 <p>مدرسة ستب ون الدولية Step One International School</p>	<p><b>DEPARTMENT: STUDENT AFFAIRS</b></p> <p><b>PROCEDURE</b></p>	<p><b>Doc. No. - SOP-014</b>  <b>Rev. No. - 04</b>  <b>Rev. Date – June 2020</b>  <b>Page - 1 of 6</b></p>
<p><b>Title: DISCIPLINE POLICY</b></p>		

	PREPARED BY		CHECKED BY		APPROVED BY	
<b>Name</b>	Mrs. Rania		Mrs. Rania		SMT	
<b>Position</b>	Social Worker		Social Worker		SMT	
<b>Prepared</b>	SY 2016-2017	<b>Reviewed</b>	SY 2019-2020	<b>Valid until</b>	SY 2020-2021	

**Rational:**

The primary focus at Step One International School (SIS) is on the academic success of every student. We aim to build within each child a love for learning, a sense of responsibility, self-discipline, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

**Aims:**

- Promote positive behavior choices by recognizing students who engage in a consistent positive behavior
- Help students reflect on errors in judgment and behavior and support them in learning how to make better decisions
- Teach and model positive behavior including listening, cooperation, and mutual respect
- Encourage students to make independent decisions and act responsibly towards others
- Strive to create a very positive and productive learning environment, enabling students to endeavor for excellence
- To provide opportunities to students to choose, reinforce and practice good conduct.


**Guidelines:**

- The school will follow the discipline guidelines to ensure meeting its Mission and Vision at all time.
- Actions will be taken immediately if the safety of any student is threatened due to another student’s action.
- Discipline procedure and guidelines will be applied unconditionally as deemed appropriate by SMT to protect students’ rights.
- Records will be accumulated and a case will be followed up with the MOE of Qatar if need arise.
- The school may revise this policy as SMT deems appropriate.
- The school has the right of suspension of a student according to its procedure identified in the appendix attached to this policy.
- The school has the right of expulsion of a student with consultation and according to the guidelines set by the MOE of Qatar.

**Discipline Guidelines**

Disciplinary Actions

While most students consistently observe standards set by the school and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and

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management strategies to address such behavior in their classes and while on duties. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following outline those disciplinary actions.

Disciplinary actions that involve actions outside classrooms will be approved by the SMT and carried out by the social worker and assigned staff..

The school disciplinary guidelines and procedures are set in line with the MOE disciplinary guidelines, the school Social worker is responsible for implementations and updates.

#### Classroom Management and Discipline Plan

Each Grade will have set guidelines under their classroom management and discipline plan. This will ensure consistency across the board.

#### Procedures to manage misbehaviors- KS1: Year 1,2,3


Classroom management is vital with lower grade students, teachers are expected to manage, address and reinforce expectation and positive behavior suitable for the student social development and understanding. However, other consequences may be applied as seen appropriate by the school. Referral to the social worker can take place after the teachers have used all possible strategies and reinforcements.

#### Consequences may include:

Staff-student conference, removal from situation, referral to the social worker, removal from class ( thinking space), weekly report, parent/guardian notification, parent/guardian meeting, loss of some of recess time or privileges, in-school detention, in school suspension (when all other resources were exhausted and student behavior effects the right of others ) .Out of school suspension.

#### Procedures to manage misbehaviors- KS2: Year4, 5 &6 (excluding Y3)

- Careful consideration is given to individual situations, so that the school’s response to the student is appropriate.
- Consequences may be increased in cases of repeated offenses.
- Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.
- Teachers will keep record of the student behavior; incident reports must be issued and passed to the Social Worker, they will be kept in student folder.
- Possible Consequences: Referral to the SMT, Social Worker, parent notification, daily report, parent/guardian meeting, loss of recess or privileges, detention, suspension ( in and out of school), referral to SEC, recommendation for expulsion.

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Dealing with any incidents of bullying:

Any allegations of bullying are taken seriously. Incidents are investigated with the aim that matters should be resolved immediately. The HODs and the Social Worker are both involved in dealing with any incidents of bullying. If parents have any concerns, they must contact the school immediately.

