مدرسة دلهي الخاصة ذ.م.م
DELHI PRIVATE SCHOOL L.L.C.
Nurturing confident, respectful students who are empowered contributors to global society
Affiliated to C.B.S.E, New Delhi
School licensed by - Sharjah Private Education Authority

NAME OF POLICY	BEHAVIOR MANAGEMENT POLICY
APPROVED BY	PRINCIPAL AND DIRECTOR
APPROVED ON	14th March 2026
NEXT REVIEW	MARCH 2027
RELATED POLICIES	E SAFETY POLICY, CHILD SAFEGUARDING POLICY, ANTI-BULLYING POLICY

Distribution list:

1. Principal & Director
2. Vice-Principals
3. HM's & Sr. Managers; ICT &Innovation Head
4. Academic and Admin Supervisors
5. HODs
6. All teachers & staff
7. Counsellors
8. Students
9. Parents (on school website)

Delhi Private School Sharjah is committed to providing a safe, engaging, and supportive learning environment where all policies are enforced fairly and consistently. Student disciplinary regulations emphasize instruction and rehabilitation rather than punishment, and are designed to foster and reward appropriate behavior and keep students connected to the school

CONTENTS

AIMS & OBJECTIVES
RESPONSIBILITIES OF STUDENTS
STAFF RESPONSIBILITIES
PARENT AND COMMUNITY RESPONSIBILITIES
RECOMMENDATIONS TO PARENTS/GUARDIANS
ABSENCE
WITHDRAWALS
DELETION OF NAMES FROM SCHOOL ROLLS
SCHOOL TRANSPORT
RESPONSE TO STUDENT BEHAVIOR
CODE OF CONDUCT FOR ONLINE LEARNING
SOP FOR BMS

PHILOSOPHICAL STATEMENT:

The school shall provide the instruction and support necessary to meet students' academic and behavioral needs and identify fair and developmentally appropriate behavioral expectations for all members of the school community. Educators and other adults in the school will teach students to behave in ways that conform to these policies and contribute to academic success. This can be achieved by reinforcing positive behavior, preventing misbehavior before it occurs, supporting students in overcoming challenges, and fostering positive relationships among all members of the school community.

We believe that students are more likely to accept responsibility for their actions and the consequences of their behavior when school discipline is administered fairly, equitably, and consistently.

AIMS AND OBJECTIVES:

The **School Code of Conduct** aims to ensure that the school community abides by it to achieve the following goals:

- Maintain dignity and show respect towards all the members of school community (school administration, faculty, support staff), Parents/Guardians and other members of the local community.
- Create an environment that encourages responsible participation
- Behave responsibly and not endanger the safety and welfare of others or self
- Behave responsibly so as not to disrupt the classroom or the learning of others
- Demonstrate a positive attitude and apply the very best effort toward learning
- Be on time for lessons and justify any tardiness or absences.
- Comply with all school rules and instructions.
- Build respect for all cultures and religious beliefs.
- Commit to the heritage and culture of UAE.

1. RESPONSIBILITIES OF STUDENTS:

Students share responsibility with the school staff for maintaining mutual respect and dignity in the school. Students take an active role in making the school a supportive, safe, and welcoming place for all students and staff in these ways:

- **To maintain the value of discipline which include-**
  a. Respect and follow school rules and regulations
  b. Maintain discipline, personal hygiene, cleanliness.

- **Respect the rights of others which include**
  a. Respect the religious beliefs of others

b. Respect Islamic values and the culture of the UAE
c. Conduct oneself with dignity when dealing with staff, faculty, and fellow students.
d. Be well mannered and courteous in one's interaction with all the members of the school community and outsiders
e. Seek the most peaceful means of resolving conflict, and obtain the assistance of teachers, administrators, parent/guardian, or school staff, when unable to resolve conflicts

- **Persevere to achieve goals through hard work and aim for continuous improvement.**

- **Build a sense of responsibility by following**

a. School rules and policies and contribute to a positive school climate by behaving appropriately, even when not specifically asked to do so.
b. Demonstrating pride in self, in the future, and in school by arriving on time, dressing appropriately, and being prepared to focus on your studies

- **Respect towards Islamic Values and Emirati and world culture**

a. Recognize the importance of Emirati heritage and culture and conscientiously put into practice what they have learnt.
b. Celebrate their own culture as well as show knowledge of cultural diversity and awareness of the common elements between different cultures.
c. Appreciate the relevance of Islamic values on everyday life and put into practice what they learn from it.
d. Respect the UAE national flag and anthem.

