



# **H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai**

## **School Discipline and Behaviour Management Policy and Procedure**

**Approved by:  
Principal  
Senior Leadership Team**

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## **H.H. Shaikh Rashid Al-Maktoum Pakistan School Dubai**

### **Introduction:**

SRAMPS works on managing the behaviour by focusing on teaching and re-enforcing appropriate behaviour.

The SRAMPS Discipline Policy reflects an all-inclusive approach where students and educators are strategically constituted to improve learning behaviour and well-being as well as foster positivity in character of the individual.

We are committed to closing the achievement gap, providing a safe, healthy and positive environment for learning so that all students can achieve academic and moral successes.

### **Section 1**

#### **1.1 Purpose:**

##### **Policy aims to:**

- Create a safe, secure, positive, and caring environment in the school that encourages learning, positive peer relations, self-motivation, self-esteem and self-control.
- Inspire students to develop a sense of personal responsibility and responsibilities towards others as well as to recognize and understand the consequences of their decisions and actions.
- Present clear guidelines to students, teachers and parents regarding roles, responsibilities and actions students must take in order to show respect to the school management and community.

The School Discipline and Behaviour Management Policy is developed keeping parental and community involvement in mind. Key objectives are to:

1. Provide a safe, positive and caring environment.
2. Foster a clear understanding within the school and work towards:
  - a. Improving relationships between teachers, staff, students and parents.
  - b. Promoting school values and attitudes.
  - c. Developing awareness of students and SRAMPS Management's roles in discipline and behaviour management.

3. Promote positive, respectful and good behavior
4. Create a clear philosophy and approach within the school towards discipline and behavioural issues.
5. Set out the Management's expectations and the parameters defining consequences of students' negative behaviour.
6. Arrange (where appropriate) counselling sessions with the counsellor related to behavioural issues.

## **1.2: Scope**

This Policy shall be applicable to activities conducted by students enrolled in SRAMPS in early years, primary, middle, secondary school (Phase 1, Phase 2, Phase 3 and Phase 4):

1. While on school premises.
2. While on school-owned and operated school buses.
3. During school-sponsored activities.
4. While away from school grounds, if such conduct would directly affect the reputation, management and efficiency of any other student, teacher or school.

This shall also apply to concerned employees and parents of students in certain cases. For the purpose of this Policy, the term 'Parent' shall mean the parents and guardians of the students.

## **Section 2**

### **2.1 Code of Discipline**

In accordance with this code, student behaviour and work habits are taught and modeled based upon values such as courtesy, cooperation, respect and self-discipline. SRAMPS's goal is to foster independence, responsibility and self-confidence in students. The maintenance of discipline in schools is seen as a partnership between students, parents, teachers and staff, therefore the SRAMPS code of discipline will apply:

1. During school hours.
2. While walking to and from school.
3. While students are being transported on school buses.
4. At events being held before and after school timings within or outside school premises.

5. During field trips, athletic events, overnight excursions under the school's supervision.

At SRAMPS, teachers are equipped with comprehensive classroom management training. They are trained to develop strategies for creating a positive learning environment in which students know how to behave and present themselves.

In order for students at SRAMPS to be lifelong learners and responsible citizens, parents and the school need to share responsibility in assisting them in developing attitudes and values that will last throughout their careers and lives.

## **2.2 Rights and Responsibilities**

### **2.2.1 Students**

Learning happens more effectively in an atmosphere of positive school climate. SRAMPS believes that each student has the right to:

Get the best possible education the school has to offer.

A classroom environment in which effective teaching and learning can take place.

1. Teachers who help them learn how to behave appropriately in school.
2. A learning environment that is free from disruption and any discrimination on the basis of gender, race, ethnicity, religion, disability and sex etc.

Students are expected to:

- a. Dress and groom in accordance with the applicable SRAMPS uniform code, so as to meet fair standards of safety, health and decency.
- b. Attend school regularly and be on time for all classes and functions.
- c. Use respectful, decent gestures and language when in contact with teachers, students, staff and other persons.
- d. Protect and take care of the school's property.
- e. Develop human qualities of tolerance, sympathy, understanding, courtesy and act responsibly.
- f. Know that behaviour and comments of a racist, sexual or bullying nature are offensive.
- g. Be aware of all rules and regulations for student behaviour and conduct themselves in accordance with them.

### **2.2.2 Parents**

It is vital that parents and school staff work together to ensure students' success. It is SRAMPS commitment to support and work with families and expects cooperation from parents in return.

