



مدرسة دلهي الخاصة ذ.م.م.
DELHI PRIVATE SCHOOL L.L.C.
Affiliated to C.B.S.E., DELHI
(Approved & Recognized By Ministry of Education - United Arab Emirates)

Policy Name	DISCIPLINE POLICY				
Approval Authority	Principal & Director	Adopted	April 2000	Reviewed	April 2018
Responsible Executive	Discipline Supervisor	Revised	March 2017		
Responsible Office	Administration	Available	In the Library / Website		

Distribution List:

- Director/Principal
- HM
- Admin Dept
- Senior Supervisors
- Supervisors
- Discipline in charge
- House Coordinator and wardens
- Counselor

PHILOSOPHY OF DISCIPLINE

(a) DPS Sharjah ensures that a student shall have the best opportunity for an education. In addition to the education provided during the regular school year, the school offers students the opportunity to receive additional instruction and educational services through extra classes.

(b) It is the responsibility of every student to demonstrate respectful, responsible, safe, and ethical behaviors at all times in school, and in the bus.

(c) However, when a student's behavior violates established policies, rules, or regulations set by the school, the school may take appropriate disciplinary action in accordance with this policy.

The purpose of school-administered discipline is to:

- Promote and maintain a safe and secure educational environment.

- Teach and acknowledge proper behavior which is beneficial to the educational process and self-development.
- Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social.
- Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

(d) In addition to the disciplinary action taken, restitution for vandalism or for negligence shall be made in accordance with the damage. The purpose of restitution is to discourage acts of vandalism and negligence and to ensure recovery of the cost of school property damaged by acts of vandalism and negligence.

STUDENT OFFENSES :

In determining disciplinary actions, the principal considers the intention of the offender, the nature and severity of the offense, the impact of the offense on others including whether the action was committed by an individual or a group of individuals, the age of the offender, and if the offender was a repeat offender.

TYPES OF OFFENSE

1. Class A
2. Class B
3. Class C

Class“A”offenses:

1. Assault
2. Burglary and Robbery
3. Dangerous instrument, or substance; possession or use of
4. Drug paraphernalia; possession, use, possession
5. Fighting
6. Intoxicating substances; possession, use, or sale of
7. Property damage or vandalism
8. Threatening
9. Inappropriate Physical contact

Class“B”offenses:

1. Bullying/Cyberbullying
2. Disorderly conduct
3. False alarm
4. Trespassing
5. Smoking or use of tobacco substances

Class“C”offenses:

1. Abusive language
2. Class cutting
3. Insubordination
4. Leaving campus without consent
5. Truancy
6. Cheating in Examinations
7. Slandering and un ethical graffiti
8. Uniform Default (Wrong Uniform, improper hairstyle etc)

GENERAL DISCIPLINARY ACTIONS TAKEN :

Disciplinary action options may differ according to the offenses committed by the student.

In general they include the following:

1. Conference with the student
2. Correction and conference with student;
3. Counseling by teacher/ Rep/ Supervisor/counselor
4. Detention
5. Extra work
6. Individualized instruction related to student's problem behaviors;
7. Loss of privileges;
8. Parent conferences;
9. Suspension;
10. Dismissal;
11. Restitution

In general, all students shall be counseled every time in addition to any disciplinary action taken

POLICY ON SCHOOL SEARCHES & SEIZURES

Opening and inspection of student bags / class cupboards

School bags are subject to opening and inspection by school officials at any time with or without cause, provided that the searches are not because of the student's race, color, national origin, ancestry, sex, gender identity and expression, religion, disability, or sexual orientation.

Banned things in school

Any electronic gadgets, intoxicating substances, unethical literature, video etc, fancy jewellery, fashion equipment

Policy on general school searches and seizures:

The School have a legitimate need to maintain order and an environment where learning can take place. In fulfilling this legitimate need, school officials may on occasions need to carry out searches and seizures on campus, in school buses, and within campus.

As a general policy, the searches and seizures are permissible if there are reasonable grounds to suspect, based on the attendant circumstances that the search will turn up evidence that the student or students have violated or are violating either the law or the student conduct or the school rules.

Authority

Searches will carried out by the prefectorial body of the school in the presence of the school official,andsanctioned by the Supervisor/ HM/ Principal.

Conditions under which general school searches and seizures may be carried out.

- If at the time of the search, there are reasonable grounds to suspect based on the evidence that the student or students have violated the rules
- The manner in which the search is to be conducted is reasonably related to the purpose of the search.
- The student who will be subjected to a search shall be informed of the purpose of the search and shall be given an opportunity to voluntarily relinquish the evidence sought by the school official.
- The principal of the school shall be informed by the school official who will conduct the search that a search is to be conducted and of the purpose of the search unless it is an emergency where immediate action is necessary to protect the health or safety, or both of a person or persons.

Prohibited searches and seizures:

- ✓ Searches without the presence of the student is prohibited.
- ✓ Strip searches / body searches are prohibited.
- ✓ In the course of a search, the use of force against a student is prohibited
- ✓ Searches should not cause humiliation to student

In case of seizures of banned things :

1. In all cases parents are contacted and informed.
2. Substances will be returned if permission is obtained from higher authority.
3. A letter of apology is taken and parents collect the material from the school.
4. Some things will not be returned as deemed right by the authority

Investigation

When conducting an investigation, the principal shall make a good faith effort at the earliest point possible to inform the parent about the school’s investigation. If after making reasonable attempts, the principal is unable to contact the parent, the school may engage in and complete the investigation. The investigation shall be completed as quickly as possible. The school shall inform the parent in writing of the findings and the disciplinary actions.