2. STAFF RESPONSIBILITIES:

Students who have meaningful relationships with caring adults in the school are less likely to engage in disruptive behavior, be absent, or drop out of school. School staff members should take the initiative in developing positive, meaningful relationships with students.

Staff will:

- Create and promote a positive, supportive, safe, and welcoming school environment that is conducive to teaching and learning whether online or in school.

- Be respectful and courteous to students, parents/guardians, and other school staff

- Establish clear expectations for behavior, take an instructional approach to discipline, and acknowledge positive and appropriate conduct by students

- Involve families, students, and the community in fostering positive behavior and student engagement.
- Administer discipline rules fairly, consistently, and equitably, regardless of race, ethnicity, culture, gender, color, national origin, ancestry, religion, age, and disability.
- Promptly notify parents/guardians if their child is suspended and if there is any investigation by law enforcement or school resource officers, related to school discipline
- Provide students who are suspended or expelled from school with make-up work, and allow them to complete the work for credit so they do not fall behind academically

3. <u>PARENT AND COMMUNITY RESPONSIBILITIES</u>:

Parents, guardians, and community members play an important role in establishing a positive school climate where students will thrive. Parents can help students and staff members promote a supportive, safe, and welcoming school environment in these ways:

- Talk with their child about appropriate conduct in school.
- Read and be familiar with school policies, regulations, and rules.
- Have regular contact with school staff and make every effort to ensure that their child maintains regular school attendance.
- Be involved in conferences, hearings, and other disciplinary matters concerning their child.

4. <u>RECOMMENDATIONS TO PARENTS/GUARDIANS</u>:

- To get the best from the school for your child, you are advised to maintain close contact with the school.
- Read the contents of the school digital almanac carefully.
- Use the COMMUNICATION PORTAL in special programs for day-to-day communication.
- All students must follow classroom rules, Net etiquette, e safety rules at all times.
- Students will follow the AUP agreement signed by them, at all times.
- Any case of e Safety concern must be reported to the class teacher/respective e Safety supervisor.
- Should you feel that your ward is not making the desired progress the Academic Supervisor/HM should be contacted
- Children will not be allowed to go home during School Hours. Parents are requested not to make any social engagements or medical appointment during working hours. To ensure

better discipline parents are requested not to send children to school on the day they have any such appointments.

- Kindly inform the school if there is any change in the address/phone number.
- All parents are requested to login to school website and check CLP (Comprehensive Learning Platform) regularly.

5. ABSENCE

1. Students who have been sick should bring a medical certificate from their doctor on joining school. A copy of the certificate is to be submitted and signed in the school clinic for follow up

2. Parents should fill up the "Record for Non-Attendance" for each day the student is absent from school stating the reasons for absence.

3. Students, who require medical attention during school hours, may be sent by the teacher to the school clinic with a slip.

4. It is compulsory for the students to complete 80% of their attendance in the year to make them eligible to sit for their final examination. The percentage, however, could be relaxed on medical grounds.

5. No child who is medically unfit will be allowed to take class tests or examinations.

6. WITHDRAWALS

1. One month's written notice of intention of withdrawal is to be submitted to the school authorities

2. Completed withdrawal form along with a stipulated fee towards the Transfer Certificate is to be submitted to the school office after the letter of intent.

7. DELETION OF NAMES FROM SCHOOL ROLLS

A pupil's name will be removed from the School Rolls on the following grounds:

- Absence from school for a period of 30 continuous days without prior permission of the school authorities.
- Repeated failure in any class for a period of two years in succession.
- For continuous misconduct which has been highlighted and brought to the notice of the guardians/school officials.

Students may be considered for readmission to the school at the Principal's discretion but will be required to go through all the formalities of new admission cases.

8. SCHOOL TRANSPORT

Students can avail of the school Transport (subject to the availability of seats). The parents are instructed to consult with the school transport in charge for necessary details.

1. All students using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus. The buses will not wait for the late comers.

2. The drivers are authorized to stop buses at the designated stop only, unless otherwise directed by the bus teacher. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is subject to change.

3. Students will be held responsible for any damage to buses caused by negligence or vandalism.

4. The bus teachers and student bus monitors are responsible for maintaining discipline in the buses. Any serious offence must be reported to the Principal.

5. Under no circumstances will children be allowed to board another bus to fulfill social engagement.

9. RESPONSE TO STUDENT BEHAVIOR:

Examples of Classroom, Support, and Teacher-Led Responses

These responses are designed to teach appropriate behavior, so students are respectful, and can learn and contribute to a safe environment. Teachers are encouraged to try a variety of teaching and classroom management strategies. When appropriate, teachers may engage the student's support system to ensure successful learning and consistency of responses. These responses should be used in a progressive fashion.

