مدرسة الخليج الهندية الثانوية

Gulf Indian High School

DISCIPLINE POLICY

"A disciplined mind leads to happiness, and an undisciplined mind leads to suffering."

Discipline plays pivotal role in the personality development of the young generation. All students are expected to conduct themselves in a disciplined manner in all places at all times and project the good name of their school by their courteousness, manners, deportment and conversation. Students should be kind, considerate and co-

operative with their fellow students and teachers at all times. The wholehearted co-operation of the parents is expected at all times in the formation of character of their children. As the student progresses from the lower to the higher classes, he/she will be given increasing opportunities to shift from conforming to externally imposed order to self-imposed order and self-imposed discipline.

The Gulf Indian School, Dubai implements the following plan in accordance with the student disciplinary bylaw by the MOE, UAE.

CRITERIA TO TAKE ACTION AGAINST OFFENCES

Reinforcing the Desirable Conduct

1. Situations requiring reinforcement:

• Distinguished excellence in adherence to the society's values, customs and traditions.

• High level of performance and incentives for learning, appreciation for education, and high respect for the teacher.

• Distinguished excellence in integrity, honesty, and values of cooperation, loyalty and belonging to the country.

• Excellence in studying and achieving good progress after retardation or failure, regularity in doing school homework, handling school facilities and maintaining the same.

• Positive and active involvement in school activities and contests.

• Having and practice of leadership capabilities and cooperation skills, and shouldering the responsibility.

• Participation in executing projects and programs which have a positive impact on the school and local communities.

• Student's adoption of a positive conduct after rectifying his undesirable behavior.

2. Desirable conduct reinforcement methods:

The desirable conduct of the students should be reinforced on the levels of the class, school and educational zone, in line with the age of the student, school stage and student's conduct using varied methods including:

1. Oral praising, commending, lauding and encouraging expressions addressed by any one of the school staff upon showing the desirable conduct.

2. Written lauding expressions in the student's evaluation card or his notebooks.

3. Thanks and appreciation letters issued or approved by the school administration and delivered to the student or his guardian.

4. Displaying student's name and photo as Student of the Month on the honour board on the level of the class or the school.

5. Commending the student through the school broadcasting service, wall newspapers, periodicals or magazines published by the school.

6. Publishing the name and the photo of the student and lauding him through the school website.

7. Honoring the student in the school celebrations same as the excellent and distinguished students.

8. Representing the school in student meetings, seminars or conferences, outside trips or official student delegations.

9. In-kind prizes and various types of awards.

3. Desirable conduct reinforcement controls:

1. Reinforcement should immediately follow occurrence of the desirable conduct.
2. Reinforcement opportunities should be fairly available for everybody.
3. Reinforcement should match in type and degree with the under reinforcement conduct.
4. Reinforcement should be directed to the response of the student and not to his personality.
5. Reinforcement methods should vary between moral and material ones (verbal and non-verbal).
6. Avoid exaggeration in using means of reinforcement.
7. Reinforcement strategies shouldn't turn to frustrate those who don't receive any.

Rectifying the Undesirable Conduct

1. Situations requiring intervention to rectify the undesirable conduct:

• Coming late to the morning assembly without acceptable justification.

• Being absent for consecutive days without acceptable justification, running away from school or not- attending some classes.

• Student's non-compliance with school regulations and violating educational and administrative instructions.

• Causing damage to school facilities or public properties at the school either by destruction or writing thereon.

• Destructing or taking over others, belongings or school properties.

• Verbal or physical aggression against schoolmates or school staff or causing harm to them.

• Immoral conduct that is harmful to the society.

• Taking immoral publications, pictures or tapes into the school and promoting their circulation.

• Using foul and impolite language.

• Committing violation of trust and honor actions.

• Smoking, possession of, or selling dangerous, prohibited items or all kinds of drugs inside the school campus.

• Defamation of the religions, the Islamic Sharia's values, the bases of the general system, customs and conventions of the country, and anything which may cause riot and racial discrimination on the basis of nationality, religion and sect.

