

STAFFORD SRI LANKAN SCHOOL DOHA-SSLSD



STUDENT DISCIPLINARY POLICY

Policy Number:	SSLSD/ASC/05/2023				
Policy Owner:	Stafford Sri Lankan School Doha - SSLSD				
Responsible Officer:	Principal's Office, Vice Principal's Office, Department Heads and School Disciplinary Committee.				
Relevant to:	Students, Parents and Staff				
Date Introduced:	2012				
Policy reviewed on:	May 2023				
Policy to be Reviewed On:	February 2025				
Statutory Policy	Yes	No	On school website	Yes	No
Parent Portal	Yes	No	Staff portal	Yes	No

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Approved by the Supreme Education Council, State of Qatar.

RECORD OF REVISIONS TO POLICY

This policy was reviewed to ensure its continuing relevance to systems and processes that it describes.

Serial No	Date	Description	Sections Affected
1	January 2022	Original draft	
2	March 2023	First review	
3	June 2023	Second review	

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1. INTRODUCTION- STUDENT DISCIPLINARY POLICY

The purpose of this policy is to ensure a safe, respectful and productive teaching and learning environment for students and staff. In order for the school to fulfill their mission, all the employees as well as the students must have a safe and secure environment. Any undesirable conduct of a student that negatively impacts the other students or staff in meeting their teaching and learning goals or employees in carrying out their job responsibilities will be subject to the terms of this policy.

2. DRESS CODE FOR STUDENTS

School uniform gives students an identity as well as a sense of belongingness to their school. By wearing the uniform, they show pride in their school; therefore, we expect students to arrive at and leave school in proper uniform at all times.

	✓ Rule	× Not Allowed
Uniform	Girls	
	<ul style="list-style-type: none"> ✓ White Short/Long Sleeve Shirt with School Logo ✓ Dark Blue Skirt ✓ Neck Tie ✓ White Short Sleeve T-Shirt with School Logo allowed for reception classes ✓ Girls who wish to wear a head scarf may use a plain black scarf without any designs. 	
	Boys	
	<ul style="list-style-type: none"> ✓ White Short/Long Sleeve Shirt with School Logo ✓ Dark Blue Trousers ✓ Neck Tie ✓ White Short Sleeve T-Shirt with School Logo allowed for reception classes 	
PE Uniform	<ul style="list-style-type: none"> ✓ Blue Short Sleeve T-shirt with School Logo ✓ Dark Blue Track Bottoms with Two Stripes ✓ To be worn as follows: <ul style="list-style-type: none"> ○ Primary school - Only on PE Days ○ Middle and Upper - On PE Day and one other day (Tuesday or Thursday) ○ Year 12 and 13- on Tuesday and Thursday ○ On Saturdays for extra classes 	<ul style="list-style-type: none"> × Any other track bottoms and t-shirts
Jacket	<ul style="list-style-type: none"> ✓ Long Sleeve Sweater with School Logo 	<ul style="list-style-type: none"> × Colored jackets other than black/dark blue
Nails	<ul style="list-style-type: none"> ✓ Cut short and kept clean 	<ul style="list-style-type: none"> × Long, colored nails
Accessories	<ul style="list-style-type: none"> ✓ Simple earrings for girls 	<ul style="list-style-type: none"> × Fancy earrings (hoops, dangles) × Rings and chains

Footwear		<ul style="list-style-type: none"> ✓ Black shoes and white socks for uniform ✓ Sports shoes and black or white socks for PE Kit 	<ul style="list-style-type: none"> × Sports shoes with uniform × Sandals, clogs or loafers
Hair	Girls	<ul style="list-style-type: none"> ✓ White ribbon, black hair bands ✓ Long hair should be braided, short hair should be tied back ✓ Hair should be tied back neatly at all times 	<ul style="list-style-type: none"> × Colored hair bands × Loose hair, long pony-tail, colored hair
	Boys	<ul style="list-style-type: none"> ✓ Short haircut which should not exceed collar length ✓ Neatly trimmed beard 	<ul style="list-style-type: none"> × Long hair × Fad or engraved beards and hairstyles
House uniform		<ul style="list-style-type: none"> ✓ To be worn for sports meet related activities only ✓ Emerald - Green T-shirt with School Logo ✓ Garnet - Red T-shirt with School Logo ✓ Topaz - Yellow T-shirt with School Logo 	
School Blazer		<ul style="list-style-type: none"> ✓ To be worn by prefects ✓ Dark Blue Blazer with School Logo 	

3. ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are important in making academic progress as well as building character of a child. All students are expected to achieve their full academic potential in order to increase their chances of success in an increasingly competitive world of work.

a) Attendance

Absences during term time is strongly discouraged if they are avoidable. A student may choose to be absent to school due to the following reasons:

- Sickness of student
- Sickness or death in the family
- Inclement weather conditions

In all cases, the parent is expected to notify the class teacher before 8:00 a.m. A written excuse from the parent of the absent student or a medical certificate from a doctor must be presented to the teacher when the student returns to school.

