

**NOOR AL KHALEEJ INTERNATIONAL SCHOOL
DOHA. QATAR**



DISCIPLINE POLICY

Student Positive Performance/Discipline Policy

Noor Al Khaleej International School recognizes the importance of developing positive attitudes and behaviours in our students. This is a shared responsibility among the school, the parents and society in general.

The school fosters the concepts of Respect and Responsibility and the many aspects of Respect and Responsibility which are “part and parcel” of everyday school life.

The aim is to “Catch students doing something right”, to recognize these behaviours and to reward these actions by students. The goal is to have these actions become daily habits by our students both in and out of school. The vast majority of staff interactions with students will be positive in nature and will recognize good behaviour choices by students.

Positive Performance Program:

The school has a Positive Performance Recognition Program. Staff carry N.A.K.I.S. “**3P Slips**” - **Positive Performing People**. These slips are handed to students when they are “caught doing something right”. These are given to students who are witnessed making positive behaviour choices, have done outstanding work, have made a great effort on an assigned task, have helped a fellow student or staff member, have been a positive role model for other students or who have been an exemplary ambassador for the school in some way. Students sign the slips and indicate their class. The slips are put in the appropriate grade level box located outside the Principal’s office. Assemblies are held at regular intervals and slips are drawn by the Head Teacher or Principal and a number of students get to select a prize at each assembly.

Other Forms of Student Recognition:

N.A.K.I.S. aims to recognize all areas of student positive performance be it academic, attendance related, or for participation on teams, clubs or other school based activities. Students receive recognition in the form of announcement at assemblies or special events, extra P.E. classes, in being awarded certificates, or participating in other events organised by the school.

Negative Behaviours:

Assisting students to recognize and understand why negative behaviours are not acceptable is an important aspect of the policy. It is important that students are advised when they are responsible for an unacceptable behaviour. This includes assisting the student to understand why the behaviour is not acceptable and what is expected in the future. The student may be provided with strategies to help them make acceptable behaviour choices. Negative behaviours are never acceptable and a range of interventions is used by the school to address these behaviour concerns. There is a spectrum of consequences which range from a conversation with the student regarding a minor infraction up to and including suspension or expulsion in the most severe cases.

N.A.K.I.S. strives to create a safe, positive environment for all staff and students. Respect and Responsibility coupled with the fostering of positive relationships and recognizing positive behaviours are central to effective discipline and student growth and maturity. It is the desired outcome that students ultimately make positive behaviour choices and become “self-disciplined”. The school’s responsibility for student discipline includes teaching acceptable behaviours, recognizing positive behaviours and a hierarchy of consequences for negative behaviours.

All staff have a responsibility to foster positive relationships with students and to be active participants in creating a safe respectful atmosphere while assisting students in making positive behaviour choices.



Students are expected to follow school rules while travelling on school provided transportation, while on the school premises which includes both inside the school buildings and outside. Students are expected to do the same while participating in all off site school functions also.

Student Knowledge of Appropriate Behaviours:

Students need to be taught and understand what are appropriate behaviours and what behaviours are not acceptable. This is a shared responsibility of the school and the parents.

Parents are advised of school behaviour expectations in writing (General Rules and Regulations For Parents, Regulations For Parents Using the School Transport Services; copies attached) during the Student Admission Process when children are first registered at the school, through the information provided in the Student Diary pages 27 – 25 (copy attached), and through circulars which are sent home from time to time. Parents are informed of behaviour issues with their child through notes in the student diary, telephone conversations, warning letters and face to face meetings with school personnel.

All school staff have a responsibility to “teach” acceptable behaviour by students. This is included as part of class instruction and in other dealings with students while in the hallways, outside etc.

Discipline Process:

In most cases non acceptable behaviours of a minor nature are dealt with by the teachers as these incidents occur whether inside the building or outside. All teachers are responsible to deal with inappropriate student behaviour regardless of whether the teacher teaches the student or not. In most cases the discipline will include advising the student that a certain behaviour is unacceptable, an explanation why the behaviour is unacceptable and what is expected in

the future. In many cases this will be sufficient to achieve the desired behaviour.

When there is an ongoing repetition of a negative behaviour or an infraction that is more serious in nature a hierarchy of staff is involved in the discipline process and a range of interventions is in place to deal with the negative behaviour(s).

Range of Interventions:

Depending on the specifics of the behaviour infraction the Home Room teacher will advise the Coordinator and the Head Teacher of the behaviour infraction(s). In serious cases the Head Teacher will advise the Principal.

Corporal Punishment:

Corporal punishment will not be administered to any student at N.A.K.I.S. Teachers who initiate disciplinary physical contact with students will be subject to a follow up meeting with the Head Teacher and Principal which may lead to subsequent employment related consequences.

