

STUDENT DISCIPLINE POLICY

1.0 Objectives

The objective of this document is to describe the Student Discipline Policy

2.0 Scope

This process applies to GIIS Dubai.

3.0 Policies

GIIS Dubai nurtures a climate in which all students, irrespective of their academic abilities act positively to create an ethos where positive and considerate behaviour becomes the norm.

Scope Important elements of the School Code of Behaviour and Discipline include the following:

- Its context is the school community where mutual respect, co-operation and the practice of humanistic values should be integral features.
- It is in consonance with the rights and responsibilities of all the stakeholders, concerned management, educators, students, parents, and supporting staff.
- Its standards permeate all the phases of the school and create a sense of social cohesion within it.

Responsibilities:

Managerial Responsibility:

The school management is responsible for ensuring that a fair and effective Code of Behaviour and Discipline that includes rules, ways of encouraging and affirming student efforts, rewards, penalties, and implementation procedures, be developed and implemented with the participation of all the stakeholders of the institution.

Staff Responsibility:

Staff will take every opportunity to raise students' awareness and understanding of the many issues related to behaviour and discipline through effective use of Student Council, Islamic Education/ Values Education, Life skill classes and an all-pervading strand of social, moral and spiritual development in our teaching.

School staff should consider themselves responsible at all times for the behaviour of students within sight or sound of them and should respond promptly and firmly to any instances of unacceptable behaviour.

Parental Responsibility:

Parents should provide a conducive home environment as it plays a crucial role in shaping attitudes that produce good behaviour in schools. It is therefore important that parents should be aware of the aims, values and the nature of expected behaviour of the school.

Student Responsibility:

Students should apply themselves to the learning and application of real life enhancing skills as self-control, conflict management, problem-solving, decision-making, and effective intra/inter-personal communication. They should also learn to appreciate that offensive behaviour has its own consequences and that good behavior shapes the desired community environment.

Attitudes and Behaviour:

The cornerstones of standards of students' behaviour are respect for oneself, respect for others, respect for the school and local community, and respect for the environment.

GIIS Dubai strives to offer all their students a hazard free and emotionally safe environment in which they can achieve their full academic and personal potential. In order for schools to achieve this objective, the responsibilities of students and parents include:

- Adhering to the school's behaviour policy. This policy will cover expected code of behaviour during the school timings, extra-curricular activities, on school buses, during school trips and students' participation in social-media forums.
- Ensuring that the student understands the school's expectations and possible consequences that may arise due to breach of the behaviour code.

The school has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or by cyber means. Instances of proven and intentional bullying may result in immediate suspension of the aggressor from the school. The matter will be referred to KHDA for ratification.

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums.

- Parents and students in all year levels using any social media forums must, at all times, demonstrate respect for the members of the school community (including all students and personnel)
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community.

Instances of proven and intentional breach of the above will result in sanctions that may include suspension from the school.

Unacceptable Behaviour:

Given that students have a right to be in an orderly and safe learning environment, they are expected to behave, both inside the school premises as well as on school buses, in a friendly and orderly manner and to show respect for all persons and property.

Unacceptable behaviour in such contexts includes repeatedly disrupting the class, shouting, leaving the class without authorisation, showing disrespect for teachers and other students, lingering, failure to do work to the best of one's ability, fighting, using inappropriate language, playing rough, behaving disrespectfully with others, throwing objects at others, bullying some- one and indulging in acts of vandalism.

Travel on School Buses:

While travelling on a school bus, students must behave in an orderly and respectful manner.

Changing Classes between Lessons:

When it is necessary to move between lessons this should be done quickly and quietly. No lingering will be allowed. Where a system of student-based classes is in use, teachers and class leaders or prefects should ensure that the class group is not left unsupervised for an unreason- able length of time. Students are expected to abide by school rules.

Organized Field trips

Educational visits and field trips are authorised and may be taken as an extension of the class- room to contribute to the achievement of the educational goals of the school. Students are expected to attend these activities. While on such excursions, students are required to consider themselves as guests and ambassadors of their school. Students must treat teachers, helpers and guides with respect and courtesy. Schools are required to notify parents and to obtain their written consent in advance.

Property:

Students are expected to respect such school property as furniture, buildings, books, materials and equipment. Students have an important role to play in ensuring that the physical environ- ment is kept clean and attractive.

Break Time:

Students are expected to leave the classrooms during the break and keep the school premises eco- friendly by disposing the garbage appropriately.

Behaviour in Common Areas

While in the library, in the laboratories, Study areas, Canteen, Grounds and other common areas, students are expected to behave well as they would in class. Standards of behaviour and hygiene in toilets must be ensured.

Behaviour and Sanctions

A clear school behaviour policy, consistently and fairly applied, underpins effective education. School staff, pupils and parents should all be clear of the high standards of behaviour expected of all pupils at all times.

Managing Inappropriate Behaviour:

Stepped Approach:

GIIS Dubai has a range of options and rewards to reinforce and praise good behaviour. These will be proportionate and fair responses that may vary according to the age of the pupils, and any other special circumstances that affect the pupil.

When poor behaviour is identified, sanctions should be implemented consistently and fairly in line with the behaviour policy. We have a level of measures clearly communicated to school staff, pupils and parents.

These can include:

- First Warning is filing an Incident Report
- Second Warning is a written warning
- Third Warning is again a written warning and the student is referred to the counselor
- Fourth Warning is Suspension from school
- The last step in extreme cases is exclusion from the school.

The below mentioned categories are outlines for students to be constantly aware of:

- Respect for others
- Personal cleanliness and hygiene
- Discipline-School/Bus/Playground/Outing
- Respect for school property
- Neatness and timely submission of assignments
- Punctuality
- Endeavour

School Disciplinary Committee

The school has a School Disciplinary Committee to review and discuss student's behavioral issues. The disciplinary committee consists of Supervisors, PE teachers and Principal. Disciplinary actions by the committee will be fair and equitable to all students without exception. All disciplinary actions shall be appropriate to the student's age and the severity of the misconduct. A transparent and fair appeals process for sanctions will be available to students and Parents or Guardians. The School Disciplinary Committee shall keep a record of the disciplinary offences of each student and the actions taken in response. The school shall treat all information about students' behaviour as strictly confidential.

The Disciplinary Committee empowers teachers, assistant teachers to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction. Their power to discipline applies to students' behaviour in school and outside school, in certain circumstances. The range of reasonable penalties include:-

Short informal detentions at lunch time or break time.

- Exclusion from social time e.g. loss of break times and lunch times for a period of time.
- After school detentions for up to 1 hour. Parent/Guardian shall be contacted over telephone or through letter and information of the detention. Confiscation, retention or disposal of a pupil's property.
- For involvement in a serious incident students may receive 'Internal Exclusion.' Students will

be removed from lessons and social time for a period of time, the length of which is dependent on the behaviour. Students will have to complete their work separately, under supervision. Parents will always be informed if this sanction is used.

- Students who persistently fall below our behaviour expectations will have a personalised support plan designed by their class teacher. This may include being ‘on report’ or may involve them taking part in some intervention work e.g. Organisation Support. When there is a serious problem with a learner’s behaviour, the class teacher will, where appropriate, involve outside agencies.
- In a small number of cases, a student’s bad behaviour or failure to respond to help, support and other sanctions may result in them being excluded from school by the Principal in accordance with statutory guidelines.
- In addition, all members of staff have the power to use reasonable force to prevent pupils from committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in the classroom.

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