or outside the classroom.

1.6 Non-compliance with presenting homework and assignments given to him/her in a timely manner.

1.7 Misuse of electronic devices such as tablets, etc., during the class, including playing games and using headphones inside the classroom.

**Second degree offences (medium severity offences)**

2.1 Getting in or out of the classroom during class time without permission

2.2 Inciting quarrels, threatening or intimidating peers in the school.

2.3 Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift.

2.4 Bringing mobile phones or misuse any means of communication.

2.5 Verbally abusing or insulting students, staff, or visitors of the school.

2.6 Smoking or possessing the relevant kits inside the school campus.

2.7 Refusing to respond to the instruction of inspection or to hand over the banned materials.

2.8 All of what is similar to these offences as per the discretion of the Behaviour Management Committee

**Third degree offences (grievous offences)**

3.1 Various types and forms of bullying.

3.2 Copying or reproducing the assignments, reports, researches or projects and taking credit for them, as per the Form No.23.

3.3 Getting out of the school without permission or absconding during the school day.

3.4 Attempting to defame peers and the school staff via social media or abusing them.

3.5 Assaulting others in the school, without causing any injuries to the victim (corporal abuse).

3.6 Capturing, possessing, publishing or disseminating photos of the school staff and / or students without their permission.

3.7 All of what is similar to these offences, as per the discretion of the Behaviour Management Committee

3.8 Bringing any prohibited items which could affect the health and safety of school members.

3.9 Using the school name or logo to create any social media channels or uploading photos of personnel without the consent of the principal.

3.10 Intentionally damaging the school/bus /peers properties.

**Fourth degree offences (highly grievous offenses**

4.1 Using communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others.

4.2 Possessing or using arms or blade weapons, or their equivalent, inside the school.

4.3 Committing sexual assault inside the school, the bus or during activities.

4.4 Assaulting others in the school, causing injuries to the victim (corporal abuse).

4.5 Leaking questions of the exams or engaging therein, in any way.

4.6 Possessing, bringing, promoting, or using narcotics, medical drugs, or the psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non-prescribed medical drugs or psychotropic substances.

4.7 All of what is similar to these offences, which are considered as legally punishable offences, as per the discretion of the Behaviour Management Committee

4.8 Indulging in any activities which could affect, inside or outside the school, the image and reputation of the school.

**Mechanism of Dealing with Offenses**

| Degree of offense | Repetitiveness | Action |
|---|---|---|
| **First degree (simple offense)** | **Upon committing** | 1.Verbal warning and directions.<br>2.Documenting the offense and the action taken, in accordance with Form No.6. |
| | **When repeated for the first time** | 1. Written warning and documenting the offence.<br>2. Informing the guardian in writing, as per Form No.7. |
| | **When repeated for the second time** | 1. Summoning the guardian on the day next to the offence date.<br>2. Issuing a written warning for the student and his / her guardian. |
| **Second degree (medium severity offenses)** | **Upon committing** | 1. Issuing the first written warning and instructing the student to sign an undertaking not to repeat the offence, as per Form No.9.<br>2. Monitoring the student's behaviour and providing guidance sessions for him/her.<br>3. Inform the parent |
| | **When repeated for the first time** | 1. Bringing the matter before the Behaviour Management Committee of the school.<br>2. Issuing the second written warning to the student and his / her guardian.<br>3. Implementing a set of strategies for reforming the student's behaviour |
| **Third degree (grievous offences)** | Once committed | 1. Summoning the student's guardian immediately and asking them to sign on the warning and the decision.<br>2. Deciding to refer the student to the concerned agencies (such as behaviour reform agencies), for the first time, for a period not more than 3 weeks,<br>3. Suspension from the school for 3 days. |
| **Fourth degree (highly grievous offences)** | **Upon committing** | 1. The Behaviour Management Committee shall meet on an immediate basis to refer the matter, through the submission of an |

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| | | explanatory memorandum together with the evidence on the offence committed, to the undersecretary of academic affairs for the general education or the person he nominates, who shall make a decision to refer that case to the concerned agency in coordination with the Legal Affairs Department.<br><br>2. Seizing the tools used in committing the offence once it occurred, in order to<br>hand them over to the security authorities.<br>3. Suspension and dismissal from the school after consultation with Rak DOK or MOE, as per the situation<br><br>4. Non-continuation or termination of the admission. |

**Disciplinary actions pertaining to students of determination**

1. Making sure that the student of special need or of determination is assessed and that a comprehensive report is issued for his / her case, which is approved by the special education support centres, and also that this student was categorised among the approved disability categories.

2.If the student of special need or of determination commits a behavioural offence, then coordination shall be made between the Behaviour Management Committee, the school support team and the special education support centre to study the behaviour done by this student, and to determine the relations of the offence to his / her disability, and then the following actions shall be taken

- If the offence is not related to the nature of his / her disability; then the procedures of the behavioral offences as prescribed herein shall be applied, after getting the approval of the special education support centres.

- If the offence is related to the nature of his / her disability, then a relevant behavior reform plan shall be set and implemented by the concerned persons. This plan shall be followed up and reviewed on a periodic basis. Necessary support shall be continuously provided to the student, who shall be integrated in the school.

3. If a behaviour reform plan previously existed, then it shall be reviewed and amended to address the behaviour leading to the offence.

4. In case the student of special needs or of determination does not get benefit from the behaviour reform program applied to him/her, then he/she shall be transferred to another alternative environment that is suitable for his / her case, through the competent committee of the special education support centres after getting the approval of the Special Education Department

**Disciplinary Procedures**

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- Further violations will lead to the parent being called and a written warning being issued by the Discipline Officer.
- Repeated violations will result in a Yellow Card being issued. Issuance of three cards will lead to expulsion from the school.
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- If a student is issued a Yellow Card within six months of joining the school, then it will be treated as the equivalent of receiving two Yellow Cards.
- Defacing or damaging school property will result in strict disciplinary action. Any willful damage will have to be compensated for by the perpetrator.
- Latecomers and uniform defaulters will be reprimanded. Repeated violations will result in strict disciplinary action.
- A student using unfair means during a test will be given a fresh answer sheet to re-answer the paper. The student will be penalised with a severe reduction of marks and be issued a Yellow Card.
- A teacher may refer a student to the Discipline Committee if the student has exhibited behavior that repeatedly interferes with the discipline of the class.
- Giving gifts to teachers is strictly prohibited. Non-compliance is viewed seriously.

For truancy:

- If the student is found absconding from class despite attending the school, a yellow card will be issued.
- If the student is found absconding (does not attend the school without seeking parents' permission) the student will be given a Yellow Card and suspended for five working days.