



مدرسة دبي للتربية الحديثة

Dubai Modern Education School

Disciplinary Procedures

Below is an outline of the procedures followed regarding discipline and any sanctions put in place for unacceptable behavior. All incidents of unacceptable behavior are recorded and kept in the student's file. The below sanctions are laid out in an escalating manner to reflect the escalated seriousness of unacceptable behavior. These procedures are designed to be used in conjunction with the School's Behavior Policy and the Behavior Management Chart.

Break Time Detention

Break time detentions are in place as a consequence of repeated Level 1 and most Level 2 behaviors on the DMES Behavior Chart (please see the chart for further information). The process for Break Time Detention is as follows:

- Attend the detention on the date instructed
- The student will go to the designated room at the beginning of the first break
- The detention is for 20 minutes, allowing 10 minutes for food and bathroom access. Late students are expected to make up the time missed
- During the detention, the student will complete the work set by the supervising teacher. This will not be class work or homework but a specific task designed to help the student take responsibility for the actions taken
- A copy of the detention details and the work the student completed will be kept in the student's file
- The detention and the student's attendance will be recorded in the Detention Record

After School Detention

After School Detentions are in place as a consequence of repeated Level 2 and some Level 3 behaviors on the DMES Behavior Chart (please see the chart for further information). The process for After School Detention is as follows:

- Parent notification will be given 24 hours before the detention is set to take place so that parents are aware of the student's behavior and families can make alternative transport arrangements
- Students must attend the detention on the date set
- The student will go to the designated room immediately after the end of period 7
- The detention is for 45 minutes from 2.45 – 3.30. Late students are expected to make up the time missed
- During the detention, the student will complete the work set by the supervising teacher. This will not be class work or homework but a specific task designed to help the student take responsibility for the actions they have taken
- A copy of the detention details and the work the student completed will be kept in the student's file

- The student will be issued with a Letter of Warning regarding the unacceptable behavior
- The detention and the student's attendance will be recorded in the Detention Record
- The KHDA will be informed of the actions of the student and the detention undertaken.

Internal Suspension

Internal Suspensions are in place as a consequence of most Level 3 and some Level 4 behaviors on the DMES Behavior Chart (please see the chart for further information). The process for Internal Suspension is as follows:

- Parents will be notified immediately of their child's unacceptable behavior and the consequence of the Internal Suspension
- The Internal Suspension will take place immediately after the incident has taken place and the school has taken due diligence with the investigation
- The duration of the Internal Suspension will be set by the Vice Principal (Student Affairs) or Principal only, based on the nature of unacceptable behavior of the student and also including the student's past record. The Internal Suspension will be for a period of between one (1) to three (3) days
- The student will be immediately isolated from other students which will include break times, all class activities and assessment for the period of the suspension
- Provision will be made for students to have suitable breaks at a different time to the other students
- Provisions will also be made for students to undertake any missed assessment at the school's convenience
- During the duration of the suspension, the school will make all efforts to provide work for the student. This may include work designed to help the student take responsibility for their actions along with some of the class work missed
- It is the responsibility of the student see their teacher to make up any class work missed
- A copy of the Suspension details and the work the student completed will be kept in the student's file
- The student will be issued with a Letter of Warning regarding the unacceptable behavior
- The suspension and the student's attendance will be recorded in the School Suspension Record
- The KHDA will be informed of the actions of the student and the suspension undertaken.

External Suspension

External Suspensions are in place as a consequence of some Level 3 and most Level 4 behaviors on the DMES Behavior Chart (please see the chart for further information). The process for External Suspension is as follows:

- Parents will be notified immediately of their child's unacceptable behavior and the consequence of the External Suspension
- The External Suspension will take place immediately after the incident has taken place and the school has taken due diligence with the investigation
- The duration of the External Suspension will be set by the Vice Principal (Student Affairs) or Principal only, based on the nature of unacceptable behavior of the student and also including the student's past record. The External Suspension will be for a period of between one (1) to ten(10) days
- The student will immediately sent home and will not be permitted onto school grounds until the completion of the External Suspension

- Re-acceptance of the student into the school will not be possible until the parents have met with the Vice Principal (Student Affairs) or Principal for a Suspension Meeting
- Provisions will be made for students to undertake any missed assessment at the school's convenience
- During the duration of the suspension, the school will make all efforts to provide work for the student. This may include work designed to help the student take responsibility for their actions
- A copy of the Suspension details and the work the student completed will be kept in the student's file
- The student will be issued with a Letter of Warning regarding the unacceptable behavior
- The suspension and the student's undertaking of the suspension will be recorded in the School Suspension Record
- The KHDA will be informed of the actions of the student, the suspension undertaken and the Letter of Warning given