- Classroom-based Responses (Verbal Correction, Written Reflection/Apology
- Reminders/Redirection, Role Play, Daily Progress Sheet
- Check in with School Counselor/Resource Specialist
- Parent outreach (contact parent via telephone, e-mail or text)
- Time out for written reflection/apology
- Loss of privilege

Examples of Support, Removal, and Administrative Responses

These responses engage the student's support system to ensure successful learning, and to alter conditions that contribute to the student's inappropriate or disruptive behavior. **These responses aim to correct behavior by stressing its severity and acknowledging potential**

implications for future harm, while still keeping the student in school. These responses may involve the short-term removal of a student from the classroom. These responses should be used in a progressive fashion.

- Parent/Guardian and Student Conference (with Administrator)
- Detention
- Temporary Removal from Class
- Behavioral Contract
- Loss of privileges/Removal from Extracurricular Activities
- Campus clean-up
- In-school suspension
- In-school intervention

Examples of Support, Removal, Administrative, and Out-of-School Exclusionary Responses

These responses address serious behavior while keeping the student in school, or when necessary due to the nature of the behavior or potential implications for future harm, remove a student from the school environment. They promote safety of the school community by addressing self-destructive and dangerous behavior and should be used in a progressive fashion.

- Restricted access
- Request for alternative educational setting
- Referral to Student Support Team
- Parent/Guardian and Student Conference (w/Administrator)
- Loss of privileges/removal from Extracurricular Activities
- In-school intervention
- Short-Term Out-of-School Suspension

Parent/guardian notification required

Examples of Long-term Administrative, Out-of-School Exclusionary, and Referral Responses

These responses remove a student from the school environment for an extended period of time because of the severity of the behavior and potential implications for future harm. They may involve the placement of the student in a safe environment that provides additional structure and services. These responses promote the safety of the school community by addressing self-destructive and dangerous behavior and should be used in a progressive fashion.

- Long-Term Out-of-School Suspension
- Extended-Out-of-School Suspension
- Expulsion
- Request for alternative educational setting
- Referral to Student Support Team
- Recommend for further action.
- **Parent/guardian notification required.**

CODE OF CONDUCT FOR ONLINE LEARNING

General Conduct

All students are expected to respect and value the rights of others and conduct themselves as responsible, young citizens.
The following personal actions, whether on- or off-campus or in online classes are strictly prohibited. The following list contains specific conduct that is prohibited by the school under this Code.

Interactions with Virtual Faculty and Staff

1. Students should address all faculty and staff members in a polite and courteous manner expected for education professionals.

2. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with our school faculty and staff. These actions are strictly prohibited

3. Students must use an email address and profile picture that is appropriate for an educational environment. The school administration reserves the right to determine if a student email

address and/or profile picture is inappropriate. Students using an inappropriate email address and/or profile picture will be required to update their user profiles.

Interaction with peers and other students

All communications with other students must be of a course-related nature. Sending of unsolicited email, chat messages etc., to classmates is prohibited.

Dress code for Online classes

- Students are excused from wearing the regular school uniform during the remote, online learning sessions.
- However, they need to be dressed in smart casuals. Students must refrain from wearing any apparel that is overly revealing, deemed to be a safety concern, or deemed to be provocative or distractive in any way.
- Students can wear earbuds, headphones or other electronic listening devices in or on the ears that are approved by a teacher for academic purposes while in their online classroom.
- Students are encouraged to follow the local law on dress codes too.

Appropriate Use of the Internet

Our students and staff are subject to all local and federal laws governing the Internet.

Any student who violates this policy will be subject to stringent disciplinary action that may result in removal from the distance learning class.

The school has Zero tolerance to Bullying and Cyber bullying. Cyber stalking, use of condescending, humiliating and inappropriate language, religious intolerance, mocking , using obscene gestures or pictures will be punishable by law of the land as well as by the school policy .

In addition, to ensure professionalism and privacy, students participating in any MS Teams and/ or Zoom-based online class must ensure that all other personal email and social media accounts remain inactivated on the electronic device utilised during any class or class-related activities such as class lectures or group meetings. Failing to comply with this policy may result in penalties relating to academic misconduct as outlined in the Code.

Decorum and dignity is expected in all virtual engagement and online communication.