The school shall not be held accountable for covering the work missed by the student.

No student may leave school during school hours unless accompanied by a parent or guardian who reports to the school office. In case of illness while in school, the school will call the emergency telephone number given by the parent or guardian. The parent must sign the student out before the student leaves the premises.

If the nature of the emergency requires immediate medical attention, the school nurse or the teacher will call the emergency medical services. It is the parent's or guardian's responsibility to provide the school with a valid copy of the medical card issued by Hamad Medical Corporation.

b) Arrival

All students must arrive at school before 7.00 a.m every day.

c) Late Arrivals

Late arrivals will be recorded. Any student who comes after 7.15a.m will be kept in the office and will be allowed to go to class only after the end of the first period to avoid class disturbance.

After three (3) late arrivals the parent will be notified and if poor punctuality continues for the 4th time, the student will be given in-school detention.

d) Dismissal

Parents are responsible to pick up their children at dismissal time, except for students using school transport. In extraordinary circumstances, if a parent is unable to pick up a student, arrangements must be made with the admin department or a teacher in advance.

4. STUDENTS' CODE OF CONDUCT

Discipline is the training that develops self-control, orderliness, efficiency and character of a student. Above all, discipline is the principle of respect for one's self, for others and for all fellow students.

The following codes of conduct are expected to be obeyed by every student.

a) Behavior in the classroom**All students should:**

- Be in their classroom before 7.00 a.m.
- Remain in their allocated seats when the school starts.
- Be punctual to their lessons especially when switching classes.
- Help their teachers by cooperating in the class.
- Listen to the teachers carefully, without interrupting the flow of the lesson.
- Abstain from disturbing the others from learning.

b) Behavior within the school premises**All students should**

- Maintain silence in the corridors.
- Not run in the corridors.
- Use bins to dispose litter.
- Follow teachers' instructions.
- Not leave the school premises during school hours without the permission of the authorities

c) Uniform

- SSLSD standard uniforms should be worn at all time.

d) Assembly

- Attending morning assembly and exercise is compulsory unless a student is sick.

- Students should maintain silence and order during assembly and morning exercise.

e) Belongings

- Mobile phone, MP3 players, video games, card packs, cameras and electronic items are not permitted inside the school.
- Students are not supposed to leave any valuable personal belongings unattended in the corridors or classrooms. School will not be responsible for loss of personal belongings.
- Students are strictly not supposed to keep illegal or harmful substances in their possession. This may lead to expulsion from school.

f) Food

- Food should be consumed during the breaks only.
- Chewing gum is banned inside school.

g) Treatment of others

Students are always expected to:

- Consider the rights of others at all times.
- Respect all staff members, other students and self.
- Look after anyone who is lonely; support anyone who is unhappy.
- Abstain from physical violence (This includes play fighting).
- Abstain from bullying or harassing anyone. (This includes requests for inappropriate favors)
- Report to teachers if anyone is bullied or harassed.
- Abstain from defacing or vandalizing things, littering the school environment or spitting.
- Abstain from using aggressive or disrespectful language.
- Refrain from showing affection to another student in public.

5. DISCIPLINARY ACTION

Appropriate disciplinary action will be taken for failure to adhere to school code of conduct.

Behavior Management – Sanctions

Students will be subject to sanctions on the occasions where their behavior contradicts with the core values of school in:

- Respecting oneself
- Respecting school staff members and everyone
- Respecting the environment

Each student and each parent are supposed to abide by the school rules stated in the SSLSD student disciplinary policy. All academic, behavioral and other problems related to the student will be recorded and the cumulative result could be suspension or even expulsion depending on the gravity of the incident.

