



Discipline Policy

Rationale:

At MSB Private School Dubai, we believe that good behaviour is essential for an effective learning environment in which all students are given the opportunity to explore their potential to the maximum and beyond. We seek to create a caring and inclusive environment which encourages and reinforces good behaviour.

We acknowledge that our parents and wider community expect good behaviour as an important outcome of the educational process.

Aims:

To ensure the safety and well-being of staff/students to promote healthy bonding between teacher- student and student-student relationship.

To create an environment conducive to learning, to enable children to be meaningfully involved and/or value their learning experiences.

To inculcate a spirit of tolerance, respect for diversity and self-discipline to transform students into well-rounded personalities.

Policy Statement:

Positive Student Recognition

All students enjoy receiving recognition for expected behaviour. Students respond better when they are encouraged and rewarded for positive behaviour and actions. Once students realize that positive behaviour brings about positive recognition, they are more likely to behave appropriately.

Each Year Group and subject will abide by a common behaviour management system which functions on 'Reward' and 'Reformative Disciplining' as key drives.

HOUSE POINT SYSTEM:

Each student is part of a House, which is assigned to them when they join school. Students are expected to take pride in their House and work throughout the year to ensure that their House earns maximum points.

Students shall be given House Points by teachers and the Senior Leadership Team based on positive behavior, academic achievement, punctuality in submissions etc. House Points will also be awarded for students who participate and/or win in competitions and events – both within school and outside.

However, House Points may be deducted for lapses in discipline and punctuality, as well as other reasons as seen fit by the teacher.

GENERAL SCHOOL RULES

1. Student must carry their school books according to the time table every day to ensure the smooth flow of studies.
2. Student are required to be in the auditorium for assembly by 7:15am. Habitual late comers and those found loitering around will be strictly dealt with.
3. Student must come to school in complete uniform (*refer to Uniform Policy*)
4. Except in case of illness, students are expected to be present for the entire school year to maintain 100 percent attendance. In case of a student being absent, an application from the parent must be sent/emailed to the form tutor and HOS explaining the reason of absence. Personal engagements should be planned as per the KHDA School Calendar, so as to not conflict with school attendance. In case of absence from examination, no retests will be given. However, in legitimate cases, the final decision will rest with the Principal.
5. The school regards the completion of careful and regular work in the class and at home as an indispensable part of the curriculum.
6. Parents are strongly advised to put name tags on their children's belongings. The school cannot be held responsible for any loss or theft of students' property. Student must keep track of their belongings and not leave them unattended.
7. Bringing of mobile phones, CD, cameras or any other electronic items is strictly prohibited. Students found in possession of any of these items will severely dealt with and the items are liable to be confiscated. Mobile phone are not allowed in school premises but if brought, in case of dire need, must be handed over to the Form Tutor or Head of Section.
8. There is a strict code of conduct with regard to the behavior of student. Students are expected to behave courteously with teachers and peers. Rude and unruly behaviour, use of foul language, violence, vandalism, harassment, intimidation or bullying in school or on the bus will result in strict disciplinary action including written warning letters followed by a letter of suspension in severe and repeated cases.

Discipline Plan:

At MSB, teachers and other adults manage the behaviour of students in and around the school, address any inappropriate behaviour themselves, prior to referring students to senior staff.

In the classroom, students who choose to act inappropriately will receive a warning. Consequences for first and minor offences will be agreed upon and implemented in each Year Group and subject. Students are expected to learn from mistakes and to not commit a similar action. Any 'time-out' imposed, (missed break / lunch / detention/ extra assignments/ stopping sports and activity classes) is meant to be a reflective process, where children are given the chance to learn and discuss their negative actions with staff.

Should the inappropriate behaviour continue, teachers are to complete the behaviour report form/ log/incident slip, before involving a senior colleague. At this stage a formal behaviour plan may be created, and the student will be placed on formal behaviour monitoring. The goal of a formal behaviour plan is to outline for the student additional support in modifying negative behaviour and supporting changes to positive behaviour.

Serious and repeated behaviour incidents will be recorded along with the recording of all meetings with parents to discuss behaviour concerns.

All lapses may lead to deduction of House Points.

Student Rights and Responsibilities:

All MSB students are expected to honour and practise their student rights and responsibilities.

