



مدرسة الشعاع الهندية
للبنات والبنين
Radiant Indian School
For Girls & Boys

RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS-SHARJAH DISCIPLINARY POLICY

1. Purpose

- To ensure a **safe, respectful, and inclusive learning environment.**
- To promote **self-discipline, moral values, and responsible citizenship.**
- To implement corrective measures aligned with SPEA regulations and CBSE Affiliation Bye-Laws.

2. Guiding Principles

- ✓ Positive discipline over punishment
- ✓ Fair investigation and documentation
- ✓ Respect for dignity and privacy
- ✓ Zero tolerance for bullying and harassment
- ✓ Parental involvement in major concerns
- ✓ Child Protection compliance

3. Classification of Misconduct

A. Level 1: Minor Offences

Examples:

- Incomplete homework
- Improper uniform
- Classroom disruption
- Late submission of assignments
- Minor disrespect

Action Steps:

1. Verbal warning
2. Teacher counselling
3. Note in diary / digital portal
4. Parent informed if repeated (3 incidents)
5. Reflection sheet submission

B. Level 2: Moderate Offences

Examples:

- Repeated Level 1 behaviour
- Disrespect toward staff
- Misuse of school property
- Use of inappropriate language
- Minor bullying

Action Steps:

1. Written warning
2. Parent meeting
3. Behaviour contract
4. Counselling session with school counsellor
5. Community service within school (non-humiliating, supervised)

Documentation to be maintained as per SPEA inspection requirements.

C. Level 3: Major Offences

Examples:

- Physical fighting
- Severe bullying (including cyberbullying)
- Academic dishonesty (cheating in exams)
- Bringing prohibited items
- Threatening behaviour
- Damage to school property
- Repeated defiance

Action Steps:

1. Immediate referral to Section Supervisor
2. Investigation Committee formation
3. Parent called immediately
4. Written disciplinary notice
5. Behaviour probation
6. Suspension (as per SPEA regulations)
7. Final warning letter

All suspensions must comply with SPEA approval procedures where required.

D. Level 4: Severe Violations

Examples:

- Possession of banned substances
- Physical assault causing harm
- Harassment or abuse
- Major cyber misconduct
- Criminal behaviour

Action Steps:

1. Immediate removal from class
2. Report to Principal
3. Parent summoned
4. Formal investigation
5. Report to SPEA (mandatory cases)
6. Possible suspension/expulsion in line with SPEA policy
7. Referral to authorities if legally required

Child safeguarding protocols must be strictly followed.

4. Special Focus Areas for Girls' and Boys Section

- Protection from bullying and body shaming
- Cyber safety awareness
- Emotional counselling support
- Peer mentoring programs
- Dignity and privacy in handling sensitive cases

5. Documentation & Monitoring

- Behaviour tracking system
- Incident report form

- Parent communication record
- Behaviour improvement plan
- Monthly discipline review meeting

6. Preventive Strategies

- ✓ Value education sessions
- ✓ Moral Education integration
- ✓ Life skills workshops
- ✓ Anti-bullying campaigns
- ✓ Student leadership programs
- ✓ Digital citizenship sessions

7. Roles & Responsibilities

Teachers: Early identification, documentation, counselling

Section Supervisor: Monitoring and escalation

Counsellor: Emotional and behavioural intervention

Principal: Final authority on suspension/expulsion

Parents: Active partnership in behaviour correction

8. Alignment with SPEA & CBSE

- Follows UAE Ministerial Resolution on Student Behaviour
- Aligns with SPEA School Inspection Framework
- Consistent with CBSE Affiliation Bye-Laws on student discipline
- Emphasizes corrective, not corporal punishment (strictly prohibited)

Behaviour Philosophy

Discipline is not punishment — it is character building.

The aim is to develop responsible, confident, and morally grounded young women.

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