

DPS STS School, Dhaka
Credits Chart 2022-23

Sl.	List of Credits	Points of Consideration	Achievements
1.	Consistency in homework submission/self and peer assessment:	For submitting 8 homework consistently in one subject or assessing 8 assignments/CWs consistently following the rubrics in a row.	1 homework pass
		Leads to adding 1% of attendance or 1% marks in any subject for qualifying for promotion or registering for the exams.	1 homework pass
		Each homework pass can be used either to claim an exemption for a day's homework [when the student is sick or out of station] or for claiming attendance percentage.	
2.	Consistency in disciplined behavior, helping peers and teachers (following teachers' instructions, wearing complete uniform regularly, being consistent in attendance):	2% extra attendance percentage with preference in securing positions in inter-school competitions. Privileged to request teachers to assign extra Sports/AMAD periods for a term.	Silver Card (For a term)
		5% attendance/ preference in securing lead roles in school representations, inter-school competitions, MUNs, TEDx, school conferences, etc. Privileged to request teachers to assign extra 2 Sports/AMAD periods in an academic year. Lunch/Dinner with the Teachers and Senior Leaders/Principal of the school might be offered.	Golden Card (For an academic year)
3.	Helping, supporting friends and teachers:	Ceasing bullying incidents, helping to learn concepts/topics missed out due to absence or not being able to understand, helping teachers to maintain class discipline, protecting school property, counselling a friend in need, and so on.	Silver Card (For a term)
			Golden Card (For an academic year)
4.	Excellent performance in academics, entrepreneurship, sports, event organization and co-curricular activities:	1-2 Occasions/ Subjects/ Disciplines/Events	Silver Card
		3 and above Occasions/ Subjects/ Disciplines/Events	Golden Card
5.	Wall of Fame Conqueror	Students who can achieve multiple credits with exceptional contributions will be recognized in a special way.	Displaying students' names with photos on the "Wall of Fame" in the corridors.

Consequence Chart- 2022-23

(Includes teachers', students' and parents' reformative actions)

Sl.	List of Consequences	Count	Actions to be taken
1.	Not completing an assigned work (frequency/count is calculated for six months combined of all subject homework):	The first time	The concerned teacher finds out the reason for non-submission and offers necessary support; makes the student understand the importance of completing assignments and gives an additional day to submit the same the next day. Assigns a buddy student/ student coach/teacher to support.
		The Second time	The concerned teacher shall issue a warning email to the student keeping the heads and the respective parent in CC; the student will be asked to submit the homework (H.W.) the next day with additional work.
		The Third time	The sports period will be cancelled for a week and the said student should complete additional assignments in the sports period. A guarantee letter shall be collected from a friend/peer assuring he/she would not repeat it in the future.
		The Fourth time	Bring parents to school to meet the subject teacher and the segment head.
2.	Impolite behaviour (frequency/count is calculated for six months):	The First time	The concerned teacher finds out the reason for impolite behaviour and conveys it to the parent; assigns a buddy student/ student coach/ teacher to counsel, also assigns additional physical activities and calming down activities for two weeks.
		The second time	The concerned teacher informs parents and makes a note in the diary; assigns self-management/ emotional management sessions on any learning platform. The Student should submit the completion certificate within the assigned time. He/she shall be assigned additional physical and calming-down activities for a month. A guarantee letter shall be collected from a friend of the concerned student assuring he/she would not repeat it in the future.
		The third time	Summon parents, issue a Red Card and take an apology letter from the student with the parent's signature. Studentship Certificate/ NOC/ Transcript/University Recommendation Letters will not be issued and the said student would be barred from participating inter-school competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc. Additional physical activities will be assigned for two months.