All students have the right to:

- Be treated with respect and fairness by teachers, staff, and fellow students
- Be safe and respected in a welcoming school environment with no physical punishment
- Be provided with a high quality education without being negatively affected by others' behaviour
- Be provided with appropriate educational activities that promote individual talents, abilities, and potential
- Be recognized for good behaviour in class and while at school
- Be supported in changing misconduct into positive student behaviour
- Be supported by parents, guardians, or designated members at school meetings about behaviour

All students are responsible for:

- Developing positive relationships and values
- Following all policies, rules and regulations set forth by MSB Private School

- Following the Student Code of Conduct and Student Rights and Responsibilities
- Engaging as active learners by contributing and participating positively to the learning environment
- Contributing to the school community and acting as ambassadors of the school
- Contributing to and promoting a positive school environment

STANDARDS OF STUDENTS' BEHAVIOUR

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 demonstrate respect to all persons and property.

Unacceptable behaviour in such contexts includes:

- repeatedly disrupting the class
- shouting
- leaving the class without authorization
- showing disrespect to teachers and other students
- 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 someone
- indulging in acts of vandalism.
- running in corridors

In case a student's behaviour falls into any of the mentioned, the following procedure is followed:

First time: One-on-One counseling by teacher

Second Time: Team counseling by teacher/HOS

Third Time: Report to parents with approval from HOS/ Principal

Fourth Time: Issuing incident slip/warning letter. Any student who is found to continue with the breach of conduct, will be issued further warning letters which could be followed by suspension from school.

If a student still continues to demonstrate unacceptable behaviour, the school has the right to refuse him/ her admission in the next academic session or render a school leaving certificate and strike him/her off the roll.

(Written record of every measure taken will be maintained)

Assemblies

Assemblies are essential for communication and reflection. The goal of an assembly is to begin the day with a communal experience that enriches our students intellectually as well as spiritually, and prepares them for the day ahead.

Thus, it is mandatory for the students to attend morning assemblies without fail and be diligent in fulfilling duties (if assigned to them) during the assembly.

If a student is found avoiding morning assemblies without a valid reason, or if he/she arrive late, it shall be noted down in the diary records. Repeated offense will lead to break detention and assigning of extra work/responsibilities.

Travel on School Buses

While travelling on a school bus, students must behave in an orderly and respectful manner. School discipline policies apply to both the bus boarding/deboarding and the journey.

Students must follow the instructions given by the teachers on board, the bus assistant and driver. Making noise, talking foul, disrespecting the bus staff, getting late for the bus, and changing seats are strictly prohibited.

If a student's actions on bus falls into any of the aforementioned; he /she will meet the below given procedure:

First Time: Verbal notice to student.

Second Time: Memo issued to parents notifying them of their wards' behavior.

Third time: Transport facility will be suspended.

(Written Record of every measure taken will be maintained)

Dress Code

Students are expected to maintain high standards in their personal appearance. This is part of being proud of themselves and of their school.

Students are expected to have a smart and appropriate appearance according to the ethos and culture of this educational institution.

Students are expected to wear the complete school uniform, relevant prescribed sportswear, or other indicated attire for school outings. Only simple watches are allowed. No jewellery is allowed.

Uniforms should be washed and ironed. Students should wear appropriate headgear, shoes and socks, as prescribed by the uniform policy.

Boys should have short hair which is cut in a uniform size. Shabby, unkempt hair or hair cut in different styles and sizes will not be permitted in school.

If a student fails to meet the dress code of the school, a verbal warning shall be issued, along with a mark in the student's diary. Following 3 such marks, parents shall be notified, and the student may be barred from attending classes.

(Written Record of every measure taken will be maintained)

Punctuality

Punctuality is essential. All students are expected to be punctual in arriving at school, to lessons, and at any other school function. Students should, moreover, have all the necessary materials and equipment at hand before the commencement of lessons.

Tardiness and late coming are highly discouraged. Three late reportings in a term will result in one day suspension from school. In case of genuine need, parents are expected to contact the respective Heads of Section to convey the reason of late coming.

Repeated cases will meet more severe measures, decided by the school management.