Behavior Procedures and Student General Expectation Guidelines are attached to this policy

**Approved**

**Principal, SMT**

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Below are few examples of behavior procedures of Step One International School that falls under the behavior Policy of the Ministry of Education In Qatar (2016-1017 -Academic Year) ( taking in consideration age differences).

Procedures					
Type of Violation	Role	First	Second	Third	Fourth
Physical hitting of other students without causing harm	<b>Role of the teacher</b>	<ul style="list-style-type: none"> <li>• Verbal warning</li> </ul>	<ul style="list-style-type: none"> <li>• Transfer student to the school administration</li> </ul>		
	<b>Administration Role</b>	<ul style="list-style-type: none"> <li>• Verbal warning to not repeat the incident</li> </ul>	<ul style="list-style-type: none"> <li>• Record incident minutes to prove incident</li> <li>• Informing guardian of violation</li> <li>• Pledge not to repeat Incident</li> <li>• Case study</li> </ul>	<ul style="list-style-type: none"> <li>• Record to prove violation</li> <li>• Bringing in guardian and signing a non-repeated pledge</li> <li>• in school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Record to prove violation</li> <li>• Bringing in guardian and signing a non-repeated pledge</li> <li>• in school suspension</li> </ul>
(bullying) Hitting and causing harm	<b>Administration Role</b>	<ul style="list-style-type: none"> <li>• Record to prove the incident</li> <li>• Call the guardian to inform of incident</li> <li>• Written pledge</li> <li>• In school suspension</li> <li>• Study the causes of the incident and to develop treatment plans</li> </ul>	<ul style="list-style-type: none"> <li>• Record to prove the incident</li> <li>• Call the guardian to inform of incident</li> <li>• Refer the student to the competent authority Education Institute</li> </ul>		
Violation of school uniforms	<b>Role of the teacher</b>	<ul style="list-style-type: none"> <li>• Verbal Reminder</li> </ul>			
	<b>Administration Role</b>	<ul style="list-style-type: none"> <li>• Verbal Reminder</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Reminder</li> <li>• Notice to guardian of violation</li> </ul>	<ul style="list-style-type: none"> <li>• Written pledge</li> <li>• Bringing in guardian and signing a non-repeated pledge</li> <li>• Students return home to change into school uniform</li> </ul>	
Quarrel with friends using inappropriate verbal language	<b>Role of the teacher</b>	<ul style="list-style-type: none"> <li>• Oral Reminder</li> <li>• Informing the school administration of violation</li> </ul>	<ul style="list-style-type: none"> <li>• Transfer student to the school administration</li> </ul>		
	<b>Administration Role</b>	<ul style="list-style-type: none"> <li>• Verbal Reminder</li> <li>• And to clarify results of repeated violation</li> </ul>	<ul style="list-style-type: none"> <li>• Record incident minutes to prove incident</li> <li>• Notice to guardian of violation</li> <li>• Student pledge</li> <li>• Case study</li> </ul>	<ul style="list-style-type: none"> <li>• Record to prove violation</li> <li>• Bringing in guardian and signing a non-repeated pledge</li> <li>• In school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Record to prove violation</li> <li>• Bringing in guardian and signing a non-repeated pledge</li> <li>• In school suspension</li> </ul>