• Defamation of Political, social, scientific, literary and other symbols.

2. Strategies of rectifying the undesirable conduct

Intervention should take place gradually to handle the undesirable conduct according to the following methods:

- **Eliminating the conditions that led to the undesirable conduct.**
- Following remedial and preventive methods as the following:

- Orientation to the school bylaws and regulations to students and parents.
- Planning and executing programs and activities related to developing and founding the values.
- Taking into account the characteristics of students, growth, their needs and problems, as well as their pertinence to the undesirable conduct.
- Planning and executing individual and group guidance and advisory programs.
- Continuous emphasis on the model of good example among the teachers and the students.
- Executing programs and activities which support and strengthen the relationship between home and school.
-

3. The undesirable conduct rectifying controls

When enforcing the measures of the undesirable conduct rectifying, the following should be taken into account:

• Verification of the occurrence of the fault.

• Applying the rules with the aim of guiding and rectifying the conduct, rather than demonstrating anger and revenge.

• Dealing with the student on the basis of respect for his/ her character and feelings, and prioritizing the reinforcement strategies over the rectifying measures.

• Taking into account the circumstances in which the fault occurred and the frequency of its occurrence.

• The necessity of relating the conduct rectifying strategies to positive reinforcement.

• The use of only one method to rectify the conduct weakens its effect.

• Using conduct rectifying methods gradually is one of the successful educational principles.

• Avoiding cruelty, psychological abuse, vilification, insult, sarcasm, or humiliation.

• Focusing on the student's conduct rather than the student's personality.

• Not to enforce measures on all classroom students or a group because of a fault committed by one of the students.

• The procedures should be immediate and suitable to the level and nature of the conduct.

• Fairness and equality in treating all the school students should be taken into account.

• The enforced procedure should be suitable to the student's growth phase; with his / her special needs taken into account.

• The enforced procedure should be suitable to the nature of the conduct, with the severity and frequency of the undesirable conduct should be taken into account.

• Firmness in enforcing the measures against the undesirable conduct in accordance with the conduct disciplinary bylaw and its procedures, as well as the cooperation of people in charge of its implementation.

• The educational committee should consider the student's problems from the social, educational, psychological and financial perspectives prior to enforcing the measures.

4. The following practices should be avoided when rectifying the student's undesirable conduct:

• Physical punishment in all its types, forms and manifestations.

• Depriving the student from taking the meals.

- Assigning extra homework as a punishment.
- Provoking, ridiculing or taunting the student.
- Prohibiting the student from using the toilet.
- Deducting marks in the courses or threatening to do so.
- Expulsion from school during the school day on an individual decision.

Gulf Indian High School, Dubai

Behavior Policy 2016 – 2017

Characteristics	Level 1 Offence (Forms 1 - 4)	Level 2 Offence (Forms 4 - 5)	Level 3 Offence (Forms 4 - 5)	Level 4 Offence (Forms 6 - 7)	Level 5 Offence (Forms 8 - 9) - 10
Responsibility	• Incomplete assignment (class/home work, project, etc.) • Failure to bring required materials to class • Being found outside class without permission slip	• Running with open food in hand • Chasing peer/s •	• Chasing peer/s having open food in hand	•	• Inappropriate use of emergency equipments • Possession/use of fire crackers
Promptness	• Unexcused tardiness to assembly/ class • Loitering outside the class during lesson • Unexcused absence from school	• Bunking lessons	• Playing truant from school or work	•	•
Discipline	• Not wearing proper and full uniform & Identity Card or untidy/ undesired appearance • Entering/Leaving classroom without permission during lesson • Walking out of class in between periods • Littering on the floor/ school ground • Not tidying or cleaning areas around desk • Failure to abide by classroom, laboratory, library procedures • Talking aloud / shouting across the class during lesson • Calling out aloud to teacher • Moving around in the class during lesson without permission	• Chewing gum • Throwing object in/across the class • Possession/Use of unauthorized electronic devices • Running/pushing or shouting in the Corridors • Counterfeiting parent's signature in the school correspondence • Having haircut / hairstyle unacceptable to school atmosphere • Chasing peer/s while having open food in hand/ during break time or any other time •	• Absconding from school during the school day • Quarreling with/ threatening peer verbally or physically • Possession of unauthorised sharp/harmful items • Damaging of or tampering with school buses • Flagrant violation of the community tradition • Presenting, promoting, distributing unlicensed electronic or physical media materials non-compliant with the general system • Bringing obscene materials • Inappropriate display of affection •	• All kinds of threat to the school staff • Engaging in actions contradictory to the morals including sexual harassment/bullying • Possession/promotion of cigarettes/ smoking • Possession/use of any kind of inflammable substances (Matches/lighters/etc) • Any other action similar to these offences	• Leaving school without permission • Promoting anything against ethical values, manners and general systems • Possession /Use of dangerous items • Possession /Use of/Promotion of any kind of drugs / prohibited substances • Presence in school under the influence of any kind of drugs • Physically assaulting peer or staff • Counterfeiting official documents of school

