

# BEHAVIOUR POLICY

This policy sets out the expectations of behavior at JSS Schools. The Governing body, staff and pupils seek to create an environment which encourages and reinforces good behavior and the fostering of positive attitudes. We seek to establish a happy, caring school community, where learning opportunities are maximized and good behavior is promoted.

## Statement of Principles

- Respect and support for peers and adults alike.
- Teaching children to help themselves and others to learn.
- All achievements to be recognized.
- Good behavior to be rewarded and poor behavior to be punished.
- Everyone will show respect for the school environment and equipment.
- Consider the safety of everyone.
- Encouraging positive behavior through role-modeling and peer support e.g. play leaders, buddy reading and peer mediation

## LATE ATTENDANCE

### OBJECTIVES

- To ensure that children who use their own transport report to school on time.
- To monitor and regulate the timings of the arrival of school buses on a daily basis.
- To record and maintain documentation of those students who are late.
- To inculcate a sense of responsibility and punctuality in students.

### RESPONSIBILITY OF THE MANAGEMENT

- To maintain a record book (at Gate 2) noting late students
- The Supervisors take note of those children who are repeatedly late and then take appropriate action.

## OUTLINE

It is imperative that students come to school on time – 7:45a.m. However, in matters of emergency (medical tests, consular services etc) prior permission must be obtained from the Principal or the concerned SMT for late arrival.

## PROCEDURE

- The security guard on duty at the gate registers the name and grade of the late comers and the time of arrival.
- The Admin Officer records all details and sends it to the Principal, Vice Principal and the Supervisors, highlighting the transport used, reason for being late and a note of how many times the student has been late that term.
- The Supervisors then follow up with the children in their department:
  - I. **Grades 5-12:** Students who are late more than once report to their respective Supervisors before attending class to explain the reason for being late. The Supervisor then checks if the student has been late earlier and requests him/her to report to school on time.

- II. **Kindergarten and Grades 1-4:** In the Primary Section if the student is late more than thrice the Head Primary or the Supervisor speaks to the parent concerned and the student on the importance of being responsible and attending school on time. A record is maintained of students who are regularly late.
- If a child is late more than thrice in a term, the Supervisor calls the parent and discusses the importance of being on time with them.
  - If yet there are any offenses, the parent is called to meet with the concerned SMT.
  - If the child is late more than 3 times in a term, in order to instill a sense of responsibility in the child, a letter is sent to the parents and the child may be kept back on the optional days for detention.

#### **FOLLOW UP PROCEDURE**

For repeated late comers, the Supervisors work in collaboration with parents to arrive at solutions. Solutions are most often simple such as suggesting that children sleep earlier so that they wake up on time. For instances when parents find it a problem to drive, it is often suggested that children who use their own transport should carpool. This reduces the tension and stress of getting children to school on time. Sometimes, parent/student sessions are referred to the Counselor.

#### **GENERAL RULES FOR UNIFORMS**

- All students must be dressed in the specified school uniform/s and look smart at all times, failure to comply with, a warning is sent for required remedial action.
- In the absence of the necessary written documentation, exceptions will not be granted and any violation of the dress code may lead to disciplinary action.
- Student dress and/or grooming which poses a health or safety issue for the individual student, or for other students, or for staff, is strictly prohibited.
- Adherence to the student dress code is mandatory unless the Principal designates a special day or occasion to promote school spirit and/or improve school climate (e.g., "Mufti day", Children's day, Teachers' day, etc.).
- Enforcement of the student dress code by the staff is to be consistent and as objective as possible.
- Repeated violation of the student dress code will be considered an act of insubordination and subject to disciplinary action.
- Students are permitted to come to school in coloured clothes on their birthdays and are expected to adhere to decency norms.

#### **DRESS CODE FOR GIRLS**

- The blouse must be neatly tucked into the waistband of the skirt.
- The skirt must be worn on the waist and not below.
- Shoulder length hair must be plaited.
- No streaking or colour to be used on the hair.
- Hair should be pinned back neatly. No fringes/ streaked/ tinted hair is permitted.
- Black ribbons / hair band may be used.
- No jewellery (other than one pair of earrings) may be worn only on the ear lobe. Ear rings can only be plain studs or hoop earrings. Colored stones are not permitted at all. Gold/ Silver chains are not permitted.
- Nails must be trimmed short. No nail polish or henna on hands is permitted.