Parents are responsible for:

1. Making sure that their child is punctual and arrives at school on time every day: ensuring that their child arrives at school not more than 30 minutes before the start of the school day and leaves within a reasonable time after the school day or any extracurricular activity.
2. Support their child to follow the dress code as required by the school. Contacting the school when their child is absent and providing explanations for the absence.
3. Informing the school in case of any change in their marital status or custodianship of the child(ren).
4. Ensuring that their conduct contributes to a caring, respectful and safe environment.
5. Respecting the professional judgment of the Principal, Section Heads, teachers, and of other school staff providing support and services in the school.
6. Working with school staff members to solve any discipline-related or other issues; letting the school know if something has happened at home that could affect the child's behaviour in the school.
7. Responding promptly and co-operatively when informed by school staff of any issue concerning their child(ren).
8. Reviewing, complying with and signing messages/circulars/progress reports from teachers.
9. Participating in parent-teacher meetings to discuss academic progress and areas for development of the student.
10. Understanding the rules and regulations of the school and speaking to their child(ren) about them.

### **2.2.3 Board of Governors (BOG)**

1. Reviewing the approved policies.
2. In case of expulsion cases the committee comprising of Principal, BOGs and Senior Leadership Team take the final decision.

### **2.2.4 Principal**

1. Making decision as each student is unique, necessitating changes for every circumstance.
2. Take final action for some serious behaviour issues of the students. Review the

policy, over the time period and promote positive practices to improve behaviour and discipline.

3. Establishing trust with the teachers, students and ensuring them of principal's support when required.
4. Promoting clear and effective communication regarding discipline and behaviour policy.

### **2.2.5 Senior Leadership Team (SLT)**

SLT is in charge of the disseminating, planning, organizing, development and monitoring of matters relating to school.

SLT is responsible:

1. To assist the principal in making decision on the staffing of the school discipline team.
2. To assist the school principal in developing a school discipline policy.
3. To evaluate, monitor and assess the school discipline status.
4. Leading school discipline team to plan and develop protocol with specific objectives for the school year.
5. To participate in other functional team meetings to ensure that the concerns of school discipline will not be contravened by any other school matters.
6. To liaise with outside organizations and agencies concerned and coordinate their services to strengthen school discipline concerns.
7. To monitor the use of resources allocated to school discipline concerns.

### **2.2.6 Discipline Committee**

This committee comprise of two members from each section. The School Discipline Committee ensures the safety and security of the students while keeping a vigilance upon the students. The members of the Committee make the students feel comfortable with in the vicinity. It tries its best to provide them homely atmosphere in the campus.

#### **Functions:**

1. Handling all disciplinary matters within the framework of Behaviour and Discipline Policy designed by the school.
2. Making recommendations for promoting good discipline status in school.
3. Making contact with the parents of the students related to disciplinary issues.
4. Keeping SLT informed about the decision taken regarding any infraction.
5. Keeping records of all disciplinary matters.

6. Ensuring for smooth functioning of school regarding behaviour and discipline.
7. Developing etiquettes and self-discipline among the students by implementing the behaviour and discipline policy.
8. Maintaining and monitoring overall discipline in School.
9. Conducting regular meeting with teachers to address the arising discipline issues.
10. Taking the responsibility for the implementation of the activity/ programme in a befitting manner. Documentation is retained by the incharge.
11. Communicating the decision of the principal to the concerned teacher and student for compliance, with a copy of the decision to the parents.
12. Updating all documents and investigation reports along with final decision related to the disciplinary case(s) in the concerned student's file.

### 2.2.7 Teachers

1. The teacher must make it a point that the teaching method and management strategies promote positive and conducive learning environment.
2. Reporting incident in its true and fair form.
3. Counselling of the students to take responsibility of their actions.

### 2.3 Positive Re-Enforcement Action

Positive re-enforcement is a discipline Model used by school to focus on the positive behaviour of students. It is based on the idea that there are no bad children, just good and bad behaviour. By this we promote responsibility through incentive system among the students. The school adopts Fred Jones Model of **Preferred Activity Time (PAT)**.

- Subject teacher and class teacher assign points to the students which are then accumulated in the learning portal. When students/class achieve the certain level of points, they are awarded PAT or free time.
- The points are marked on LMS and visible to the students and parents as well.
- The list of number of points against preferred activity time earned is given below:

Points	Activity
120	Free Lesson
125	Extra PE Lesson
130	Pizza party
135	Movie time
150	Additional leisure trip



Through positive re-enforcement we self-regulate and co-regulate behaviour in classes and students are motivated to improve their behaviour. This further enhances student wellbeing and self-motivation towards positive learning environment.

## **2.4 Discipline and Behaviour of Students of Determination**

A productive learning environment produced with the aid of an efficient disciplinary code that is applied to all students including students of determination's behaviour.