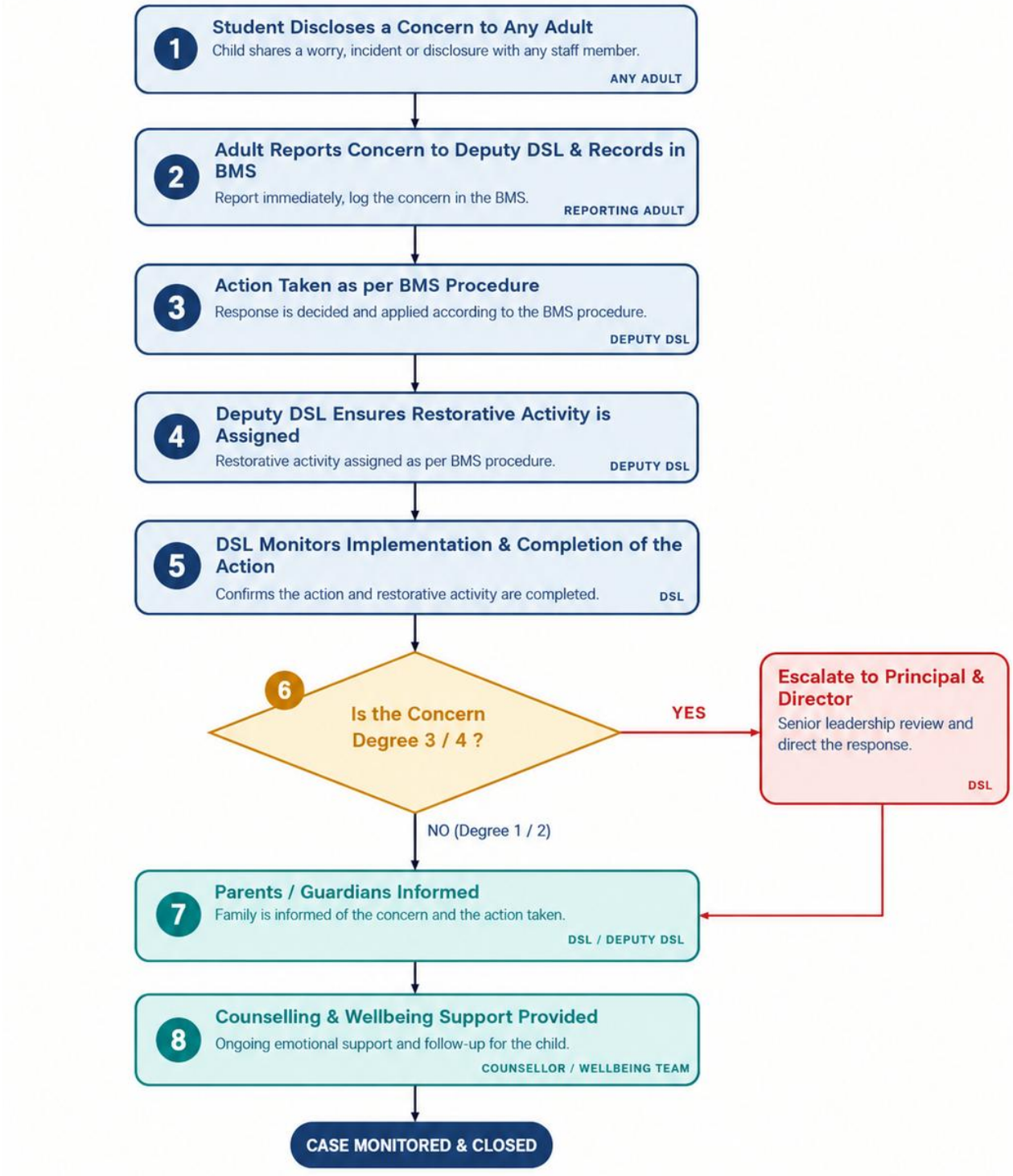
Off-topic comments are to be avoided during lessons.

General Expectations for the Remote Learning Environment:

- All students will have the necessary technology to communicate, receive instruction, interact with classmates, who may be online or in school and comply with work requirements effectively and regularly.
- Faculty and staff will monitor and record student attendance.
- Students must comply with all work requirements in a timely fashion (meeting deadlines) and should reach out to the teacher when they are experiencing any difficulty with the material or with meeting the set timelines.
- Normal classroom procedures for grading are in effect in a remote learning environment.
  A recorded session within the domain of the school's system is considered property of the school and should be treated accordingly.

SOP FOR BMS

Standard Operating Procedure | Reporting, Response & Support Flowchart



KEY NOTES

- DSL = Designated Safeguarding Lead | BMS = Behaviour Management System | Every step must be recorded in BMS.
- Any adult who receives a disclosure must report it to the Deputy DSL immediately, without investigating or promising secrecy.
- Information is shared on a need-to-know basis only. Concerns are handled confidentially at every stage.

REVIEW: This policy shall be reviewed annually.