Respect for people and things	• Disrespecting peers • Calling names to peers/their parents • Disrupting class lesson/activity • Use of inappropriate/rude language to peer or staff • Intendedly Blaming peers • Not taking turn to speak • Running in the ground during break time • Running to or from school bus or overtaking others • Bringing unwanted things like playing cards, toys, food for party	• Disobeying teacher • Writing on school furniture or walls • Writing/ scribbling on books of peers or trying to spoil their books • Verbal/Physical bullying • Intendedly Blaming staff • Speaking back / Retaliating to staff • Snatching/stealing/ spilling other's food • Food firing • Speaking back / Retaliating to teachers/Supervisors or any other employee in the school	• Emotional/ Cyber bullying • Use of obscene language • Damaging or destroying belongings of peer/ staff/ school • Stealing/hiding peers' books • Stealing other people's property/money • Damaging work on club/bulletin board • Speaking back / Retaliating to teachers/Supervisors or any other employee in the school	• Racist bullying	• Defamation of political, religious, or social symbols • Defaming religions or provoking what would cause sectarian or religious conflicts in the school • Committing major actions contradictory to the morals such as sexual assault or having sex • Committing acts of public indecency in the school • Inappropriate representation of school (inside and outside school) or trying to defame the school
Honesty	• Copying assignment • Telling lies	• Copying Projects • Exercising any kind of dishonesty with peers	• Cheating in an exam • Exercising any kind of dishonesty with staff	•	•

Consequences that follow Undesirable Conduct

Level - 1 Offence:

Step 1: (First time offence)

- Verbal notice by the teacher or one of the school staff who witnessed the incident, and documenting this notice according to the regulations. **(Form 1)**

Step 2: (Second time offence)

- Written notice by the principal's assistant warning him not to repeat the violation. **(Form 2)**

Step 3: (Third time offence)

- Calling the student's guardian and informing him verbally of the student's behavior, and the necessity of avoiding it in the future. **(Form 3)**

Step 4: (Fourth time offence)

If the student repeats any of the First Level Violation after the third time, the student moves to the **Level -2 Offence** (First time offence) **(Form 4)**
[At this stage of filling Form 4, the student will be deprived of PE periods, debarred from Assembly activities, sports teams and clubs for both intra-school and inter-school activities]

Level - 2 Offence:

Step 1: (First time offence)

1. Calling the student's guardian and notifying him in writing of the undisciplined conduct of the student, and that the student should not repeat the same in future.

2. The student should apologize to the offended persons.

3. Warning the student, in writing, not to repeat the violation, and to be disciplined in compliance with the UAE conduct disciplinary bylaw (MoE). **(Form 4)**

Step 2: In case of repeating the violation

• In addition to the aforementioned measures for the "First Level" violations, the student will be assigned to perform a **community service work / in school suspension** for a period not exceeding five days **during the school days.** This would be reported to **The Educational Committee**, **and the Educational Zone (KHDA and MoE)** , **and the guardian also will be informed**. Achieving the community service is a must in order to permit the student continue attending the school. **(Form 5)**

Level - 3 Offence:

Step 1: (First time offence)

1. Calling the student's guardian and notifying him in writing of the violation, and warning him that the student should not repeat the undisciplined behavior.

