

Students Discipline Policy



Academic Year 2020-2021

Written by:	Ms. Sally David Primary Coordinator	Reviewed:	March 2021
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Approved by:	School Officials		

Student Discipline Policy

Introduction:

At Pamir Private School we believe that discipline is integral for peaceful and harmonious living as well as for ensuring a safe and secure school environment. It is essential for inculcating the right values, so that children grow up to be productive and responsible citizens imbued with good human values and principles. Recognizing the importance of discipline in schools where future citizens are groomed, it is essential to institute proper disciplining mechanism, so that the schools have safe and supportive environment.

Discipline is the ‘Gateway’ to education. Therefore, it is imperative to have a good discipline established in the school. Student’s discipline is an important part of providing a congenial learning environment for all. School provides a social context in which students need to be supported while being taught how to accept responsibility for their own behavior.

Objectives:

The discipline policy intends to achieve the following objectives:

- To formulate clear Distance Learning and face to face school rules and regulations across all students.
- To maintain uniformity, consistency and fairness in addressing disciplinary issues.
- To create safe, supportive and conducive learning environment.
- Improve the student’s achievement by ensuring high levels of attendance and punctuality be it in Distance Learning or Face to Face learning.
- Ensure good academic attainment level of the students through punctuality and regularity.
- Encourage sense of responsibility in the students.
- To ensure that Distance Learning Safeguarding policy are known to all students across the school.
- To inculcate a spirit of self-discipline to all students and transform them into law abiding citizens with well-rounded personalities.

Pamir Private School has adopted a discipline policy to inculcate the spirit of self-discipline in the students on the following areas:

<u>Discipline:</u>	<u>Conduct:</u>
• Attendance	• We treat each other with care and kindness.
• Punctuality	• We take pride in ourselves and our school.
• Tardiness	• We are honest and trustworthy.
• Uniform	• We show respect to others at all times.
• Grooming	• We are ready and willing to learn.

Rationale:

At Pamir Private School, we believe that good behavior is essential for an effective learning environment in which all students are given the opportunity to achieve. We seek to create a caring and inclusive environment which encourages and reinforces good behavior. We acknowledge that our parents and wider community expect good behavior as an important outcome of the educational process.

Students' Role:

One of the most important things a student can do is to achieve academic success by going to school every day or attending online class every day. In fact students' attendance is the biggest factor that influences the academic, social, emotional and environmental success. This will help a student to:

- Achieve academic benchmarks
- Explore more learning opportunities
- Experience new things
- Feel being a part of the school community

If a student misses to attend the classes, he is missing all the opportunities to grasp the key of success. So, it is vital for a child to have the awareness of being regular and punctual.

Parents' Role:

By making their child's school attendance a priority, parents will be taking an important step in supporting their child's school success, and setting a good example.

- Parents must make every effort to ensure that their child attends school/ online classes every day and arrives on time.
- If their child will be absent from class or school, parents will inform the school of their child's inability to attend on the day of the absence.
- When a child comes to class after being absent, the parents will send a signed note (application) to the school indicating the reason for the child's absence.
- Parents must schedule family vacations to coincide with scheduled school breaks.

For long leaves or absence parents will take written approval from the Principal and Vice Principal.

- Must approach school office if child is taking absence without a reason or the child is scared of attending the school.

(Note: All the leave forms are attached here)

School's Role:

Schools must seek to achieve high student attendance through the following initiatives:

- Providing a safe, caring and engaging learning environment for the students.
- Recognizing and rewarding excellent and improved student attendance with certificates at the end of the session.
- Implementing strategies and programs to address attendance problems for individual students.
- Providing clear and specific information about the rules and consequences of poor attendance to parents, and students.
- Have meeting with parents to resolve attendance issues.
- Proper record of students' absence.
- Long leaves record in school SMS (School Management System)
- Inform about the absent students to their respective class teacher and Section Coordinator.
- A call to parents if the student is absent without notification for three consecutive days.

Applicability of the policy:

Discipline policy applies across all students on Face to Face or Distance Learning.

Necessary Actions/ Criteria for Absentees:

Section	Days	Action
KG	1-3	Call and email the parents
	4-10	Follow-up call + note in the diary + email the parents
	10-15	Attendance letter 1
	15-more	Attendance letter 2
Primary	1-3	Call and email the parents
	4-10	Call + Note in the diary + email the parents
	10-15	Attendance letter 1
	15-more	Attendance letter 2
Middle	1-3	Call the parents and email the parents
	4-10	Attendance Letter 1
	10-15	Attendance Letter 2
	15-more	Attendance Letter 3 Explanation+ Necessary Action
Board Classes	1-3	Call the parents and email the parents
	4-10	Attendance Letter 1
	10-15	Attendance Letter 2
	15-more	Attendance Letter 3+ Explanation+ Necessary Action

