



Dear Valued Parents,

Thank you for attending Parent's evenings conducted from 14.11.2016 to 17.11.2016 which were aimed at providing **Guidelines towards a Positive Policy for School Behaviour and Discipline**. It was important that parents be made aware of the aims, values and revised disciplinary procedures of the school. The great majority of you expressed your enthusiasm to take your responsibility with regard to standards of behaviour in their children seriously and we dearly appreciate you for that.

As was spoken at the sessions, the ethos or climate of a school is a major factor in establishing and maintaining high standards of behaviour and discipline. This involves a strong sense of community within the school and a high level of co-operation among staff and between staff, students and parents.

A positive school ethos is based on the quality of relationships, both the professional relationships between teachers and the ways in which students and teachers treat each other. This positive ethos permeates the activities of the school and helps in forming a strong sense of social cohesion within the school.

Our school wide behaviour policy has been revised by following meaningful consultation with parents who attended the sessions with the Executive Management, Principal and Phase Coordinators.

The revised procedures aim to create a positive school ethos where learning and development can take place and to promote the highest possible degree of consensus about standards of behaviour among students, teachers and parents. This whole school policy aims to become part of the ethos of the school and would be clearly understood by students, parents and the wider school community. It is important that the procedures are followed by all the students.

School will need the support of parents in order to meet legitimate expectations with regard to good behaviour and discipline.

Kindly Note the following

Revised Procedure, Code of Behaviour and Discipline for Al Ain Juniors School

1. In devising the procedure/code, consideration has been given to the particular needs and circumstances of the school. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruption-free environment.
2. Every effort will be made by all members of staff to adopt a positive approach to the execution of Discipline & behaviour policy in the school.
3. The code offers a framework within which positive techniques of motivation and encouragement are utilized by the teachers along with consequences for infractions committed by students.
4. The school places greater emphasis on rewards than on sanctions, in the belief that this will, in the long run, give the best results.
5. The school recognises the variety of differences that exist between children and the need to accommodate these differences.
6. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, pupils and parents.
7. The rules are being kept to a minimum and are positively stated in terms of what pupils should do.
8. All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil. This will help to reduce boredom, lack of interest or lack of progress.

9. Each teacher has responsibility for the maintenance of discipline within his/her classroom, while sharing a common responsibility for good order within the school premises. A pupil will be referred to the Principal for serious breaches of discipline and for repeated incidents of minor misbehavior.
10. The following strategies will be used to show disapproval of unacceptable behaviour:
 - (a) Reasoning with the pupil
 - (b) Reprimand (including advice on how to improve)
 - (c) Temporary separation from peers, friends or others
 - (d) Loss of privileges (trips /visits)
 - (e) Detention during a break, PE or after school hours
 - (f) Prescribing additional work during after school detention
 - (g) Referral to Principal
 - (h) Communication with parents
11. (i) Suspension (temporary) in accordance with the terms of ADEC articles for discipline and behavior.
12. **Classroom Protocol for behaviour, disciplinary infractions will be displayed in classrooms and corridors.**
13. **Student's attendance will be marked for each period.**
14. **Students' behaviour misconduct based on following levels will be noted by the teacher in each period, library and playground.**

Levels of Behaviour Misconduct		
<u>Level 1 - L1</u>	<u>Level 2 - L2</u>	<u>Level 3 - L3</u>
L 1.1 Being late to school	L 2.1 Defying school authority and staff members	L 3.1 Physical Fighting with students or personnel
L 1.2 Being late to classes	L 2.2 Trespassing	L 3.2 Willful damage to, or destruction of, school and personal property
L 1.3 Not bringing the necessary books and equipment	L 2.3 Mocking others	
L 1.4 Incorrect school uniform	L 2.4 Verbal Fighting with other students and bullying	
L 1.5 Disruptive classroom and school behaviour	L 2.5 Theft	
L 1.5.1 Talking to peers	L 2.6 Breaking furniture	
L 1.5.2 Shouting in class	L 2.7 Leaving class without permission	
L 1.5.3 Throwing things in class	L 2.8 Cheating in exams	
L 1.6 Breaking school rules including classrooms , corridors, playground		
L 1.7 Not obeying school authority and staff members		
L 1.8 Abusive or inappropriate language toward peers		
L 1.9 Disruptive bus behaviour		

15. **In school Detention:** Any noted offence(s) before the break will lead to detention from break time & four offences noted at any time of the day or week will lead to detention from PE.
16. **After school detentions** will be based on when the child has crossed the given number of detentions mentioned below based on the Key stage.
 - KS 1 Grades 1 to 3 – 40 detentions noted
 - KS 2 Grades 4 to 6 – 40 detentions noted
 - KS 3 Grades 7 to 8 – 30 detentions noted
 - KS 4 Grades 9 to 11 – 20 detentions noted
 - Ks 5 Grade 12 – 15 detentions noted
17. Student who crosses the given number of detentions above corresponding to their grade will be issued a discipline book in the presence of the parent and there upon the same infractions will lead to after-school-detentions.

18. After school detentions are based on the level and frequency of minor infractions.
 - Single detention – 2pm to 3 pm
 - Double detention – 2pm to 4 pm
19. School transport will not be provided to students for after school detention. Parents will have to make their own arrangements for pick up from school.
20. Before issuing the detention notice the normal channels of communication between school and parents will be utilized to inform the parents to make arrangements for lunch and transport for the child.
21. Teacher in charge/ Discipline manager will mark student behaviour for two weeks and accordingly the sanctions would be continued or referred to principal for further action
22. Teachers will keep a written record of all instances of misbehavior as well as a record of improvements in the behaviour of disruptive pupils. Communication with parents will be verbal or by letter, depending on circumstances.
23. The parents concerned will be invited to come to the school to discuss their child’s case. For gross misbehavior, or repeated instances of serious misbehavior, suspension will be considered. Aggressive, threatening or violent behaviour towards a teacher will be regarded as serious or gross misbehavior, depending on circumstances. Where there are repeated instances of serious misbehavior, the Chairperson/Managing Director of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson/Managing Director and the Principal.
24. Every effort will be made by the parent to have an emotionally disturbed child referred for psychological assessment without delay.
25. In the belief that the most effective schools tend to be those with the best relationship with parents, every effort will be made by the Principal and staff to ensure that parents are kept well informed, that the school provides a welcoming atmosphere towards parents and that parents are not only told when their children are in trouble but when they have behaved particularly well.
26. The discipline and behaviour procedures will be reviewed at agreed intervals.

Thank you for your continued Support and cooperation!

AJS Administration

Kindly fill in the School- Parent- Student contract and return it to the class teacher on Sunday, November 20, 2016

SCHOOL- PARENT- STUDENT CONTRACT

REVISED PROCEDURE, CODE OF BEHAVIOUR AND DISCIPLINE FOR AL AIN JUNIORS SCHOOL

I _____ Parent of _____ of Grade/Sec _____ acknowledge for having received the Al Ain Juniors School revised Discipline and behaviour policy which will be in effect from November 20, 2016. I have read and understood the revised guidelines and procedures with my child and assure the school of our cooperation and to support my child to take ownership of his/her learning and become a better school citizen.

Student Signature: _____

Parent Signature: _____ Relationship with the student: _____

Mobile Number: _____

Email: _____

Dated: _____