3	Getting absent from school without informing/ unauthorized absence (frequency/count is calculated for a school year):	The first time	The concerned teacher shall write an email to parents and finds out the reason for uninformed absence/unapproved leave. Assigns a buddy to support the student. The student should submit additional work assigned by the respective teacher to remedy the missed topics. Also, he shall teach a topic to the class as assigned by the teacher.
		The second time	The student should bring a letter from the parents stating the reason for getting absent and submit additional work assigned by the respective teacher to remedy the missed topics. Also, he/she shall teach two topics to the class as assigned by the teacher. A Red Card shall be issued. The concerned student shall collect a guarantee letter from a friend assuring he/she would not repeat it in the future.
		The third time	The parent shall submit an undertaking that the student shall never be absent without taking proper permission, failing which the student will be disqualified from taking up exams and consequently will not be eligible for the promotion. In the case of secondary school, the student will not be allowed to register for the board exams. Studentship Certificate/NOC/Transcript/University Recommendation Letters will not be issued and the said student would be barred from participating inter-school competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc.
3A.	Late arrival to school or classes (frequency is calculated for six months):	The first time	The concerned teacher shall find out the reasons for coming late and supports him/her to resolve it (going to bed early to have enough sleep and waking up early, resolving transport issues with the help of parents, carpooling, finding traffic-free roads, etc.); the student shall be counselled in order to understand the importance of reaching the school/classes on time. Also, a buddy student/ student coach shall be assigned to support the student if he/she is getting late to the next class (in between school periods). The parent should be informed duly to help their child to reach school on time.
		The second time	The concerned teacher shall evaluate why the support given is not adequate and assists the student to revisit the daily routine to reach the school/classes on time. If necessary, a time management course can be assigned to be completed from a relevant learning platform and a completion certificate shall be submitted within the allotted time.
		The third time	The concerned teacher shall warn the student about the consequences of being marked absent (for being late) and getting low attendance percentage if he/she continues to be late to school. An apology letter with parent's signature will be collected. Concerned student shall collect a guarantee letter from a friend/peer assuring he/she would not repeat it in the future and be on time from the next day.

		The fourth Time	A Red Card will be issued and the parent shall be summoned. The student will not be allowed to participate in any inter-school competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc.
3B.	Deliberately skipping classes after entering the school premises (frequency/count is calculated for a school year):	The first time	The concerned teacher asks for an explanation and informs the same to the parents and assigns a buddy to support the student. The student should submit additional work assigned by the respective teacher to remedy the missed topics. Also, he shall teach a topic to the class as assigned by the teacher. The student shall receive a Red Card and submit an apology letter. In addition, a guarantee letter shall be collected from a friend/peer by the concerned student assuring he/she would not repeat it in the future.
		The second time	The student should submit an undertaking that he shall never bunk any class and parents shall be summoned to discuss measures to stop bunking. The student will not be allowed to participate in any inter-school competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc.
		The third time	The student will not be promoted to the next class. In the case of a secondary school, the student will not be allowed to register for the board exams. Studentship Certificate/ NOC/Transcript/University Recommendation Letters will have the narration of the student's involvement in the event/incident mentioned above.
4.	Running in the corridors/ cafeteria/ classroom/ causing deliberate harm to other students and staff (other than bullying, aggression and fights- frequency/count is calculated for a school year):	The first time	The concerned teacher informs the student why it is not acceptable and assigns a buddy student/ student coach to counsel. Additional physical activities and calming down activities for a week will be assigned.
		The second time	The respective student will be asked to water the plants for 10 minutes, and run 500 meters on the ground; his PE classes will be cancelled for a week and additional homework shall be assigned along with additional physical and calming down activities for the next two weeks. The concerned student shall collect a guarantee letter from a friend/peer assuring he/she would not repeat it in the future.
		The third time	The student should offer an apology letter with the parent's signature. He shall be assigned additional physical activities for a month and a Red Card will be issued.
5.	Littering and drawing graffiti (frequency/ count is calculated for a school year):	The first time	The student should clean up the mess/surface and he shall be counselled by a buddy student/ student coach. Additional physical and calming down activities will be assigned for a week.
		The second time	The student should clean up the mess/surface and submit an apology letter. The emotional management course will be assigned on any learning platform and the student should submit the completion certificate within the stipulated time. Additional physical