Cancellation of Re-registration

Students who are persistent re-offenders of unacceptable behavior may have their re-registration for the new academic year cancelled. This will be based on the history of the student's behavior and the number of times parents have been called into the school regarding the behavior. Students who have their re-registration cancelled will have repeated several Level 3 and 4 behaviors on the DMES Behavior Chart (please see the chart for further information). The process for Cancellation of Re-registration is as follows:

- The student will have been through some or all of the other processes outlined above on a number of occasions for unacceptable behavior
- The student will have received a number of written warnings about their behavior
- The student may be placed on one or more behavior monitoring reports
- The student may be asked to attend some counseling sessions with the school counselor
- Parents will have been informed at each step regarding the action taken by the school
- If the student has shown little or no desire to improve their behavior, the school will issue notification both verbally and in writing to the parents and the student that the re-registration for the next academic year will be cancelled
- The KHDA will be informed of the actions of the school
- For the student to be considered for re-registration in subsequent years, the student would need to demonstrate an exemplary behavior record from another school attended, supported with convincing evidence from that school

Exclusion or Expulsion of Students

Both Exclusion and Expulsion are in place as a consequence of some Level 4 behaviors on the DMES Behavior Chart (please see the chart for further information). Exclusion or Expulsion is for actions of an extremely serious nature or for repeated and unchanged unacceptable behavior over a longer period of time.

Exclusion takes place when student and parents agree that the behavior has been unacceptable and it is in their, and the school's, best interest for the student to transfer to another school. The school will support the transfer to another school where possible.

Expulsion takes place when student and/or parents do not agree that the behavior has been unacceptable or do not agree to accept Exclusion as a consequence for the unacceptable behavior. This would only take place when the school has sufficient evidence to prove that the student's behavior was at an unacceptable level to warrant Exclusion.

The process for Exclusion or Expulsion is as follows:

- Parents will be contacted immediately after the unacceptable behavior has taken place. Any other authorities may also be contacted where necessary (eg Police) and parents will also be informed of this
- The other various parties (School Board Chair, Principal, Vice Principal (Student Affairs)) will be informed immediately of the unacceptable behavior of the student
- The decision to Exclude or Expel a student will be taken by the Principal (or the Vice Principal (Student Affairs) on the Principal's behalf) only.
- The Exclusion or Expulsion will come into effect immediately after the Principal has made the decision and has informed the School Board of this action
- The KHDA will be notified of the school's action as soon as possible after the decision has been taken. This will include providing the KHDA with all evidence and documentation regarding the incident/s along with other supporting documentation regarding the student's behavior in the school
- Parents have the right to appeal the school's decision of Expulsion. The appeal should be made in writing to the Principal who will make a final decision on the appeal in conjunction with the school Board. KHDA will also be informed of the appeal process and final decision

Documentation for Behavior and Disciplinary Procedures

The following documentation is used to record and monitor behavior issues at DMES. All documentation is stored in individual student files located in Section Supervisor's offices or the Vice Principal (Student Affairs) office for boys Gr 9-12. All files are stored in secure locked filing cabinets.

- Incident Report
- Written Warning
- Notice of Detention
- Notice of Internal / External Suspension
- Written notification to parents
- Behavior Contract
- Notice of Cancellation of Re-registration
- Behavior Monitoring Reports

School Personnel Responsible for Disciplinary Procedures

The Disciplinary Procedures are the responsibility of the Vice Principal (Student Affairs). The Vice Principal delegates the shared responsibilities as follows:

- All staff are expected to deal with unacceptable behavior in the first instance, both inside and outside the classroom
- Staff are expected to put in place sanctions in accordance with the Behavior Management Chart at Level 1.

- The Section Supervisors / Assistant Supervisor will assist in dealing with incidents at Level 2 or above
- Depending on the nature of the incident, the Vice Principal (Student Affairs) will deal with issues at Level 3 and 4, working with the Section Supervisors
- Grade Leaders may also assist with these Disciplinary Procedures at any level if and when they might be available
- The Principal will ultimately be involved if the incidents are of such a serious nature that they warrant his involvement

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