



مدرسة عجمان الحديثة
Ajman Modern School

Policies & Procedures

2020 / 2021

Discipline & Exclusion Policy (2019 – 2020)

Ajman Modern School

Policy Details

Policy	Discipline & Exclusion Policy
Function	Safety & Security of All Students
Status	Recommended
Audience	Students
Implementation	School Management
Issued for	Students & Staff
Reference No	AMS/SP/DESP-2019/003
Last Review	7 th October 2019
Next Review	7 th October 2020
Responsible SLT	School Principal

Vision, Mission and Core Values

Our Vision

To be a Model International School that enhances the skills of every student to its greatest potential preparing them to become an active member of the international society.

Our Mission

To empower students by promoting intellectual curiosity, independent and critical thinking, communication and problem solving skills, a lifelong passion for learning, and an exposure to and a respect for cultural diversity

Core Values

Achievement | Collaboration | Integrity | Respect | Responsibility

Introduction

According to Ministry of Education, schools have the legal right to impose reasonable sanctions if a student misbehaves. MOE guidance (referred to above) advises that sanctions that a school might use include: a reprimand, removal from a class or group, loss of privileges, confiscation of a possession that is inappropriate in the classroom, detention, or exclusion (physical punishment is, of course, illegal). Exclusion, whether temporary or permanent, is a last resort. Permanent exclusion should be used only in the most serious circumstances.

Related Policies that are Required of School

- 🚩 Behaviour Management Policy;
- 🚩 Anti-Bullying Policy;
- 🚩 Complaints Procedure;
- 🚩 Schools Rules and Regulations.

Policy Statement

At Ajman Modern School, we encourage the establishment of good teacher/ student relationships and support for the school's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment. Our system of rewards includes:

- Verbal praise and written praise for good work;
- Academic merits for both effort and achievement, which are celebrated (both) in the classroom (and in the house);
- Annual subject and year group prizes;

- Posting examples of excellent work in art/design, sports, and drama and concert achievements; on the school's web site, School's Social Media Web pages so that the community can celebrate success;
- Reports to parents; and
- We operate a "star of the week" system, celebrating the successes of a different student from each year every week. He/she receives a small reward and he/she receives appreciation in assemblies

Subject to the school's Behavior Management Policy, teachers may discipline students for:

- Misbehavior when the pupil is:
 - taking part in any school-organized or school-related activity or
 - travelling to or from school or ➤ wearing school uniform
 - or ➤ in some other way identifiable as a student at the school.
- Or misbehavior at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the school or
 - poses a threat to another student or member of the public or ➤ could adversely affect the reputation of the school.

In all cases of misbehavior, the teacher may only discipline the student when on school premises (or elsewhere when the student is under the lawful control of the teacher).

Positive Student Recognition

All students enjoy receiving recognition for expected behavior. Students respond better when they are encouraged and rewarded for positive behavior and actions. Once students realize that positive behavior brings about positive recognition, they are more likely to behave appropriately. Choosing to act in a positive and responsible way results in positive consequence:

Each Year group and subject will be abided by a common behavior management system which functions on 'Reward' and 'Reformative Punishment' as key drives.

Discipline Plan

At Ajman Modern School teachers and other adults manage the behavior of students in and around the school, address any inappropriate behavior themselves, prior to referring students to senior staff. Any disciplinary action will be in compliance with all MOE and UAE laws, policies, and guidelines. A corporate responsibility around school is;

- In the classroom, students who choose to act inappropriately will receive a sanction. A hierarchy of consequences for first and minor offences will be agreed to and implemented in each Year Group and subject. Students will have the choice 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) becomes part of a reflective process, where children are given the chance to learn and discuss their negative actions with staff.
- Should the teacher's classroom behavior plan be ineffective, teachers are to complete the behavior report form/ log, before involving a senior colleague. At this stage a formal behavior plan may be created, and the student will be placed on formal behavior

monitoring. The goal of a formal behavior plan is to outline for the student additional support in modifying negative behavior and supporting changes to positive behavior.

- Serious and repeated behavior incidents must be recorded along with the recording of all meetings with parents to discuss behavior concerns. Ideally, records will be kept confidential and electronically, and should be available for future access and to the Discipline Committee.

Strategies to be Avoided

- Teachers must not send students out of class to sit in the hallway unsupervised as a consequence of poor behavior.
- Teachers must treat children with respect and should make every effort to avoid embarrassing students, particularly in front of their peers
- Humiliating students is not acceptable. Teachers must take care of the students' sentiments considering their religious, cultural, social and ethnic affiliations.
- Teachers must avoid physical contact with students.