			and calming down activities will be assigned for a week. The concerned student shall collect a guarantee letter from a friend/peer assuring he/she would not repeat it in the future.
		The third time	The parent should be summoned and a Red Card will be issued. The parent shall bear the cost of cleaning up or fixing the damages. Studentship Certificate/ NOC/Transcript/University Recommendation Letters will not be issued. The student will not be eligible to participate in any interschool competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc.
6.	Disturbing a class (frequency/count is calculated for a school year):	The first time	The concerned teacher shall counsel the student and make him/her understand how it affects the class and assigns a buddy student/ student coach to counsel. Additional physical and calming down activities will be assigned for a week.
		The Second time	The concerned teacher shall warn the student about the consequences of getting a Red Card if he/she continues to disrupt the class and an apology letter with the parent's signature shall be collected. A self-management course will be assigned on any learning platform and the student should submit the completion certificate within the stipulated time. Additional physical and calming down activities will be assigned for a week. The concerned student shall collect a guarantee letter from a friend/peer assuring he/she would not repeat it in the future.
		The third time	Parents will be summoned and a Red Card will be issued. The student will not be allowed to participate in any inter-school competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc.
7.	Not wearing an appropriate uniform, having an inappropriate haircut/ hairstyle/ colouring hair/ nail polish/ wearing jewellery, carrying fancy items etc. (frequency/count is calculated for a school year):	The first time	The concerned teacher shall counsel the student and makes him/her understand the importance of wearing an appropriate uniform to cultivate a sense of equality (removing inferiority or superiority complex arising due to appearance) and assigns a buddy student/ student coach to counsel that there are better ways to receive attention. Additional physical activities will be assigned.
		The second time	The concerned teacher shall warn the student about the consequences of getting a Red Card and collecting an apology letter with the parent's signature if he/she continues to wear an inappropriate uniform or have an inappropriate appearance. The concerned student shall collect a guarantee letter from a friend/peer assuring he/she would not repeat it in the future and he/she would follow the school's code of conduct.

		The third time	Parents will be summoned and a Red Card will be issued. The student will not be allowed to participate in any inter-school competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc.
8.	Stealing/Damaging another student's belongings or school property - Zero Tolerance: (Count of the above occurrences or the frequency is calculated for the entire studentship time at DPS STS School):	The first time	The concerned teacher/pastoral counsellor counsels the child, assigns a buddy student/student coach to mend the behaviour. A self-management course shall be assigned on any learning platform and the student should submit the completion certificate within the allotted time. A red card shall be issued to the student by imposing due compensation for the damages and parents will be summoned. Additional physical activities will be assigned for a month. The concerned student shall collect a guarantee letter from a friend/peer assuring he/she would not repeat it in the future.
		The second time	In addition to repeating the 1 st time consequence, double the cost of damages shall be collected and sports and AMAD will be cancelled for a month. A Red Card will be issued and additional physical activities will be assigned. The student will not be allowed to participate in any inter-school competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc.
		The third time	Studentship Certificate/ NOC/Transcript/University Recommendation Letters will have the narration of the student's involvement in the event/incident.
9.	Indecent Behaviour/ Aggressive Behaviour/ Bullying/ Harming another student/staff in school premises/bus - Zero Tolerance: (Count of the above occurrences or the frequency is calculated for the entire studentship time at DPS STS School):	The first time	The concerned teacher/pastoral counsellor counsels the child, assigns a buddy student/student coach to mend the behaviour. A self-management course/ meditation course on any learning platform will be assigned and the student should submit the completion certificate within the allotted time. A Red Card will be issued and parents will be summoned. Additional physical activities will be assigned and sports and AMAD classes will be cancelled for a month. The student will not be allowed to participate in any inter-school competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc. Additional physical activities will be assigned for a month. The concerned student shall collect a guarantee letter from a friend/peer assuring he/she would not repeat it in the future.
		The second time	TC will be issued. Studentship Certificate/ NOC/Transcript/University Recommendation Letters will have the narration of the student's involvement in the event/incident.
10.	Consumption or distribution or selling of any intoxicating substances or tobacco products/ substance abuse/ use of or carrying any type intoxicants/ smoking /carrying objectionable or	The first time	The concerned teacher/pastoral counsellor counsels the child, assigns a buddy student/student coach to mend the behaviour. A self-management/meditation course on any learning platform will be assigned and the student should submit the completion certificate within the allotted time. A Red Card will be issued and parent shall be summoned. Additional physical activities will be assigned for a month. Concerned student