- Special permission is required for henna on the hands.
- No eye make up/kohl is permitted.
- No fancy watches / live strong bands/ awareness bands are permitted in school.
- Nose studs/nose rings are not permitted.
- Black shoes and sports shoes must be to school specifications
- Socks length must at least cover the ankles.

## INFORMATION TECHNOLOGY USAGE BY STUDENTS

### ***Students -***

- Are responsible for using the school ICT systems in accordance with the rules of the school's E-Safety Policy.
- Should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.
- Should understand the importance of adopting good E-Safety practice when using digital technologies out of school and realize that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

### **Managed E-Mail**

- Students may only use approved e-mail accounts on the school system.
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal details of themselves or others in email communication, such as address or telephone number, or arrange to meet anyone.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to an external organization should be written carefully and authorized before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is expressly forbidden.

### **Using Chat applications**

- Students will not be allowed access to public or unregulated chat rooms.
- Students may only use regulated educational chat environments which are provided. This use will be supervised by teachers and the importance of chat room safety is emphasised.
- A risk assessment will be carried out before students are allowed to use any new communication technology in school.

### **Authorising and managing Internet access**

- The school will keep a record of any students whose parents have specifically requested that internet or e-mail access be denied.
- Students will be provided with supervised Internet access.

### **Introducing the policy to students**

- Rules for Internet access will be posted in all rooms where computers are used.
- Students will be informed that Internet use will be monitored.
- Instruction in responsible and safe use will precede Internet access.
- Students will be reminded of the rules and risks at the beginning of any lesson using the Internet
- A course on responsible Internet use will be included covering both school and home use.

## **PRIVACY AND E-SAFETY**

- Students are expected to act safely by not publishing personal information online.
- Students may share their interests, ideas, and preferences. Students must not give out their family name, password, username, email address, home address, school name, city, country or other information that could help someone contact or locate the student in person.
- It is not acceptable to engage in any behaviour that is upsetting or threatening to another user. Any form of online bullying will be dealt with in line with the schools anti bullying policy.
- Users should not forward private data without permission from the author.
- Users should realise that the school has a right to access personal areas on the network.
- Privacy will be respected unless there is reason to believe that the Acceptable Use Policy or school guidelines are not being followed.

## **PRIVATELY OWNED COMPUTERS**

Personal laptops and desktops are not allowed to be connected to the school network.

## **INSTANT MESSAGING / SOCIAL NETWORKING**

- The use of Instant Messaging (IM) and Social Networking sites within school is not permitted unless directed to do so by a teacher.
- Students are not allowed to use IM facilities during lessons, unless the teacher for that lesson has permitted its use.
- If a user receives a message which is offensive or upsetting, an appropriate staff member should be contacted. Copy and save the message until the matter has been investigated.
- Never accept files or downloads from people you do not know, or that looks suspicious.
- Do not use a screen-name that is offensive, or gives away additional personal information.
- Do not add unnecessary personal information to your profile or account details.
- In order to stay safe when using public IM or social networking systems (such as MSN, facebook, Twitter etc.) outside school you should additionally:-
- Only communicate with people on your Contact List.
- Do not accept requests to join your contact list from people you do not already know.
- Do not add or allow your profile, screen-name or contact information to be shown in online public directories.

## RULES ON STUDENT SUBSTANCE ABUSE

This part of the policy adheres to the Act \_\_\_\_\_ laid down by the Government of Dubai.

### Tobacco and Alcohol Policy

JSS does not encourage or support tobacco and alcohol use on campus. Unauthorized possession, use, or distribution of tobacco and alcoholic beverages is prohibited by any student or student group on campus or at organization-sponsored events on and off campus. Under no circumstances is tobacco & alcohol permitted in any residential facility owned and operated by the school. Anyone who willfully furnishes an alcoholic beverage or tobacco to any individual inside the campus can be charged severe proceedings from the management.