If a student exhibits inappropriate behaviour persistently, the instructor files a complaint with the Inclusion Department. The Coordinator for Inclusion observes the student. First student receives counseling. They are observed for four weeks. The Inclusion Coordinator conducts the student's behaviour screening if the behaviour doesn't change. Parent meeting are scheduled to go over the student's behavioural problems and to share the observation report.

The Inclusion Coordinator and teachers work together to construct the behaviour intervention plan for efficient implementation and tracking of behaviour progress. If required, the student will be referred to a qualified psychologist for a thorough behaviour evaluation.

## **2.5 Procedure**

The types of behaviour that fall into the category of misconduct or gross misconduct are described in this section. Examples of unacceptable behaviour are included in the list of violations that could result in disciplinary action.

### **2.5.1 Actions at School Level**

- Any student, parent or employee may report any violation observed by them. These violations shall be immediately reported to the class teacher or management (Section Head, Discipline Committee).
- There shall be immediate involvement of the concerned class teacher/staff member who is supervising the student. The class teacher/staff member shall conduct a preliminary investigation of the matter and shall have discussions with concerned students and staff members.
- In case of minor violation, the concerned class teacher/staff member shall provide/arrange counselling for the student. The class teacher may also verbally reprimand the student and issue strict verbal instructions besides informing the Section Head.
- In case of repeated/serious violation by students, the class teacher or any

other concerned school staff member shall refer the matter by email/letter to the Principal, Section Head, Inclusion Coordinator and Discipline Committee immediately for appropriate action(s). The following shall be reported in the said letter:

- a. Violations occurred.
  - b. Number of violations.
  - c. Findings of preliminary investigation.
  - d. Recommended remedial actions in accordance with this Policy.
- The Principal and Section Head shall review the letter and decide the appropriate remedial action.
  - To determine the intensity of the violations, the concerned class teacher, Section Head and Principal shall exercise judgment keeping in view the facts found and the past attitude/behaviour of the student.
  - If appropriate, the principal shall form a committee consisting of two teachers/staff members to re-investigate the matter further. This committee shall submit its findings to the principal within 3 days.
  - In the following cases, the principal shall cancel the admission of the student found guilty:
    - i. Possession/use of any kind of weapon within school premises/vicinity
    - ii. Serious sexual harassment/offences
    - iii. Abusive language/physical harassment to teachers
  - The student, who has been referred for cancellation of his/her admission, shall not be allowed to come to school or participate in any school-related activities until a decision has been made by the board of governors and Principal.
  - All students concerned in a breach of this Policy, whether they directly committed the act constituting the breach of discipline or aided in its commission, shall be subject to disciplinary action.

### **2.5.2 Disciplinary Actions Associated with Violations**

If the students repeatedly do the violation, the levels will be observed considering the intensity of violation.

- Level 1 refers- First Attempt
- Level 2 refers- Second Attempt
- Level 3 refers- Third Attempt
- Level 4 refers- Fourth Attempt

- Red card is issue after the second attempt or depend on the intensity of the violation. Through red card the student is observed for a week. After that the student is reexamine. If there is any violation then refers to 3<sup>rd</sup> level.

<b>Sr.No.</b>	<b>Pattern</b>	<b>Level – 1 (Low)</b>	<b>Level – 2 (Low to Medium)</b>	<b>Level – 3 (Medium to High)</b>	<b>Level – 4 (High)</b>
1	Bunking and truancy	Advice and Guide Session	Meeting with parents and verbal warning	Issuance of warning letter for repeated infractions and undertaking from parents	Warning letter and detention after school hours/Fine of AED 200
2	Academic dishonesty/ cheating	Advice and Guide Session	Cancellation of relevant question/part of the paper/test	Cancellation of relevant question/part of the paper/test, meeting with parents and issuance of warning letter	Cancellation of whole paper/test and issuance of warning letter
3	Forgery	Advice and Guide Session	Warning letter and meeting with parents	Warning letter and/or suspension for 2 to 5 days	Warning letter and withdrawal undertaking signed by the parents
4	Failure to comply with instructions	Advice and Guide Session	Meeting with parents and verbal warning	Warning letter, meeting with parents and fine of AED 200	Warning letter and suspension for 2 to 5 days
5	Smoking	Advice and Guide Session, verbal warning/ information to parents	Meeting with parents and verbal warning	Warning letter, meeting with parents and fine of AED 250	Warning letter and suspension for 2 to 5 days