	obscene material to the school premises/ bus - Zero Tolerance (Count of the above occurrences or the frequency is calculated for the entire studentship time at DPS STS School):		shall collect a guarantee letter from a friend/peer assuring he/she would not repeat it in the future. Sports and AMAD classes will be cancelled for a month. The student will not be allowed to participate in any inter-school competitions, school trips, MUN, TEDx, ASP, sports tournaments, etc.
		The second time	TC will be issued. Studentship Certificate/ NOC/ Transcript/University Recommendation Letters will have the narration of the student's involvement in the event/incident.
11.	If a student still does not improve after taking all the measures for any of the above-mentioned consequences, the HOD/ Coordinator/Segment Head/VP/Principal will take necessary reformative actions.		

List of suggested physical activities to be done in the school to channelize students' energies (and also as consequences):

*These physical activities will be administered by the Sports Coaches as intimated by the Teachers / Segment Heads during the homeroom time/break time.

1.	Running 500-1000 meters (increase physical agility and utilize calories).
2.	Shuttle run of 50m 10-20 laps (increase physical agility and utilize calories).
3.	50 sit-ups/20 push-ups/10 pull-ups/ 30 wall push-ups/ 30 squats (increase physical agility, strength and utilize calories).
4.	Climbing the staircase up and down (4-5 floors) once/twice (increase physical agility and utilize calories).
5.	Stretching exercises 20-30 repetitions (increase physical agility and flexibility).
6.	Twin Ball Dribbling activities: 10-20 minutes (to enhance focus and enhance agility).
7.	Other exercises as suggested by the PE/Sports coaches.

List of calming down activities/exercises to be done in the school:

*These calming down activities will be administered by the Students Coaches and supervised the Pastoral Counselor during the homeroom time/break time.

1.	Mindfulness or heartfulness meditation for 10 minutes (guided by videos or teachers).
2.	Gardening activities (planting, watering, making soil, etc.) for 30 minutes.
3.	Helping juniors, parents and the school staff with assigned tasks.
4.	Playing musical instruments (if the student is trained) for 30 minutes.
5.	Relaxed breathing exercises - 10 minutes).
6.	Do painting or drawing (30 minutes).
7.	Gratitude journaling.
8.	Visualizing, forgiving, appreciating and blessing others (guided by videos or teachers) for 10 minutes.

STS Statement:

The STS Capital Ltd. has the unilateral right to amend, supplement, modify, alter or review CAC based on suggestions received from the students, teachers and the parents; and make any changes to any other rules, structure, curriculum, board certification policy or name of the DPS STS School at its sole discretion at any time, during, before/after an academic year. Any revision, variation, amendment of this policy shall form a part of this policy and the candidates, pupils and parents/legal guardians will be informed about the revision, variation or amendment if any. In addition, all revisions, variations, amendments of this policy will be available on the School Website as a general or Special Notice.

Review:

The Principal shall be responsible for organizing the annual review of this policy and its associated procedures. Any changes made must be approved by the CEO.