Form 1

Student Short Leave Form

Student Name: _____	Date: _____
Grade and Section: _____	Time: _____
Student Registration #: _____	

Reason: -----

Parents informed through: -----

Name of Person other than Parents:

Identification Document: -----

Contact number: -----

Signature of Parent / Guardian

Signature of Principal

Form 2

Date : _____

The Principal
Pamir Private School
Sharjah

Application for Leave

Name of the Student	Grade	Section

Leave Applied From _____ to _____ Total Days

Reason _____

Father's/ Guardian Name _____ Signature

Contact No. _____ Alternative Contact No _____

Cashier/Accounts: _____

Academic Coordinator: _____

Principal : _____

Attendance Letter 1

Date: _____

To the parent / guardian of: _____

The school is committed to improving student achievement and is concerned when a student misses' school for any reason. You are receiving this letter as your child _____ of class _____ is running short of attendance.

This letter is to help prevent this from happening and inform you that till _____ your child has missed _____ days of school.

We want your child to have every opportunity to gain instruction, access to classroom participation and learning experiences, as well as opportunities to study and grow. **A good general rule is to make sure your student misses no more than 1 days of school in a month.**

Please be advised that if absences continue, you will be required to attend an Attendance Meeting with the Class Teacher, Academic Coordinator

Yours Truly,

Parent's Signature

Attendance Letter 2

Date: _____

To the parent/ guardian of: _____ Class: _____

We continue to have concerns regarding your child's excessive absences. According to school policy we must implement interventions to enforce regular school attendance.

Due to your child's continued absences, you are expected to attend an Attendance Meeting. The meeting will be on _____ at _____.

Your Truly,

Parent's Signature

School Principal

Note: Refusal/carelessness to attend the meeting has consequences and will result to your child's suspension,

Attendance Letter 3

Date: _____

To the parent's / guardians of: _____

This letter is being sent to confirm that the enrolment of _____ as a student at _____ (name of school) is to be terminated, as of his/her attendance. This expulsion decision has been taken after issuing letter 1 on date: _____ and letter 2 on date: _____.

We have discussed these matters together in recent times, through different warning letters, meetings with supervisor and parents call.

Despite these deeply regrettable circumstances, I express my hope that your ward is able to move forward, beyond this point, towards a fulfilling and positive future.

Formal processes are available for seeking a Review of the expulsion decision.

Yours Truly,

School policy on Punctuality/Tardiness:

School Timing (Distance Learning and Face to Face Learning):

The school starts at 8:00 A.M.

Who Will Be Considered a Late Comer?

Any student who comes into school after 8:00 AM will be marked late in the attendance record.

How Late Comers are Recorded?

Once the school gates are closed or the E-learning class starts at 8:00 AM

For Face to Face the only way to get into the school is via the school main door especially for the students coming by their own transport.

For E-Learning, the teacher will keep a proper record of how many minutes the students were late.

In disciplinary file, records are kept of those students who are late. Teachers and Discipline in-charges are responsible to keep the record of all late comers of their respective sections.

Required Actions from the School where there have been persistent incidents of lateness, parents will receive following action from school:

Sta ge	Indicators of action	Required Action from the School	Action Authority
1	Late 1 st to 2 nd time	➤ Verbal warning #1	Class Teacher
	Late 3 rd to 4 th time	➤ Verbal warning #2 ➤ Followed by SMS/Email/Call	Class Teacher
2	Late 5 th to 7 th time	➤ First Level Warning: written letter will be issued ➤ Parents will be informed of the next step if they do not make efforts to comply by policy rules.	Class Teacher Coordinator Discipline In-charge
	Late 8 th to 10 th time	➤ Second Level Warning: written letter will be issued ➤ Parents will be informed of the next step	Class Teacher Coordinator Discipline In-charge

		if they do not make efforts to comply by policy rules.	
3	More than 10	<ul style="list-style-type: none"> ➤ Meeting will be called with the parents. ➤ 1 day suspension (effective next school day) 	Class Teacher Coordinator Discipline In-Charge Principal

Form 1

PAMIR PRIVATE SCHOOL



مدرسة بامير الخاصة

Lateness/Tardiness Letter 1

Date: _____

To the parent or guardian of: _____

The school is committed to improving student achievement and is concerned when a student misses school for any reason. You are receiving this letter as your child _____ of class _____ is habitual of coming late in morning. Lateness details are as follow:

Dates	Lateness/Tardiness

We want your child to have every opportunity to gain instruction, access to classroom participation and learning experiences, as well as opportunities to study and grow._

Please be advised that if lateness/tardiness continues, you will be required to attend a meeting with:

- Academic Coordinator
- Section Head
- Class Teacher

Date of meeting _____

Time: _____

Yours Truly,

Parent's Signature

Form 2

Lateness/Tardiness Letter 2

Date: _____

To the parent or guardian of: _____

We continue to have concerns regarding your child's excessive lateness. According to school policy we must develop a culture of timely arrivals among students. Lateness details are as follows:

Sr.No	Date	No. of minutes
1		
2		
3		
4		

Due to your child's continued lateness, you are required to attend a meeting to be held on _____, at _____.