Sanctions for Breaches of Discipline that do not Merit Exclusion

When poor behavior is identified sanctions are implemented in line with the Ajman Modern School's behavior policy. We have a range of disciplinary measures which include:

- A verbal reprimand from a member of school staff;
- Reports to parents (which are always worded to be as constructive as possible);
- Additional school work or repeating unsatisfactory work until it meets the required standard;
- Withdrawal of positive reinforcement
- Loss of privileges
- Missing break time

- School detention including during lunch-time/snack time
- School-based service or imposition of a task - such as removing chewing gum or picking up litter under supervision
- Regular reporting, including early morning reporting; scheduled uniform and other behavior checks; or being identified for behavior monitoring; and ➤ Extra physical activity such as running around the school's sports field.

The teacher is responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. He/she may impose any of the sanctions above such as the setting of additional work or the student may be required to re-do unsatisfactory work. Repetition of this behavior will be reported to the section head and to the student's and may lead to a lunchtime detention of (half an hour).

Minor indiscipline in class or other minor misdemeanors are reported to the student's home room teacher/principal, and may lead to a student being set a domestic task for a designated time, usually an hour.

More serious misdemeanors are reported to the student's home room teacher, and may lead to the withdrawal of privileges for a designated period, usually up to three days, such as use of the (permission to leave the site at lunch-time etc).

Persistent lateness to lessons will be reported to the student's parents, and may lead to a (45) minute supervised detention after school for one day.

Repeated lateness (following warning and/ or punishment), or repeated indiscipline in class will be reported to the student's parents, and may lead to a (90) minute supervised detention after school for 2 days

Deliberately missing a lesson, or becoming seriously behind in work, persistently poor academic performance may result in the homeroom teacher requiring a student's teachers to make

written comments on his/her performance at the end of every lesson that he/she attends for a period of one or two weeks.

The principal may suspend a student, for a period of between 24 hours and (one week), for very serious indiscipline; or less serious offences, where repeated punishment has proved ineffective. If suspension is ineffective, the school may be forced to exclude the student, or to require him/her to leave the school under the procedure described in part 1.

Breaches of Discipline Outside of the School Grounds

The AMS school takes the conduct of its students outside of school grounds extremely seriously. A student's misbehavior outside of school can be damaging to the reputation of both the student and the school. Where an incident is reported to the school of a student/s' poor behavior outside of the school grounds and the incident has not been witnessed by school staff, the school will take an evidence-based approach and/or talk to witnesses before identifying further action and any sanctions required for such behavior.

The school will report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds. Drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the school believes a student may have taken drugs then the school will seek immediate medical advice and may involve the police.

Sexual offences will generally be reported to the police immediately, including in cases where a student is only suspected or alleged to have committed such an offence provided a reasonable amount of evidence is available. The alleged victim's parents will also be informed immediately of the incident and told that the police have been informed. Whether the victim and parents then speak to the police is a matter for them.

Breaches of School Rules which Merit Exclusion

A non-exhaustive list of the sorts of behavior that could merit permanent exclusion includes the following:

- 👤 Physical assault against students or adults;
- 👤 Verbal abuse/threatening behavior against students or adults;
- 👤 Bullying;
- 👤 Abuse on grounds of race, religion/ belief, disability, Special Education Needs (etc.);
- 👤 Sexual misconduct;
- 👤 Drug and alcohol misuse;
- 👤 Damage to property;
- 👤 Theft;
- 👤 Persistent disruptive behavior; and
- 👤 Unreasonable or otherwise inappropriate parental behavior.

Please note that exclusion may also be imposed by the school as a sanction for a series of minor misdemeanors.

Appeals against Exclusion

The school will always offer the right of appeal to any student excluded from the school. Any appeal against exclusion will be dealt with under Stage 3 of the school's Complaints Policy), and should be (made in writing) (to the Principal) within (one week) of the student's exclusion.

Follow Up

A return to school meeting will be set up by the school following a fixed period exclusion, to establish a risk assessment, issue a target card or individual behaviour contract, depending on the age of the student, and to discuss further support mechanisms for the student.

An individual behaviour plan will be set for any student who has two separate fixed term exclusions over an academic year. This plan will include:

- how the student's education can be continued
- how problems may be addressed
- what arrangements will best help with reintegration
- SMART targets

Review

This policy will be reviewed at least once a year by the principal and the Disciplinary Committee.