Verbal Warning:

When a Subject Teacher issues a Verbal Warning to a student the Subject Teacher advises the Home Room Teacher of the incident. Any Verbal Warning may also be accompanied by a note to the parent in the Student Diary. The Home Room Teacher then records the incident on the Student Incident Tracking Form

A second Verbal Warning would be recorded on the Student Incident Tracking Form by the Home Room Teacher and must be recorded in the student diary. A telephone conversation by the home room teacher may be held with the parent at this time and this is recorded on the Tracking form as well as a brief summary of the details of the call.

If there is a third infraction the Home Room Teacher records it and passes the tracking form to the Coordinator. The Coordinator then advises the Counsellor and the Head Teacher and an appropriate discipline is levied. In all cases the Head Teacher will send a Warning

Letter home to the parents regarding the negative behaviour. The Counsellor opens a Confidential File and maintains a record of all following discipline related incidents. The Counsellor may meet with the student to assist the student in making positive behaviour choices. The Coordinator will advise the Subject Teacher and the Home Room teacher of the discipline.

Detention:

With the approval of the Head Teacher a student may be assigned a detention to be served during Recess time. If this is the case the student will be given sufficient time to eat their lunch before or while serving the detention. Parents will be advised in the student diary that a detention has been assigned.

Detentions will be served in the detention room and will be monitored by one of the school staff.

Meeting With Parents:

A subject teacher or the home room teacher may request a meeting with parents to discuss behaviour concerns. The Coordinator and Head Teacher will be advised of the request in advance to facilitate the attendance of the Coordinator and Head Teacher at the meeting.

Warning Letter:

A Warning Letter will be sent to the parents from the Head Teacher or Principal when there is a serious behaviour issue. This will be an official school written communication.

Suspension:

The Head Teacher, with the approval of the Principal may assign a suspension for a number of school days to a student for a serious behaviour infraction or repeat infractions. The parent will be advised by official school written communication.

Expulsion:

A parent may be advised by official school written communication that their child's permission to attend the school is being permanently revoked. The Principal has the authority to make this decision based upon the most serious of offences or following multiple interventions by the school to change unacceptable student behaviour. The Principal will only make this decision following input from the School Discipline Committee and the Management.

Policy Revision:

The Discipline Committee will review the policy annually and make appropriate revisions.

Student Discipline Code

RESPECT:

قواعد الاحترام

- **Students will treat each other, their teachers, school employees and visitors with respect.**

يجب على الطلاب معاملة بعضهم البعض و المدرسن والعاملين في المدرسة و الزائرين باحترام.

- **Students will come to school on time in the proper school uniform.**

يجب على الطلاب أن يحضروا إلى المدرسة في الوقت المحدد دون تأخير والالتزام بالزي المدرسي.

- **Students will move about the school in a quiet, respectful manner.**

يجب على الطلبة أثناء تحركهم بالمدرسة الالتزام بقواعد الهدوء و النظام و التعامل بسلوك محترم.

- **Students will respect the authority of the principal, all teachers and other school employees.**

يجب على الطلاب احترام التعليمات الصادرة من مديرة المدرسة ، المدرسين ، المدرسات و جميع الموظفين العاملين بالمدرسة.

- **Students will conduct themselves in a manner which brings respect to the school.**

يجب على الطلاب التعامل بسلوك جيد واحترام للمدرسة.

RESPONSIBILITY

المسؤولية

- **Students will arrive at school on time, with all necessary books and materials ready to give their best effort in each lesson.**

يجب على الطلاب الوصول للمدرسة في الموعد المحدد و إحضار كل الكتب و المواد المطلوبة استعدادا لتقديم الأفضل خلال اليوم

- **Students will report to each lesson on time.**

يجب على الطلاب إنهاء المطلوب منهم خلال الحصة في الوقت المناسب.

- **Students will complete all assigned work on time and to the best of their ability.**

• يجب على الطلاب استكمال كل ما هو مطلوب منهم بأقصى جهد لديهم.

- **Students will refrain from getting involved in physical confrontations with other students.**

يجب على الطلاب تجنب استخدام العنف مع زملائهم.

- **Students will assist in keeping the school neat and tidy.**

يجب على الطلاب الحفاظ على نظافة المدرسة.

- **Students will accept responsibility for their behaviour and understand that there are consequences for inappropriate behaviours.**

يجب على الطلاب تحمل مسؤولية و عاقبة أي سلوك خاطئ.

LEVELS OF OFFENCES AND THEIR POSSIBLE SANCTIONS

Level 1.

Expected Behaviour What students should do.	Offences What students should not do.	Choices to address student behaviour. These are not intended to be the only choices or sequential.
Be Safe <ul style="list-style-type: none"> • Stay in assigned areas. 	<ul style="list-style-type: none"> • Entering/Exiting classes without permission. • Being out of bounds during home time. 	<ul style="list-style-type: none"> • Private conversation with student. • Verbal reprimand. • Parent notification in diary. • Behaviour reflection – rule reminder. • Teacher detention. • Written punishment. • Classroom timeout. • Notify coordinator.
Be Respectful <ul style="list-style-type: none"> • Follow directions. • Obey classroom rule. 	<ul style="list-style-type: none"> • Causing disturbance in or outside the class. • Eating and drinking in class without permission. • Interrupting the class. • Wearing incorrect uniform. • Wearing jewellery. • Sleeping in class. • Chewing gum. • Untidy or uncut hair/nails. • Littering in class or on the grounds. 	
Be Responsible <ul style="list-style-type: none"> • Tell the truth. • Do your work. 	<ul style="list-style-type: none"> • Not doing homework. • Not bringing books/stationery to school. • Repeated absence from school without prior notice from parent. 	