Please plan to attend.

Yours Truly,

Note: Failure to attend the meeting has consequences

Uniform:

Student's dress codes reflect school community standards and balance the rights of individual student with the best interests of the school community. A student will maintain personal attire and grooming standards that promote safety, healthy, and acceptable standards of social conduct, and are not disruptive to the educational environment. Proper wearing of uniform is required at all times when attending the classes.

Checking of Uniform and Required Actions

Following are responsible for checking uniform of the students:

Level 1: At level one, the Class Teacher will check the uniform of the students twice a week and she will be responsible for maintaining her class uniform record according to uniform check list.

Action: Class teacher will take following actions:

- Verbal warning to the students
- Call and email to parents the Parents (all call or communication must be recorded)
- Discuss the disciplinary and uniform issues with parents on PTM
- Refer habitual cases to the Discipline In-charge.

Level 2: At level two, the Discipline In-charge will be responsible for checking the uniform of the students once a month. She/he will also be responsible of checking uniform checking record of each class.

Action: Discipline In-charge will take following actions:

- Find out the reason of inability of wearing school uniform from both students and parents.
- Meeting with the parents.
- Written warning.

Level 3: At level three, the School Coordinator can visit any time of the class and can check the uniform of the students and the uniform record.

Action 3: The School Coordinator will take following actions:.

- Written warning 2
- Meeting with the parents

Student Conduct:

The Student Conduct monitoring educates students about appropriate behavior and fosters a community in which academic success can occur.

PPS expects students to maintain standards of personal integrity that are in harmony with the educational goals of the school; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and school regulations.

At PPS, the mission of student conduct is to provide a safe learning environment and opportunities to students to learn from their own behavior and the behavior of others.

Students' Code of Conduct

Each student of PPS is required to follow these indicators to maintain school discipline:

- Student must follow all the instructions and rules of the school and the classroom be in online class or face-to-face learning.
- Student must arrive at school and lessons on time and, if absent; provide the office with a signed note from their parent explaining lateness and/or absences.
- Student must wear proper and defined school uniform.
- Student must not misuse the property of the school.
- Student must avoid discrimination; based on gender, age, race etc.
- Student must pass up disorderly conduct.
- Student must stay away from any sort of harassment.
- Student must take care of general safety and security of everyone.
- Student must avoid physical violence against anyone.
- Students must behave responsibly and will not put other people or themselves in danger or at risk.
- Students must take care of the school building(s), equipment, or property of the school and/or other people.
- Students must participate to promote a positive school community.
- Students must demonstrate a positive attitude towards studying and learning as act appropriately so as not to disrupt the classroom or the learning of others.

1. Students must commit to the heritage and culture of the UAE in such a way that they behave well and conduct themselves with dignity and honesty.
2. Student must show respect to all teachers, school personnel, fellow students, their families, and members of the community.

Disciplinary Offences Defined:

The following offences will lead to disciplinary action, which may include the students' exclusion from school by suspension or expulsion.

Level A Offences/Disciplinary Responses

Rough or Rowdy behavior, including running, shoving, pushing and shouting.

- Causing a disturbance in the class room (behavior that interferes with teaching and learning)
- Failure to complete an assignment.
- Failure to follow a direction by a teacher or other staff members.
- Lateness to class, study hall or activity (less than ten minutes)
- Violation of PPS Dress and Grooming Guidelines.

Disciplinary Responses

- Counseling by the Class Teacher/ Duty Teacher + Warning Letter

Level B Offence/Disciplinary Responses

Any level A incident that a teacher finds necessary to refer to an administrator.

- Third un-excused lateness to the school within a term.
- Vulgarity or other abusive language – not directed at administrator, teacher, or other staff members.
- Causing a disturbance in the hallway, lobby, lavatory, or other common area (including sidewalks, playground, athletic fields, and parking lots.)
- Unauthorized use of radio, tape recorder, or player, camera, video camera, laptop, tablet, cellular phones, smart watches. (Parents may be called to pick up the cellular phones/

smart watch from the school. Failure to turn over cellular phones to faculty or staff when requested may result in additional discipline orders)

- Cafeteria behavior, including rough or rowdy behavior and causing disturbance.
- Loitering in the bathroom, hallways, lobbies or other common areas.

Disciplinary Responses

Warning letter + Counseling by the Discipline Committee + Parent would be called

Level C Offense/Discipline Responses

The commission of Level A or B Offence when a student has committed a Level B Offence within a school year.