2. Student's apology to the offended person(s).

3. Warning the student, in writing, not to repeat the violation, and to be disciplined in compliance with the conduct disciplinary bylaw. **(Form 4)**

Step 1: (In case of repeating the offence) In addition to the aforementioned measures for the "First Level" violations, the student will be assigned to perform a **community service work** for a period not exceeding five days in the school, and during the school day. This should be based on the recommendation of The Educational Committee (KHDA), the approval of the educational zone (MoE), and on informing the student's guardian. Achieving the community service is a must in order to permit the student continue attending the school. **(Form 5)**

Level - 4 Offence:

Step 1: (First time offence)

1. Calling the guardian and informing him of the violation and the measures to be taken against the student.
2. The student should apologize to the offended persons, with a written undertaking that he will never repeat the violation and that he will comply with the conduct disciplinary bylaw.
3. The student will be assigned to perform a **community service work** for a period not exceeding five days in one of the communities in the Emirate. This should be based on the recommendation of The Educational Committee, the approval of the educational zone, and on informing the guardian via a written warning to transfer the student to another school in case of repeating any violation of the same level. **(Form 6)**

Step 2: (In case of repeating the offence) A punitive issuance of **Transfer Certificate** to another school within the educational zone, based on a recommendation from the Educational Committee. The behavior of the student will be evaluated for one school year, and then the student can be allowed to return to the original school according to an application submitted by the guardian to the Educational Committee, and with the approval of the educational zone. **(Form 7)**

Level - 5 Offence:

- **Step 1:** (First time offence) The student will be **banned from attending school for one school year** according to the Educational Committee's decision, the approval of the educational zone, and notifying his/ her guardian . In the following school year, the student will be given the chance to be readmitted in a school determined by the educational zone. **(Form 8)**
- **Step 1:** (In case of repeating the offence) Final dismissal from school (while granting him the opportunity to join other school systems such as homeschooling, adult education or private education). The ban or dismissal will be based on the recommendation of The Educational Committee, the approval of the educational zone (MoE, KHDA) **(Form 9)**
- As the final procedure a REFERRAL TO THE EDUCATIONAL ZONE **(Form 10)** will be sent after which the Educational Committee will contact the parent for a final meeting.

All procedures taken to rectify the student's conduct will be documented and filed in the student's profile by the principal's assistant (Supervisor) and the social worker of the school.

Note: No makeup lessons or substitute classes will be given to students for the period of suspension or ban.

[NOTE: Student who would like to call parents when out of school, may bring a normal calling phone (not Smart Phone). On arrival, he/she should submit it to the Class Teacher / Supervisor and at the time of leaving, he/she may collect it from the same person.]

15th June 2017 Principal

Form No.1

United Arab Emirates
Ministry of Education

Zone : ..... School: .....

WRITTEN NOTICE

To

The student: …….. Class & Division: ……..…

As It is proved that on …….. corresponding to ….. /….. /……., during the school day, you have shown the following undisciplined conduct:

……
……
…….....

Whereas such a behavior is considered a violation of the school's disciplinary rules, bylaws and regulations stipulated under the student conduct disciplinary bylaw in the school community, **you are warned never to repeat such a conduct**, otherwise, the school management will be obliged to take more sever measures against you in case you repeat the same violation or any other undisciplined conduct.

Signature / Social Worker Signature / Principal's assistant

…….....…… …….....……

Signature of the student as acknowledgement

…….....……

Issued on: ….. /….. /…….

Cc. to: - Student's file.

Form No.2

United Arab Emirates
Ministry of Education

Zone : ..... School: .....

WRITTEN WARNING

To

The student: …….. Class & Division: ……

As it is proved that on …….. corresponding to ….. /….. /……., during the school day, you have shown the following undisciplined conduct:

……
……
…….....