The school has a range of sanctions aimed at providing the students with an opportunity to reflect on their behavior and to act as a deterrent from future misdemeanors. They are:

a) Apology to member of staff/pupil

Students who violate school's code of conduct will be first asked to make an apology to the related staff member or student verbally or in writing.

b) Confiscation

The school will confiscate any unauthorized device brought to school (mobile phones, harmful substances). The parent/guardian will have to claim it from the school office.

c) In -School Detentions:

- **Teacher's Personal Detention** - This will be administered by a teacher either during the period within the classroom or at break time. Students will be expected to remain in detention for 10 to 20 minutes. Teachers will decide the time duration according to their age.
- **Loss of Break-time** - A student will be detained in the classroom under supervision during break and lunchtime as a sanction for undesirable behavior.
- **Central Detention** - A student who has failed to attend a teacher's personal detention, or who has behaved inappropriately during a teacher's personal detention, can be detained in the lobby. Central detention will be decided by principal/vice principal and they will also decide the time and nature of the detention.

d) Phone call and/or written communication to the parent/guardian – If any of the above sanctions fail to correct the student's behavior, school will contact the parent /guardian and request them to intervene to improve the student's behavior.

e) Student & Parent/Guardian Meeting – In addition to contacting parents/guardians via telephone, e- mail, planner and/or letter, it may be decided that a face-to-face meeting is needed to articulate behavior/attendance concerns, strategies already adopted and the relative impact of those strategies, and to agree on an action plan to further support the student.

f) Suspension - Suspension temporarily removes the student from school and all school functions. If the principal determines that a student's presence is seriously detrimental to the best interests of the school, he/she may be suspended in accordance with administrative rules and procedures. Suspension can only be sanctioned by the principal in consultation with Chairman/ BOD. The principal may delegate this responsibility to vice principal during such time that he /she is not present at the school.

The following procedure shall be used in each case.

- ✓ The student is to be notified of the charge and the reason for suspension.
- ✓ The parent should be contacted and notified of the student's dismissal immediately. If not possible, a letter shall be sent to the parent.
- ✓ A parent conference may be necessary before the student is readmitted.

g) Reintegration meeting - The pupil and their parent/guardian will be required to attend a 'reintegration meeting' where:

- the incident will be discussed.
- the pupil will be expected to take responsibility and apologize for the behavior.
- both the pupil and their parent/guardian will be expected to sign a contract of reintegration which outlines terms relating to future behavior and required actions.

- h) Expulsion** – Severe violations of the code of conduct may result in expulsion. Expulsion can only be sanctioned by the principal in consultation with Chairman/ BOD. The principal may delegate this responsibility to vice principal during such time that he /she is not present at the school. A student who is subject to expulsion will be terminated from the school and will never be allowed to attend any school event from the date of expulsion or thereafter.

Causes for expulsion include, but are not limited to, the following:

- ✓ Physical violence against another student or staff member
- ✓ Failure to comply with the stated conduct standards
- ✓ Open defiance of school authority
- ✓ Willful disobedience
- ✓ Use of profane or obscene language
- ✓ Use or being in possession of illegal substances

- i) Notifying the External Authorities** – If an offence is identified as a criminal activity, external authorities will be notified immediately.

6. THE CLASSROOM DISCIPLINE RECORDS

Discipline matters are recorded in the class record books maintained by the class teacher. Any teacher who observes any breach of discipline can record the incident in the book. All actions taken with regards to the student's behavior will also be recorded. These records will be referred to decide the sanctions to be implemented in the future.

7. SPECIFIC PENALTIES

a) Academic cheating

This includes copying during the semester exam, monthly tests, weekly tests, and any other class assignments.

Copying at Semester Exams

- 1st offense – Deduct 10% if the student total score is below 50% for the subject
Deduct 30% if the student total score is above 50%
Notify the parents
- 2nd offense – Refer to the vice principal and principal
No marks for the subject
- 3rd offense – Refer to the vice principal and principal
No marks for the subject
Suspension

Copying at monthly and weekly tests

- 1st offense – Teacher discretion. Suggested consequences:
No marks for the subject
Notification to parents
Re-test
- 2nd offense – All of the above with referral to the vice principal and principal
- 3rd offense – All of the above with suspension

b) Misuse of Computers/ Network

This includes misusing the internet or electronic devices in a way that harms the school's reputation or damages to any other party. Some such actions include:

- System tampering (unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/ or other programs)
- Using obscene, vulgar, abusive or inappropriate languages, pictures or other material.
- Knowingly introducing viruses
- Vandalizing equipment
- Online harassment
- Using computer resources for illegal activities
- Visiting internet sites that are obscene, offensive, or inappropriate to the current class activity
- Consuming food or beverages inside the IT Lab
- Stealing items of hardware and software

Minimum action: Loss of computer privileges/ suspension

Maximum action: Expulsion

c) Disruptive behavior

This includes any misbehavior that disturbs the classroom activity or causes damage to property or persons. (shouting, running, throwing things, scribbling on school properties etc). This is applicable even outside school when they represent the school.