<u>LINE OF REPORTING</u>	
1. Class A offenses:	HM / PRINCIPAL ---Supervisor ---Parents
2. Class B offenses:	HM / PRINCIPAL ---Supervisor ---Parents
3. Class C offenses:	HM/ SUPERVISOR---Examination – in – Charge (Examination concerned)---Parents ----Reps---CT

<u>OFFENSES AND DISCIPLINARY ACTIONS TAKEN</u>	
<p style="text-align: center;"><u>Class A offenses:</u></p> <ol style="list-style-type: none">1. Assault;2. Burglary and Robbery;3. Dangerous instrument, or substance; possession or use of;4. Drug paraphernalia; possession, use, possession5. Fighting;6. Intoxicating substances; possession, use, or sale of;7. Property damage or vandalism;8. Threatening.9. Inappropriate Physical contact	1 st Time - Suspension
	2 nd Time - Dismissal

<p style="text-align: center;"><u>Class B offenses:</u></p> <ol style="list-style-type: none"> 1. Bullying/Cyberbullying; 2. Disorderly conduct; 3. False alarm; 4. Forgery; 5. Gambling; 6. Harassment; 7. Inappropriate or questionable uses, or both of internet materials or equipment, or both; 8. Theft; 9. Trespassing. 10. Smoking or use of tobacco substances. 	<p>1st time – Written warning Apology letter taken</p>
	<p>2nd time – Suspension</p>
	<p>3rd time – Dismissal</p>
<p style="text-align: center;"><u>Class C offenses:</u></p> <ol style="list-style-type: none"> 1. Abusive language; 2. Class cutting; 3. Insubordination; 4. Leaving campus without consent; 5. Truancy. 6. Cheating in Examinations 7. Slandering and un ethical Graffiti. 8. Uniform Default 	<p>1st time – Verbal warning House point deduction in the case of Uniform default.</p>
	<p>2nd time – Written warning Apology letter taken</p>
	<p>3rd time - Suspension</p>
	<p>4th time - Dismissal</p>

GLOSSARY OF TERMS USED

Abusive language”	means verbal messages that use words in an inappropriate way and may include but is not limited to swearing, name-calling, or profanity.
“Assault”	means intentionally, knowingly, recklessly, or negligently causing serious bodily injury or bodily injury to another person with or without a dangerous instrument
Bullying”	means any written, verbal, graphic, or physical act that a student or group of students exhibits toward other particular student(s) and the behavior causes mental or physical harm to the other student(s); and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).
Burglary”	means entering or remaining without school authorization – and taking things
Class cutting	means an unauthorized absence of a student from class.
“Correction and conference with student”	means a student meets with an administrator, their teacher(s), and/or parent and receives instruction on demonstrating appropriate behavior.
“Disorderly conduct”	<p>means the following actions or activities on campus on or off school property:</p> <ol style="list-style-type: none"> 1. Fighting - Engaging in fighting or threatening, or in violent or tumultuous behavior such as yelling or screaming, or both; 2. Making unreasonable noise as to cause disruption of normal school operations; 3. Making any offensively coarse utterance, gesture, or display, or addressing abusive language to any person present, which is likely to provoke a violent response; 4. Creating a hazardous or physically offensive condition by any act which is not performed under any authorized license or permit; 5. Inappropriate physical contact 6. Possessing objectionable substances 7. Cause bodily injury in the future to the person threatened or to any other person; Cause damage to property; Engaging in mutual physical contact involving anger or hostility; 8. Teasing, harassing, threatening, or intimidating others resulting in physical contact involving anger or hostility; Retaliating physically for teasing, harassing, threatening, or intimidating behavior; verbally inciting
“Harassment”	means a student who is harassing, bullying, including cyberbullying,

	annoying, or alarming another person
“Insubordination”	means disregard or refusal to obey an order which a teacher, is entitled to give.
“Leaving campus without consent”	means leaving the premises of a school, without first obtaining permission from school officials.
Property damage” or “vandalism”	(1) Damaging the property of the school or another person; (2) Destroying or defacing school property or facility; (3) Destroying or defacing school materials,
Rendering a false alarm”	means a student causes a false alarm of fire or other emergency to be transmitted to or within an official or volunteer fire department, any governmental agency, or public utility that deals with emergencies involving danger to life or property.
“Restitution”	means monetary or non-monetary repayment to the school for the reasonable value property lost, damaged, broken or destroyed as the result of student negligence or vandalism.

Note:

Students shall be counseled in addition to any disciplinary action taken.

Disciplinary actions may be carried over to the following school year if the offense is committed within twenty school days from the last instructional day for students in that school year.

The principal is the final authority is passing disciplinary action against the student.

The Principal is the final authority in sanctioning leniency to the student.

Reporting Offenses

(A) Any teacher, official, or other employee of the school who is a witness to a class A or class B offense, or who has reasonable cause to believe that a class A or class B offense has been committed or will be committed, against a student, teacher, official, or other employee or involving school property, shall promptly report the incident to the principal.

(B) Upon receiving a class A or class B offense information/report, the principal shall conduct an investigation to determine whether the behavior requires a direct call to the police or whether the behavior can be handled through school disciplinary procedures. The principal shall call the police whenever there is perceived danger and the behavior cannot be handled by the school staff.

REVIEW : This policy shall be reviewed annually.