List of self-management courses (teachers, students and parents can suggest courses to be added here):**Anger Management:**

<https://www.rolemodels.me/news/anger-management-courses-for-children>

[https://www.udemy.com/course/howtocontrolanger/?utm_source=adwords&utm_medium=udemyads&utm_campaign=LongTail la.EN cc.ROW&utm_content=deal4584&utm_term= . ag 77879423934 . ad 535397279640 . kw . de c . dm . pl . ti dsa-1007766171112 . li 9074038 . pd . &matchtype=](https://www.udemy.com/course/howtocontrolanger/?utm_source=adwords&utm_medium=udemyads&utm_campaign=LongTail%20la.EN%20cc.ROW&utm_content=deal4584&utm_term=.ag%2077879423934.ad%20535397279640.kw.de.c.dm.pl.ti%20dsa-1007766171112.li%209074038.pd.&matchtype=)

Emotional Intelligence and Self Awareness:

[https://www.udemy.com/course/emotional-intelligence-practitioner-](https://www.udemy.com/course/emotional-intelligence-practitioner-certification/?utm_source=adwords&utm_medium=udemyads&utm_campaign=LongTail%20la.EN%20cc.ROW&utm_content=deal4584&utm_term=.ag%2077879423734.ad%20535397279511.kw.de.c.dm.pl.ti%20dsa-1007766171072.li%209074038.pd.&matchtype=)

[certification/?utm_source=adwords&utm_medium=udemyads&utm_campaign=LongTail la.EN cc.ROW&utm_content=deal4584&utm_term= . ag 77879423734 . ad 535397279511 . kw . de c . dm . pl . ti dsa-1007766171072 . li 9074038 . pd . &matchtype=](https://www.udemy.com/course/emotional-intelligence-practitioner-certification/?utm_source=adwords&utm_medium=udemyads&utm_campaign=LongTail la.EN cc.ROW&utm_content=deal4584&utm_term= . ag 77879423734 . ad 535397279511 . kw . de c . dm . pl . ti dsa-1007766171072 . li 9074038 . pd . &matchtype=)

Self-management:

<https://www.coursera.org/lecture/e-learning/self-management-introduction-NwIDu>

SEL for Students: A Path to Social Emotional Well-Being University of Colorado Boulder via Coursera - <https://www.classcentral.com/course/sel-for-students-10010/course/sel-for-students-10010>

Anger Management (Short Course) by Oxford Home Study Centre - <https://www.oxfordhomestudy.com/courses/online-management-courses/free-anger-management-courses>

Addiction Recovery- Relapse Prevention Strategies that work! - <https://coursesity.com/course-detail/addiction-recovery-relapse-prevention-strategies-that-work>

Beating Anxiety: Learn The Hidden Secrets of Beating Anxiety - <https://alison.com/course/ beating-anxiety-learn-the-hidden-secrets-of-beating-anxiety>

Beating Depression: Learn the hidden secrets of beating depression - <https://alison.com/course/ beating-depression-learn-the-hidden-secrets-of-beating-depression>

Self-harm and Suicide Awareness and Prevention - Level 2 Qualification - <https://freecoursesinengland.co.uk/self-harm-and-suicide-awareness-and-prevention/>

Self-Awareness Courses:

[https://www.udemy.com/course/travel-journaling/?matchtype=e&utm_campaign=LongTail la.EN cc.ROW&utm_content=deal4584&utm_medium=udemyads&utm_source=adwords&utm_term = . ag 80687725404 . ad 535255989800 . kw self-awareness+course . de c . dm . pl . ti kwd-823460767119 . li 9074038 . pd .](https://www.udemy.com/course/travel-journaling/?matchtype=e&utm_campaign=LongTail%20la.EN%20cc.ROW&utm_content=deal4584&utm_medium=udemyads&utm_source=adwords&utm_term=.ag%2080687725404.ad%20535255989800.kw%20self-awareness+course.de%20c.dm.pl.ti%20kwd-823460767119.li%209074038.pd)