(Written Record of every measure taken will be maintained)

Attendance and Absences:

Outstanding attendance is mandatory for academic progress and success. Unacceptable absence includes the following:

- Late arrival for three or more consecutive days
- Remaining absent from school for long intervals without obtaining prior permission from the Head of Section
- **All leaves/holidays MUST be planned in accordance to the KHDA calendar**

To ensure attendance the following procedure shall be followed:

- If a student fails to meet minimum of 90% attendance criteria, he/she will not be eligible to appear in final exam. However, if a student is absent on medical grounds, he/she may need to submit a medical leave and fitness certificate.
- If a student arrives late to school for three days in a week that will be considered as a one day absence from school. In such a case, the student will have to furnish a written note from parents mentioning reason of late arrival. In repeated cases, the student will be suspended from school.

- If a student remains absent from school prior to the exam without approval from Head of Section/Principal, he/ she will not be allowed to take the exam.
- If a student needs to go out of station, he/she will be required to seek permission from the Head of Section/Principal prior to travel, with a note from parents.
- In case of emergency, school management must be informed as soon as possible via phone call from parents, ideally within 24 hours
- Kindly note that even if leaves are approved, the student will not be marked 'present'. Kindly avoid taking unnecessary leaves, as 88% PLUS attendance is a must as per KHDA.
- In case of unexcused leave, the school may strictly impose the 'leave policy'.

School work

Students must work to the best of their ability. Failure to demonstrate effort, interest and pride in one's work results in unacceptable standards.

Assignments and homework should be completed on time. If, for any valid reason, work is not presented on time, students are expected to produce a note from their parents and to make the necessary arrangements with the teachers for extra help or extra time, if absolutely necessary.

Habitual failure to present and produce standard work in the class will be strictly dealt with and may result in issuing warning letters, meeting with parents and if felt necessary, suspension from school.

Organised Excursions

Educational visits, field trips and seminars are authorised and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. While on such excursions, students are to consider themselves as ambassadors of their school.

Students must treat teachers, helpers and guides with respect and courtesy. The school notifies parents to obtain their written consent in advance. On such occasions, students are required to wear proper school uniform (as instructed by school). It is compulsory to wear the school ID during excursions, failing which, students shall not be allowed for the excursion.

Property

Students are expected to respect such school property such as furniture, buildings, books, materials and equipment.

Students are responsible for school library books and other educational materials and equipment in their possession and are not to deface or damage them. Fines will be charged for any damage or loss.

In case of intentional damage to school or personal property of others, such behaviour renders parents or guardians liable for restitution. Fines equivalent to the minimum cost of the item damaged or destroyed will be charged. Incidents of pilfering will be dealt with in a similar manner.

Lockers

Where lockers are available, they are the property of the school. Students should use the lockers assigned to them solely for storing their school materials and personal items necessary for school attendance. It shall be the responsibility of each student to keep the assigned locker clean and undamaged. The expenses to repair damage done to lockers will be charged to the students who are responsible for the damage.

Behaviour in Common Areas

While in the library, laboratories, 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.

Littering is considered a social offence.

Littering includes: Spilling water in classes, in corridors, on the ground, throwing empty water bottles, throwing empty packets, food remains etc.

In case of littering, social services will be imposed on the student including classroom cleanup, ground cleanup etc. If he/she fails to perform the social service, a warning letter will be issued.

Students are not allowed to run in corridors or on the staircases.

Kindly note that the school reserves to right to carry out any or all of the following disciplinary actions after due procedure:

- **Detention.**

This includes:

- a task to be completed during the stipulated time during break.
- after-school detention, in which the student shall have to stay back after school and shall be assigned a task to be completed during the stipulated time. Bus services shall not be provided during this detention and it is the parents' responsibility to pick up their child at the end of after-school detention.

- **Joint Supervision:**

Joint supervision is where a parent/legal guardian must attend school with their student for the length of the entire school day. Parents/legal guardians are required to sign in and out for the day and attend every class with their child. The parent/guardian must sit next to their child at all times and must refrain from using electronics/technology in the classroom.

For students, this has proved an effective deterrent to unacceptable behavior, while it provides parents with rare insight into their child's school day. The Joint supervision may also be mandated in certain cases, at the discretion of school authorities.

- **Expulsion:** In case of repeated or severe misbehavior, a student may be expelled from the school.

Disclaimer:

This policy may undergo periodical reviews.

Last edited in July 2019