- Cutting class (absence from class, study hall, lunch, or activity ten minutes or more) A grade of “0” will be assigned for work during the period
- Throwing food or other objects
- Fighting – no punches thrown or no apparent injury
- Misbehavior inside bus transportation (rough or boisterous behavior causing a disturbance, or violation of transportation rules). (Discipline may include loss of riding privilege)
- Fourth unexcused lateness from school within a term.
- Vandalism that can be cleaned and requires no expense for replacement or repair.
- Leaving class or assigned activity without permission
- Forging notes, excuses, or early dismissal slips or altering school related documents
- Mooning, or making obscene gestures
- Damaging a person’s property or violating a person’s right to privacy.
- Gambling (participating in any game or activity involving the chance of getting or giving money.)
- Violation of gadget or device use and Distance Learning Safeguarding Policy
- Harassment/ bullying not including physical contact or threat of harm or sexual harassment.
- Violation of academic honesty guidelines. (discipline will also include a grade 0 for the assignment, a second violation in the same course may result in failure of the course.

Discipline Responses

Warning letter + Counseling by the Discipline Committee + Parent meeting

Level D Offense/Discipline Responses

- The commission of any Level A, B or C offense when a student has committed a Level C Offense within a school year.
- Disrespect of an administrator, teacher, or other staff members.
- Vandalism causing damage that can be repaired for AED 100 or less. (Discipline will also include student’s payment of repair or replacement expenses.)
- Possession or use of lighters or matches.
- Fifth unexcused lateness to school within a term. (Discipline may include loss of driving privileges)
- Unexcused lateness to school following second period.
- Failure to bring a doctor’s note to school.
- Cutting school, truancy (staying out of school without permission)
- Leaving building or grounds without permission.
-

Discipline Responses

Warning letter + Counseling by the Academic Coordinator + Meeting with parents.

Level E Offenses/Discipline Responses

- The commissions of any level A, B, C or D offense when a student has committed a Level D Offense within a school year.
- Fighting – punches thrown or apparent injury.
- Possession or use of any tobacco product.
- Theft
- Possession of stolen property
- Possession, distribution, or exhibition of sexually provocative materials.
- Harassment/Bullying involving physical contact or threats of harm or sexual harassment.
- Six or more unexcused lateness to school within a semester. (Discipline may include an informal hearing with a student’s parents and the administration)
- Extortion (obtaining or attempting to obtain something of value from another by force or intimidation of force or attempting to force another to take action or not to take action.)

Discipline Responses

Warning letter + Counseling by Academic Coordinator + Parent would be called + Suspension from school for a period of from one to three days

Level F Offenses/Disciplinary Response

Level F Offenses

The commission of Level A, B, C, D or E offense when a student has committed a Level E offense with in a school year.

- Possession or use of weapon (Discipline may include at least a one-year expulsion).
- Possession or use of any tobacco product-second offense within school year.
- Striking or assaulting a teacher, administration, or other staff member
- Vandalism causing damage in excess of AED 100. (Discipline will also include student's payment of repair or replacement expenses).
- Possession or detonation of fireworks, smoke bombs, and similar devices.
- Theft (second offense)
- Possession, use, distribution or solicitation of use drugs, drugs paraphernalia, or alcohol
- Criminal Behavior (conduct that, if committed by an adult, would constitute a felony or misdemeanor under prevailing laws of United Arab Emirates.
- Failure to cooperate with a search.

Disciplinary Response

A student who commits a Level F offense will be excluded from school, at a minimum by a suspension for a period of ten days + Warning letter + Counseling by the Academic Coordinator + Meeting with parents.

Prohibited Actions:

It is prohibited in PPS for any school staff member or teacher/teaching staff to use any of the following ways for applying disciplinary action against a student:

- Any type of physical punishment.
- A teacher lowering or threatening to lower a student's grades.
- Punishing a group of students for the misconduct of an individual student.
- Giving a student more school work.
- Making fun of or insulting a student in private and/or public.
- Depriving a student of using toilet facilities and/or of food.
- Student Misconduct.

Discipline Committee Team:

Mr. Muhammad Zahid Azeem	Discipline Head
Ms. Sally David-Ty	Discipline In-charge and Primary Coordinator
Members:	
Ms. Amina Akram Mr. Shoaib Ms. Naila Yasmeen All Class Teachers	

Monitoring Review:

The Senior Leadership Team, will monitor and evaluate the outcomes of this policy to ensure that our students are taught the importance of Discipline. This policy will be reviewed every 6 months, or more often if necessary, due to changes in regulations or circumstances.

C O N F O R M E:

We understand the Discipline Policy.

We accept and we will adhere to every rule about it.

Parents Name and Signature

Student Name

Class

Date