### Drug Policy

Further, JSS does not condone or permit the possession, use, distribution, or sale of any controlled dangerous substance on the campus, the areas surrounding the campus, or at organization-sponsored events on and off the campus. Students found responsible of violating the policy, will be subject to disciplinary action which could include suspension from the school.

It is the expectation of JSS that, students who observe or suspect that a violation of the substance abuse policy is being committed in noted jurisdictions will report it to the appropriate authorities. While the major thrust of JSS is drug education and prevention, the organization will take appropriate disciplinary actions to provide a drug free environment in which our students may grow intellectually and socially.

### Sanctions

Students found responsible of alcohol related offenses are subject to disciplinary action. Students found responsible of drug related offenses are subject to campus disciplinary action that provides for sanctions of varying severity including minimum fine at the discretion of the management, loss of campus housing, suspension and expulsion. The police will be notified and also the parent(s)/legal guardian(s) of students. Severe violations of the substance abuse policy, such as possession with intent to distribute, purchasing for a minor, destruction of property, or assault and battery while under the influence of substance use may subject the student to immediate suspension and/or arrest.

## Our Approach to Rewards

JSS schools believe that positive feedback and effective reward systems help to focus on appropriate behaviour and to motivate pupils towards right conduct. Good behaviour needs to be carefully developed. We believe that young children learn best when they are clear about what they are supposed to do and when they are regularly and consistently given praise and encouragement. Rewards also signal to other children about the kind of behaviour and effort that is expected.

1. **Classroom rules:** These are drawn up by each class at the start of the year. The rules should focus on positive aspects of behaviour and show children what is expected from them.

2. **House Points:** There is a house point system which enables each pupil's individual achievements to benefit one of the four 'Houses'. Children are awarded house points for achievement, effort, behaviour and attitude. All staff can give house points by either writing 'HP' in a child's book, or by giving a sticker. The team with the most house points at the end of each term wins the house point trophy.
3. **Achievement Assembly:** Each teacher chooses a small number of children to receive a certificate and achievement award during the assembly. Certificates can be awarded for many things e.g. effort, achievement, behaviour, improvement and helping others. Teachers will keep a list of children in their class who have received certificates and the reasons. Certificates can also be awarded by subject teachers and by any other member of staff. During the assembly, staff read out the names of children who have received awards and certificates and add a brief reason. At the end of the assembly they have a photograph taken with all other award winners of the week which is displayed in the foyer.
4. In addition we have various positive reinforcement schemes running throughout the school. (e.g. Friends Forever Group, Buddy Programme).

### **Stickers, Verbal and Written Praise**

All staff reward and motivate pupils by giving lots of verbal praise, writing positive comments, and by giving small 'stickers'. The latter is particularly effective as a strategy for positive behaviour management.

### **Our Approach to Sanctions**

When dealing with misbehaviour we are conscious always to maintain a child's self-esteem and that it is the behaviour which is unacceptable, never the child. Wherever possible we encourage negotiated sanctions that match the offence.

#### **1. Strategies for minor infringement might normally include:**

- A non-verbal signal (shake of head)
- Ignoring
- A private verbal rebuke and reminder of unacceptable behavior
- A written statement from the child about the incident
- Repetition of task if necessary
- Removal from scene of disruption
- Isolation within classroom
- Removal from class to an alternative supervised area
- Withdrawal of privilege, e.g. loss of one break time
- Informing and discussing with parents if necessary, after discussion with the Head.

2. More serious offences are dealt with in a more formal way. Class teachers will keep records of serious behaviour incidents (Recorded Incidents Sheet in Class Folders). We consider Serious Behaviour incidents may include -

- Swearing
- Stealing
- Dishonesty
- Fighting
- Bullying

- Vandalism
- Harassment

#### **When investigating the behaviour teachers will:**

- Check the child understands what she/he is in trouble for by asking.
- Establish she/he knows the behaviour was unacceptable.
- Explore the effect that behaviour has on others.
- Examine strategies for avoiding the same situation in the future.
- Encourage children to think of or offer some alternative strategies to solve/resolve the problem.