6	Inappropriate use of Communication / Electronic devices a) Inappropriate Messages / Pictures / Videos / Calls	(Refer to level-2)	Warning letter and meeting parents to discuss the problem and confiscation of device	Warning letter and meeting with parents to discuss the problem and suspension of 2 to 5 days	Warning letter and withdrawal undertaking signed by the parents
	b) Messages/Pic	(Refer to level-3)	(Refer to level-3)	Warning letter and withdrawal	Refer for cancellation of
	tures/ Videos without consent and Prank Calls			undertaking signed by the parent	admission, Issuance of character certificate may be refused
7	Misuse of computer, Internet and technology a) Unauthorised use (not involved in destruction/alteration of data)		Counselling, meeting with parents and verbal warning	Warning letter and restriction to use of computers/technology for two weeks	Warning letter and restriction to use of computers/technology for two weeks and fine of AED 200
7	b) Exposed to objectionable obscene pictures/videos, cybercrimes and destruction/alteration of data/software	(Refer to level-2)	Warning letter and meeting with parents to discuss the problem; written apology by student	Warning letter and meeting with parents to discuss the problem and suspension for 2 to 5 days; Written apology by student	Warning letter and withdrawal undertaking signed by the parents; Issuance of character certificate may be refused
8	Offensive language/ conduct	Advice and Guide Session	Warning letter and meeting with parents to discuss the problem	Warning letter and suspension for 2 to 5 days	Warning letter and withdrawal undertaking signed by the parents and suspension for 2 to 5 days

9	Gang Activity or Fighting frays	(Refer to level-2)	Warning letter and parents to be called to discuss the problem	Warning letter and meeting with parents to discuss the problem and suspension for 2 to 5 days	Refer for cancellation of admission, Issuance of character certificate may be refused
10	Property Crimes a) Minor damage, marking, defacing etc.	Advice and Guide Session	Warning letter and parents meeting with parents to discuss the problem	Warning letter, repair / replacement of the damaged property and meeting with parents to discuss the problem	Warning letter, repair / replacement of the damaged property, meeting with parents to discuss the problem and suspension for 2 to 5 days
10	b) Willful damage, taking possession, vandalism, arson of property	(Refer to level-2)	Warning letter and meeting with parents to discuss the problem	Warning letter, repair / replacement of the damaged property, meeting with parents to discuss the problem and suspension for 2 to 5 days	Warning letter, withdrawal undertaking signed by the parents and repair/replacement of the damaged property
11	Threats and harassment a) Bullying, hazing, teasing etc.	Advice and Guide Session	Verbal warning and meeting with parents to discuss the problem	Warning letter	Warning letter and suspension for 2 to 5 days
11	b) Willful injury and harassment	(Refer to level-2)	Warning letter and meeting with parents to discuss the problem	Warning letter, withdrawal undertaking signed by the parent	Refer for cancellation of admission

12	Narcotics and dangerous substances	(Refer to level-2)	Warning letter, confiscation of prohibited items and meeting with parents to discuss the issue	Warning letter, withdrawal undertaking signed by the parent	Refer for cancellation of admission, Issuance of character certificate may be refused
13	Harassment of teachers a) Verbal /threats	(Refer to level-3)	Refer to level-3)	Warning letter, withdrawal undertaking by the parent	Refer for cancellation of admission
13	b) Physical Offences	(Refer to level-4)	(Refer to level-4)	(Refer to level-4)	Refer for cancellation of admission, Issuance of character certificate shall be refused
14	Sex Offences and Sexual Harassment a) Other than Physical Offences	(Refer to level-3)	(Refer to level-3)	Warning letter, withdrawal undertaking signed by the parent and suspension for 2 to 5 days	Refer for cancellation of admission
14	b) Physical Offences	(Refer to level-4)	(Refer to level-4)	(Refer to level-4)	Refer for cancellation of admission, issuance of character certificate shall be refused
15	Weapons a) Possession of weapons	(Refer to level-3)	(Refer to level-3)	Warning letter, withdrawal undertaking signed by the parent and confiscation of weapon	Refer for cancellation of admission

15	b) Use of weapons	(Refer to level-4)	(Refer to level-4)	(Refer to level-4)	Refer for cancellation of admission, Issuance of character certificate may be refused
16	Parent misbehaviour / Trespassing a) Verbal misbehaviour	Advice and Guide Session with parent by another senior staff member	Warning letter to student and written/verbal apology from parent	Stop the parent from entering the school premises for 1 month and warning letter to student	Warning letter and withdrawal undertaking signed by the parent
16	b) Physical misbehaviour and trespassing	(Refer to level-3)	(Refer to level-3)	Warning letter and withdrawal undertaking signed by the parent	Refer for cancellation of admission
17	Parent's misbehaviour with another parent	(Refer to level-2)	Counselling with both parents separately	Stop the parent from entering the school premises for 1 month and warning letter to student	Warning letter and withdrawal undertaking signed by the parent

\* All fines shall be received through fee challans.