Application of sanctions:

- Level 1 offences should be dealt with and administered by the Class/Subject Teachers. Should any of the offences be repeated and the teacher has done all in his/her power to correct the behaviour, but has not been successful, the offence should then be shifted to Level 2, “Repetition of Level 1 offences” in which case the support of the Coordinator may be sought.
- The school will, as part of professional development, aim to assist staff where possible to improve their coping skills relating to discipline issues.



Level 2.

Application of sanctions:

Expected Behaviour What students should do	Offences What students should not do	Choices to address student behaviour. These are not intended to be the only choices or sequential.
Be Safe <ul style="list-style-type: none"> Stay in assigned areas. 		<ul style="list-style-type: none"> Interview with parents. Written warning. Phone call to parents. Removing graffiti from walls/desks during recess. Detention. Meeting with Head Teacher. Written punishment. Counsellor support. Bear the cost of the damage.
Be Respectful <ul style="list-style-type: none"> Follow directions Obey classroom rule 	<ul style="list-style-type: none"> Verbal abuse directed at a teacher. Disregarding test/examination procedures. Bringing a mobile phone to school without declaring it. Basic physical violence. Breaking bus rules. Vandalizing/damaging school property. Bullying. Rude/inappropriate behaviour. 	
Be Responsible <ul style="list-style-type: none"> Tell the truth Do your work 	<ul style="list-style-type: none"> Repetition of Level 1 offences. Skipping class. Persistent lateness to class. 	

- Level 2 offences should be dealt with and administered by the class/subject teachers in conjunction with the Coordinator and Councillor. Should any of the offences be repeated and the teacher, coordinator and councillor have done all in their power to correct the behaviour, but has not been successful, the offence should then be shifted to Level 3, "Repetition of Level 2 offences" in which case the support of the Head Teacher may be sought.
- The school will, as part of professional development, workshop creative ways in dealing with discipline.

Level 3.

Application of sanctions:

- Level 3 offences should be dealt with and administered by the Coordinator and Councillor in conjunction with the Head Teacher. Should any of the offences be repeated and the Coordinator, Councillor and Head Teacher have done all in their power to correct the behaviour, but has not been successful, the offence should then be shifted to Level 4, “Repetition of Level 3 offences” in which case the support of the Principal may be sought.
- The school will from time to time review, with the Head Teachers, the discipline procedures.

Expected Behaviour What students should do	Offences What students should not do	Choices to address student behaviour. These are not intended to be the only choices or sequential.
Be Safe <ul style="list-style-type: none">• Stay in assigned areas.	<ul style="list-style-type: none">• Physical violence.	<ul style="list-style-type: none">• Counselling.• Final warning.• Meeting with the Principal.• Counsellor support.• Naught and warning letter.• Suspension.
Be Respectful <ul style="list-style-type: none">• Follow directions• Obey classroom rule	<ul style="list-style-type: none">• Stealing.• Group quarrels or arguments on campus.• Disrespecting school faculty, obscene gestures.• Damage of school property.• Racism.	
Be Responsible <ul style="list-style-type: none">• Tell the truth• Do your work	<ul style="list-style-type: none">• Repetition of level 2 offences.• Forging a parent’s signature.• Misuse of the internet.• Cheating in class.	

Level 4.

Expected Behaviour What students should do	Offences What students should not do	Choices to address student behaviour. These are not intended to be the only choices or sequential.
Be Safe <ul style="list-style-type: none"> • Stay in assigned areas. 	<ul style="list-style-type: none"> • Starting a fire. • Physical violence towards staff. • Possession of alcohol or illicit drugs. • Ganging up on other students to hurt them in any way. • Sexual harassment. • Smoking, use of drugs. • Possession of a weapon. 	<ul style="list-style-type: none"> • Disciplinary hearing. • Suspension. • Possible Expulsion. • Expulsion.
Be Respectful <ul style="list-style-type: none"> • Follow directions • Obey classroom rule 	<ul style="list-style-type: none"> • Bringing inappropriate materials to school/passing them out. • Maliciously vandalizing school property. 	
Be Responsible <ul style="list-style-type: none"> • Tell the truth • Do your work 	<ul style="list-style-type: none"> • Repetition of level 3 offences. • Forging official documents. 	

Application of sanctions:

- Level 4 offences should be dealt with and administered by the Head Teacher and Councillor in conjunction with the Principal. Level 4 offences are serious and will be dealt with accordingly.
- The School Management will be consulted in all Level 4 cases.