To implement the following Students Contract, Daily Self Monitoring Form is signed by the indulgent along with the class teacher.

Severe or urgent behavioural problems will always be sent straight to the Phase Team Leader, then subsequently to a member of the Senior Leadership Team and as a last resort to the Principal.

#### **The role of the Principal**

It is the responsibility of the Principal to implement the school behaviour policy consistently throughout the school, and report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Principal to ensure the health, safety and welfare of all children in the school. The SMT supports the staff by implementing the policy, by setting the standards of behaviour and by supporting staff in the implementation of the policy.

#### **Partnership and Communication with Parents**

The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school. We expect parents to support their child's learning and to co-operate with the school. We try to build a supportive system between the home and school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

This policy will work in conjunction with the Anti-Bullying policy where appropriate.

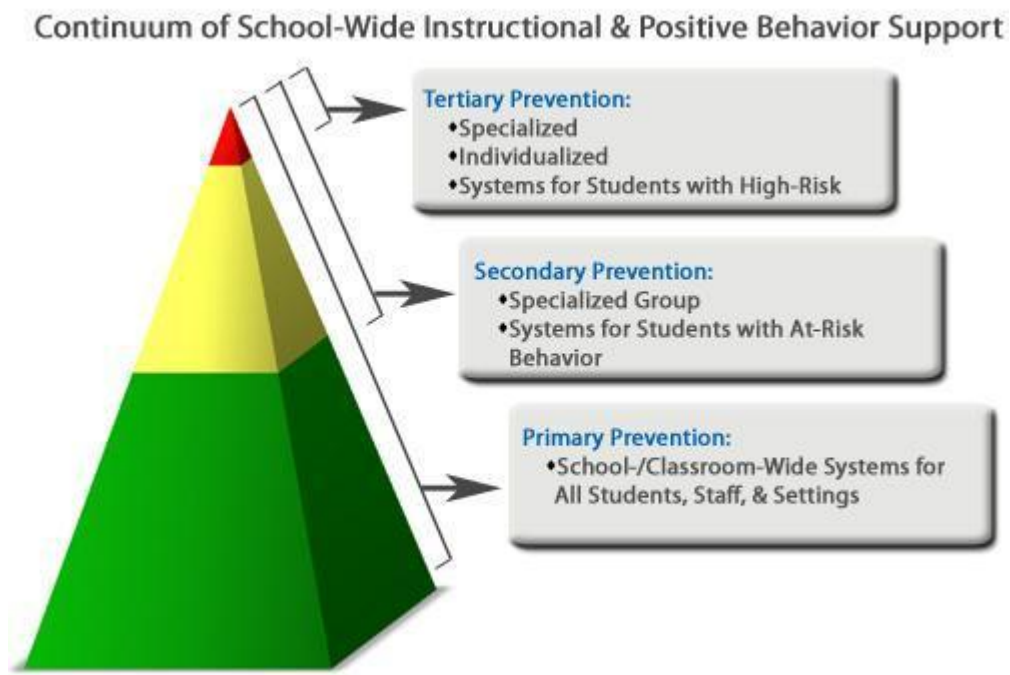
## POSITIVE BEHAVIOR SUPPORT (PBS), PEER MEDIATION, & VARIOUS DISCIPLINARY CONSEQUENCES

### Positive Behavior Support

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. **The purpose of PBS is to establish a climate in which appropriate behavior is the norm.**

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

The following diagram illustrates the multi-level approach offered to all students in the school. These group depictions represent systems of support not children:





## **STUDENTS' RIGHTS IN CASE OF SUSPENSION**

All students have the right in cases of suspension to procedural due process. This means that before a student may be suspended, the administration must:

Inform the student of the rule broken.

Explain to the student why the principal/vice principal has reason to believe the student broke the rule, if the student denies having broken said rule.

Give the student the chance to tell and/or write their version of what happened.

Notify the student's parents/guardians of the reason for and length of the suspension. A parent must attend a conference with school administration upon request for re-admittance.

Appeal procedures shall be clearly stated in detail.

