

# 3. Behaviour Policy

“The school aims to encourage the best behaviour of all pupils where they bond over mutual trust and respect, promote good relations and work unitedly to furnish the common goal of helping each other learn and work together in an effective and considerate manner.”

## Motto

Duty and Discipline

### 3.1 Aims and Objectives

- a. To encourage the best behaviour of all students at all times
- b. To ensure that the school community is a place where everyone feels valued, respected and no one is wronged
- c. Everyone is expected to be humble, considerate and respected towards one another consistently
- d. To ensure inculcating value-oriented learning in the curriculum
- e. To ensure the acts of bullying and discrimination are revoked and ratified from the school grounds and the attitude of the students
- f. To teach children to have high expectations of their own behaviour, and develop their self-esteem by growing positive attitudes and abilities
- g. To make children aware of their rights and responsibilities and help them grow to be self-dependent taking responsibility of their actions
- h. To make boundaries of acceptable behaviour clear and ensure safety.
- i. To make everyone aware of appropriate and acceptable behaviour and promote it through positive reinforcement
- j. To make the school community a respectable and protected environment

### 3.2 Key Points

The main agenda of the behaviour policy is to inculcate and promote best behaviour among students through positive ideas and all over cognitive and social development. These are the key features that this policy enumerates.

- a. The children should feel safe and happy to be in school
- b. The children should be taught high moral values
- c. The children should have a positive attitude towards Douglas Memorial Higher Secondary School as a whole and respect the institution inside and out
- d. The children should be encouraged to be at their best behaviour with the school authority, teachers and staff and most importantly their peers
- e. Behaviours like bullying, mocking, discrimination, judging, body-shaming, and verbal or physical abuse is highly discouraged
- f. Students should ensure not to use sensitive or hurtful language
- g. All pupil and staff have the right to feel safe at school. Therefore, students should be allowed to learn and teachers should be allowed to teach at their best potentials without any obstruction

- h. Being a highly inclusive school, DMHSS welcomes students from all social backgrounds irrespective of any specific element. Therefore, the teachers are to take up the responsibility to teach the students socially and morally correct behaviour from a very tender age.
- i. All individuals must meet the school's expectations for appropriate behaviour and be very clear about behaviours that are absolutely non-negotiable.
- j. None of the students, teachers or members associated with the school should even remotely tolerate violent, abusive or anti-social behaviour in classrooms or anywhere in the school. Any such matters should immediately be reported to the authority so that further action can be taken.
- k. Covid-Appropriate Behaviour :

On account of Covid 19 pandemic, the school wants to ensure the students, teachers and guardians that strict actions are taken to maintain covid protocols, so that in no way should a student get infected in school. The following is a list of preventive measures that the school has incorporated in its behaviour policy that all students and staff are bound to follow.

- Students are to avoid using public transport immediately after the school reopens after lockdown. Even if they are using it having no other choice, they must take required precautions like having mask on at all times, frequently using sanitizer and most importantly social distancing.
- Students are not to be sticking side by side. A minimum distance of 2 meters is necessary.
- All students must have their temperatures recorded at the time of entry. They must also approach the guard to help them with sanitizer if required.
- The school has installed several sanitizing stations throughout the campus which the students, teachers and all visitors requested to use.
- Students must not sit beside each other on their desks.
- Everyone should carry their own utilities. No sharing of pen, pencil, ruler, notebooks, water bottle, tiffin, etc., should be allowed
- Everyone must follow the special signs at places like "X" which represents the particular seat is to be left deliberately for the purpose of social distancing.
- Children are to not involve in activities that require touching each other, for example playing games like tags, hugging, shaking hands and such.
- Students will not be allowed to enter the school without wearing a mask. They are to wear their masks all the time in presence of others. If they require a break due to tightness or suffocation, they should either be sent outside in an isolated area to get fresh air, or be sent home if necessary.
- The students and staff will have an open nurse's station available for them at all times need they any medical aid.

[NB: The rules in section 3.2 k are subject to change at the discretion of the West Bengal Government]

## 3.3 Roles and Responsibilities

### Responsibilities of the Teacher

- i. The teachers are responsible to implement the behaviour policy consistently and model positive behaviour.

- ii. The teachers are to provide a more personalised approach to the specific behavioural needs of particular pupils.
- iii. Teachers are to ensure that a strong example of good behaviour is presented to the students.
- iv. Teachers are to be at their best behaviours and behave with the students in a fair and respectable manner.
- v. Teachers are to raise children's self-esteem and develop their full potential.
- vi. Teachers are to offer a challenging, interesting and relevant curriculum to ensure high level of engagement and overall intellectual, moral and social development.
- vii. Teachers are to ensure that a safe, pleasant, stimulating environment, physically and emotionally is created for the development of the students.
- viii. Teachers are to recognise that each child is an individual and have different needs which needs to be looked after. They should avoid comparison among children.
- ix. The Teacher have to keep records of all reported serious incidents of misbehaviour including bullying, shaming, teasing, physical assault and such.
- x. It is upon the discretion of teachers to inform the school authority if any individual child needs to be excluded for their misbehaviour. For repeated or very serious acts of anti-social behaviour, they might permanently exclude a child. These actions are taken collectively after serious consideration of the teachers, principal and managing authority.

### **Responsibility of the Students**

- i. Students are expected to work to the best of their abilities, and allow others to do the same.
- ii. Students must treat everyone with respect and to co-operate with all children and adults.
- iii. Students must learn and practice following the instructions of all the school staff.
- iv. Students must take care of property and the environment in and out of school.

### **Responsibility of the Guardian**

- i. Guardians must support and appreciate positive changes in their child. They should allow their children to put forward their opinions and feel heard.
- ii. If any situations have occurred that might affect the behaviour of the child (such as, death in the family, divorce, familial problems, etc.,) the school should be informed about it.
- iii. The guardian must discuss regular behaviour of the child with the class teacher on a regular basis for the betterment of the child.
- iv. Guardians are expected to follow all covid-appropriate behaviour discussed under section 3.2 k.
- v. The guardian should actively collaborate with the school and cooperate with the teachers to be aware of their child's behaviour, and how they should behave in school and home.

## **3.4 Procedure**

This section includes what procedures will be followed to deal with consequences of various behaviours. It also includes the disciplinary actions taken by the school against children with constant misbehaviour.

- At first, a verbal warning will be given to the child to warn them about the further consequences and let them know that their behaviour is not acceptable.
- Punishment including standing in the class or time out from the class will be implemented if the students fail to adhere to the behaviour expectations even after the verbal warning.

- A written notice will be sent to the parent discussing the matter
- The principal will be involved in matters of Zero Tolerance which includes -  
Rudeness/swearing towards staff • Repeatedly refusing to follow instructions • Striking a member of staff • Physical aggression or fighting • Bullying • Discriminatory behaviours for example bullying that is inflicted on the grounds of race, body, gender, disability, sexual harassment and other characteristics (such as sexual orientation) • Vandalism/Damage to property • Theft. In these cases the student might have to face serious punishments like suspension, exclusion or parents call
- Upon the discretion of the principal and the teachers, decisions will be taken about serious misbehaviour of the child, for which they might have to face consequences like meeting with the parents, suspension or even permanent termination.