Minimum action: In-class detention, contact parents

Maximum action: Referral to the sectional head, vice principal and principal, suspension

d) Alcohol, cigarettes, and other harmful substances

Use of or attending school under the influence of or being in possession of alcohol, cigarettes and other harmful substances including e-cigarettes inside the school premises or outside is strictly prohibited for students.

Minimum action: Suspension

Maximum action: Expulsion

e) Bullying

This includes any mental or physical bullying such as:

- Calling names
- Body shaming
- Racial or gender discrimination
- Cyber bullying

Maximum action: In-class detention

Minimum action: Referral to the sectional head, vice principal and principal, suspension

f) False fire alarms

This includes purposely turning on the fire alarm.

Minimum action: Referral to the sectional head, vice principal and principal

Maximum action: Suspension

g) Fighting

All persons engaged in the fight regardless of who started it, will be subject to disciplinary actions.

Minimum action: In class detention, referral to the sectional head, informing the parent

Maximum action: Referral to the vice principal and principal, informing the parent, suspension

h) Forged letters and notes

This includes signing someone else's name, altering excuse letters, report cards etc.

Minimum action: Referral to the sectional head, vice principal and principal, detention, informing the parent

Maximum action: Suspension

i) Intimidation

Insulting, verbally abusing, threatening or in some other manner mistreating another person (student/ staff).

Minimum action: Referral to the sectional head, vice Principal and principal, detention, informing the parent

Maximum action: Suspension

j) Showing public affection

This includes hugging, kissing or any other physical touching.

Minimum action: Referral to the principal and informing the parent

Repeated offense: Suspension

Maximum action: Suspension (depending on the severity of the action)

k) Leaving school without permission

This includes leaving the school premises during school hours and before the end of any extracurricular activity the student stays after school for.

Minimum action: Referral to the sectional head, vice principal and principal, detention, informing the parent

Maximum action: Suspension

l) Loitering

Loitering includes staying away from class in the corridors, school grounds, washrooms, prayer room, and other areas without a teacher's permission.

Minimum action: In-class detention (loss of break time, etc.), referral to the sectional head

Maximum action: Referral to vice principal and principal, detention, informing the parent.

m) Electronic devices

Students are not allowed to have in their possession: mobile phones, smart watches, beepers, walkie-talkies during school hours. If they want to bring it with them for transport arrangement, they should place it with the security when entering school and collect it when leaving.

First offense: Confiscation of the device for one day and returning it to the parent/ guardian

Second offense: Confiscation of the device for one month and returning it to the parent/ guardian

Repeated offense: Confiscation of the device until the end of the Semester

n) Theft

Students found in possession of stolen items will be subjected to penalties.

Minimum action: Referral to the sectional head, vice principal and principal, suspension, recovery of the stolen item, informing the parent

Maximum action: suspension, expulsion, informing the authorities

o) Dress code

Students who do not adhere to the dress code will be subjected to penalties. This includes nail, hair, shoes, accessories.

Minimum actions: Accessories other than simple watches and earrings will be confiscated. Long nails will be asked to be trimmed in school. Students with incorrect uniform/hair will be asked to remain inside his/her classroom.

Maximum actions: Referral to the sectional head, vice principal and principal, informing the parent, detention

*Students who continuously violate the uniform policy will be issued a warning letter and not be considered for any student leadership positions in future.

p) Firearms, explosives, sharp objects inside the school property

Students found in possession of explosives, firearms, fireworks, knives, etc will be subjected to penalties.

Minimum action: Referral to the sectional head, vice principal and principal, informing the parent, Suspension

Maximum actions: Expulsion

q) Inappropriate use of social media

Students who post or comment using obscene, vulgar, abusive content will be subjected to disciplinary action. Students are not allowed to follow social media groups with the school name/ logo other than the official pages. Students are not allowed to post pictures or videos that represent the school's name, uniform or premises without the school's permission.

Minimum action: Detention, referral to the sectional head, informing the parent, removal of the post

Maximum action: Referral to the vice principal and principal, suspension.

-----Nothing Follows-----