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**Procedure**

Type of Violation	Role	First	Second	Third	Fourth
<b>Non-compliance with the bus rules</b>  Students / parents will be expected to pay for any damages they cause  Please refer to bus procedure for details	<b>Administration Role</b>	<u>Minor Offence</u> - Incident recorded and investigated. -Written Warning to be taken to parent by student.	-Incident recorded and investigated. -Letter to Parent to be taken to parent by Student and returned to the social worker signed by the parent. -Case Study.	-Incident recorded and investigated  -Day Bus Suspension and Conference with Parent(s). -Parents/ guardian to sign a non-repeated pledge.	- Suspension of riding privileges for three (3) days, in addition to parent conference
		<u>Major Offence</u> -Incident recorded and investigated - conference with parents	One 1-day suspension and parent conference.	Three 3-day suspension and parent conference.	Suspension of riding privileges for remainder of the year  -sending the report to the competent authority from the education side.
<b>Verbal abuse to teachers and staff</b>	<b>Role of the teacher</b>	<ul style="list-style-type: none"> <li>• Transfer student to the school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Transfer student to the school administration</li> </ul>		
	<b>Administration Role</b>	<ul style="list-style-type: none"> <li>•Recording incident to prove violation</li> <li>•Call the guardian to inform of incident</li> <li>•Signing a written pledge</li> <li>• Case Study</li> </ul>	<ul style="list-style-type: none"> <li>•Recording incident and sending a copy to the Education Council</li> <li>•Bringing in guardian and signing a non-repeated pledge</li> <li>Bringing in guardian and signing a non-repeated pledge</li> <li>• Internal suspension</li> </ul>	Recording incident and sending a copy to the Education Council <ul style="list-style-type: none"> <li>• Bringing in guardian and signing a non-repeated pledge</li> <li>Bringing in guardian and signing a non-repeated pledge</li> <li>•External suspension ( one to three days)</li> </ul>	Refer to MOE
<b>Bringing mobile phones to school</b>	<b>Role of the teacher</b>	<ul style="list-style-type: none"> <li>• verbal warning</li> <li>• Handing in the phone to administration</li> </ul>	<ul style="list-style-type: none"> <li>•Transfer student to the school administration</li> </ul>	<ul style="list-style-type: none"> <li>•Transfer student to the school administration</li> </ul>	
	<b>Administration Role</b>	-talk to the students- promise not to bring again --Inform parents -Give phone at the end of the day to the students	<ul style="list-style-type: none"> <li>• Notify guardian of incident</li> <li>• A written pledge</li> <li>• Take the phone and return to guardian</li> </ul>	<ul style="list-style-type: none"> <li>•A written pledge of non-repetition</li> <li>• Take the phone and return to guardian</li> <li>• Bringing in guardian to sign pledge notice</li> </ul>	<ul style="list-style-type: none"> <li>• Phone will be confiscated until the end of the school year</li> </ul>
Unacceptable Actions or behaviors for KS1	Reflection Form issued by teachers- sent home	3 Reflection forms, the child to meet the SM with parents	Reflection forms will only be issued in special circumstances	Purpose of reflection forms  -To support student's reflection on his/her own actions.	
Unacceptable Actions or behaviors for KS2	Reflection Form issued by teachers -sent home	To use only in special cases for KS2	3 Reflection forms, the student to meet the SM with parents	-To emphasis the importance of open communication and partnership of all stakeholders -To support lines of communication between parent / student.	

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### Students' General Expectation Guidelines

- In order to establish a positive, encouraging and safe environment, students are expected to:
- Comply with school rules and regulations
  - Submit homework and assignments on time
  - Be punctual and well prepared for classes
  - Comply with discipline rules and expectation
  - Respect people's rights and properties
  - Work quietly during class and follow teacher's instructions
  - Listen attentively.
  - Protect school property.
  - Obtain a hall pass if going out of class.
  - Keep the class tidy.
  - Be quiet and avoid running, screaming or pushing fellow students in corridors and on the stairs.
  - Avoid arguing or using bad words in school.
  - Avoid being in the school's corridors, halls and classrooms during recess /or after school hours.
  - Comply with school bus rules during daily journeys and trips
  - Avoid eating and drinking inside school premises.
  - Eat food in assigned areas and put rubbish in assigned bins.
  - Any electronic device such as mobile phones, MP3 or any other gadgets is not permitted on the school premises and on the bus.
  - Be in full compliance with school uniform.
  - Not to open windows or balconies.
  - Treat others with respect; no student has the right to insult another student verbally or physically.
  - Take initiative and be an active member of the school community.
  - Take part in school extracurricular activities and competitions.
  - Use English language at all times apart from the classes taught in Arabic.

**Merit & Demerit Program** at SIS aims to help students improve on their character and instill the values of the school by rewarding any positive behavior inside or outside the classroom. The program is derived from the house colors and plays a major role in the count for the winning house at the end of the year. Students will be rewarded with certificates, recognitions and trips.