Whereas such behavior is against the school bylaws and regulations, and what is stipulated under the student conduct disciplinary bylaw in the school community, **the school management warns you never to repeat such a conduct or any other undisciplined behaviors**, otherwise, the school's administration will take more severe measures against you.

Signature / Social Worker Signature / School's Principal

…….....…… …….....……

Signature of the student

.....……

Issued on: ….. /….. /…….

Cc. to:

- Guardian of the student.

- Student's file.

Form No.3

United Arab Emirates
Ministry of Education

Zone : ..... School: .....

WRITTEN NOTICE TO THE GUARDIAN

To

Guardian of the student: …….…..…….. Class & Division: …….....

As it is proved that on …….. corresponding to ….. /….. /……., during the school day, the aforementioned student showed the following undisciplined conduct:

……
……
…….....

Whereas such a behavior is against the school's bylaws and regulations, and what is stipulated under the student conduct disciplinary bylaw in the school community, you are kindly **requested to follow up the student in order to avoid repeating such a conduct**, otherwise, the school's administration will be obliged to take **more severe measures against the student in case of repeating the same** violation or showing any other undesirable conduct again.

Signature / Social Worker Signature / Principal's assistant

…….....…… …….....……

Signature of the guardian as acknowledgement

…….....……

Signature of the student as acknowledgement

…….....……

Issued on: ….. /….. /…….

Cc. to:

- Student's file.

Form No.4

United Arab Emirates
Ministry of Education

Zone : ..... School: .....

WRITTEN UNDERTAKING BY THE STUDENT

I, the student, …….. Class & Division: ……

As it is proved that on …….. corresponding to ….. /….. /……., during the

school day, I have shown the following undisciplined conduct:

……
……
…….....
.....

Whereas such a behavior is against the school bylaws and regulations, and what is stipulated under the student conduct disciplinary bylaw at schools, **I do hereby undertake never to repeat such a conduct** or any other undisciplined behavior, otherwise, the school's administration will take more severe measures against me in case of violating this undertaking.

Signature / Social Worker Signature/ School's Principal

…….....…… ……..... Signature of the student

.....……

Issued on: ….. /….. /…….

Cc. to:

- Guardian of the student.

- Student's file.

Form No. 5

United Arab Emirates
Ministry of Education

Zone : ..... School: .....

NOTICE OF TEMPORARY BAN FROM ATTENDING SCHOOL

To

Guardian of the student: ……..…, Class & Division : ……..

As it is proved that on …….. corresponding to ….. /….. /……., during the school day, the aforementioned student showed the following undisciplined conduct:

……
……
…….....

Whereas such a behavior is against the school's bylaws and regulations, and what is stipulated under the student conduct disciplinary bylaw in the school community, It is decided to **ban the student from attending classes** for a period of ……days, effective from ……., corresponding to …… /…… /….., and he /she can resume attendance effective from ……, corresponding to …… /…… /….. Accordingly, you are kindly requested to follow up the student in order to avoid repeating such a conduct, otherwise, the school's administration will be obliged to take more severe measures against the student in case of repeating the same violation or showing any other undesirable conduct again.

Signature / Social Worker Signature / School's Principal

…….....…… …….....

Signature of the guardian as acknowledgement

…….....……

Signature of the student as acknowledgement

…….....……

Issued on: ….. /….. /…….

Cc. to:

- Student's file.

Form No. 6

United Arab Emirates
Ministry of Education

Zone : ..... School: .....

NOTICE OF ASSIGNING COMMUNITY SERVICE WORK

To

Guardian of the student: ……..……. Class & Division: …….

As it is proved that on …….. corresponding to ….. /….. /……., during the school day, the aforementioned student showed the following undisciplined behavior:

……
……
…….....

Whereas such behavior is against the school's bylaws and regulations, and what is stipulated under the student conduct disciplinary bylaw in the school community, it is decided according to the decision of the educational committee, and with the approval of the educational zone, to assign the **student to perform community service work** for a period of (……day/ days) effective from ……, corresponding to …… /…… /….., as shown hereunder:

- Inside the school in ( ).

- Outside the school, in …….

However, **his attendance to school will depend on performing the community service assigned to him**. In case of **repeating any of the above mentioned violations, he would be transferred to another school**.

Signature / Social Worker Signature of the guardian as acknowledgement

…….....…… …….....

Signature / School's Principal Signature of the student as acknowledgement

.....…… …….....

Issued on: ….. /….. /…….

Cc. to:

- Educational zone.

- Student's file.

Form No.7

United Arab Emirates
Ministry of Education

Zone : ..... School: .....

NOTICE OF TRANSFER TO ANOTHER SCHOOL

To

Guardian of the student: ……..…….. Class & Division: ……..

Due to the repeated violations committed by the student as shown hereunder:

……
……
…….....

and pursuant to the provisions of the student conduct disciplinary bylaw in the school community, and according to the decision of the educational committee, with the approval of the educational zone, it is decided to **transfer the student from the school to …….. school**, therefore you are required to take the necessary action for implementing this decision.

Signature / School's Principal

…….....……

Signature of the guardian as acknowledgement

…….....……

Signature of the student as acknowledgement

…….....……

Issued on: ….. /….. /…….

Cc. to:

- Educational zone.

- Student,s file.

Form No. 8

United Arab Emirates
Ministry of Education

Zone : ..... School: .....

NOTICE OF BAN FROM ATTENDING SCHOOL TILL THE END OF THE SCHOLL YEAR

To

Guardian of the student: ……..……..……..Class & Division: ……..

Due to the repeated violations committed by the aforementioned student, and his failure to rectify his undesirable conduct during the past period, shown as follows:

……
……
…….....

Pursuant to the recommendation of the educational committee with the approval of the educational zone, **it is decided to ban the mentioned student from attending school till the end of the current school year**. However, he may be re-enrolled in the following school year in another school to be determined by the educational zone upon your application.

Signature / School's Principal

…….....……

Signature of the guardian as acknowledgement

…….....……

Signature of the student as acknowledgement

…….....……

Issued on: ….. /….. /…….

Cc. to:

- Educational zone.

- Student,s file.

Form No. 9

United Arab Emirates
Ministry of Education

Zone : .....School: .....

A NOTICE OF FINAL DISMISSAL FROM PUBLIC SCHOOLS

To

Guardian of the student: ……..……..Class & Division: ……

Due to the repeated violations committed by the aforementioned student, and due to not being committed to rectify his/her undesirable conduct during the past period, as well as showing behaviors that conflict with his/her being at school, including the following:

……
……

Thus, pursuant to the provisions of the Student Conduct Disciplinary Bylaw inside the school community and the decision of the school Educational Committee, and upon the approval of the educational zone, **It is decided to dismiss the student finally from attending public schools effective from …… /…… / ……**

Signature / School Headmaster

…….....……

Signature of the guardian as acknowledgement

…….....……

Signature of the student as acknowledgement

…….....……

Issued on: ….. /….. /…….

Cc. to:

- Educational zone.

- Student's file.

Form No. 10

United Arab Emirates
Ministry Of Education
Zone : .....School: .....

REFERRAL TO THE EDUCATIONAL ZONE

To

Director, Educational Zone Administration

Dear Sir,

Pursuant to the provisions of the student conduct disciplinary bylaw in the school community, we present hereunder the recommendations of the school educational committee in its session No. ( ) dated ….. /….. /……. in respect to the student ……, class & division ……. .due to showing the following negative behavior:

……
……
…….

This is for your necessary action.

Signature / School's Principal

…….....……

Issued on: ….. /….. /…….

Enclosures:

1…….. 2……. 3…… 4…….

For the use of the educational zone

Pursuant to what is presented by you against the student / ……., and upon considering the enclosures, the educational zone decides as follows:

……
……
…….

Director, Educational Zone

Issued on: …….. /……. / ……

Cc. to:

- Student's file.