A student may be removed from the school immediately, without any notice or hearing if the administration thinks their presence in the school is a danger to student and staff, property, or may disrupt the learning environment of the school.

Students have the responsibility to follow school rules. NO law or legal due process rights will shield a student from suspensions that are properly imposed under the rules of the school and under the rights to fair procedures.

If a student's conduct is dangerous to others, or continually threatens to disrupt class, the student may be suspended immediately; so students have the responsibility not to behave in dangerous or disruptive ways, whether or not there is a specific "rule" about it in the handbook. Students also have the responsibility to be fair, honest, and forthright in telling their story.

Suspended students may make up all school assignments missed and will receive full credit for properly completed assignments, unless there were special provisions made for the class during the time of the assignment, i.e. a reaction paper to a film viewed, a guest speaker, or fieldtrip taken in the student's absence. Upon the parents' request, the student's classroom teachers will have at least a 24 hour period to obtain homework assignments and provide them to supervisors, who will see that it is given to administration. A student will be permitted time equivalent to make up missed work for each day of suspension. A student's absences from class may affect grades even though homework assignments are completed.

### **JSS PS's PBS Initiatives**

JSS PS's school- wide Positive Behavior Support program consists of several components. The first part is the Student Code of Conduct which sets the specific behavior expectations and consequences for students who are not demonstrating positive behavior. The second component is the school-wide reinforcement of those students who are making positive choices. (Prime example, the Student of the Month Award which is presented to two students – one per grade level, both male and female.) Every month, the respective supervisors are asked to nominate these students to be acknowledged and honored for their

effort towards academics and consistency in following the school code of conduct. This is an opportunity to acknowledge those students who are treating others and themselves with respect on a regular basis and might not normally be given recognition. The Students of the Month are awarded with their picture in the foyer area, a certificate, and an invitation for "Pizza with the Principal" luncheon, and two free dress-down day passes that they can redeem any day during the month.

Some other components to the program will include a staff member of the month award. The students can nominate a staff member that they would like to honor for their behavior and effort towards creating a classroom and school that is positive and respectful of each student and the learning process.

### **Peer Mediation**

The implementation of peer mediation program here at JSS PS assists in alleviating some of the "petty" disputes and disruptions, both on and off site, among students. Through constructive brainstorm and conflict resolution, students will be guided in how to go about being THE solution to some of their own concerns. The resources, network, and information to make the program a success is prevalent and does not require major, time-consuming maintenance.

For disciplinary items where students are engaged in bickering, verbal confrontation, or rumor it can be turned over to peer mediation. Notify the students involved that you are doing so to allow them the opportunity to resolve this matter without treating it as a discipline issue, thus alleviating the chance for any detentions or suspensions. Once the form is completed and then received by the school counselor or administration, a day and time will be scheduled to permit students to resolve their issue. (Peer mediation involves only two disputants.)

### **Various Disciplinary Consequences**

Based on the extent of the violation and its re-occurring appearance, all discipline items will be met with a particular reprimand. Staff will have some leeway in determining what that consequence will be. Below are the Various Disciplinary Consequences which JSS PS will employ to respond to the disciplinary issue which warrants the outcome:

**Warning** – Student is issued a verbal reprimand for violating the student code of conduct; warning should still be documented and some form of written paperwork should be supplied to the student.

**Work Detail** – Student is assigned to labor/tasks to perform by the canteen staff, security, or administration.

**Parental Support** – A parent or guardian MUST attend and accompany their child to school for a minimum of half a school day.

**Peer Mediation** – A mediation between two students is arranged and conducted by a team peer mediator.

**Parent Conference** – A scheduled conference with the student’s parent and/or school administration and teacher. When deemed fit, a student may not return to school that day.

**Lunch Detention** – Student serves their respected lunch period in an adult, supervised area and isolated from their peers.

**Mentoring Program Sessions** – Students can and will be referred to JSS PS spearheaded mentor sessions that will embrace issues such as social etiquette, respect for adults, techniques on how to maintain self control, academic success, health and fitness.

**After-School Detention** – Student remains afterschool with a designated staff member for a specified amount of time and should be regulated to only engaging in homework or sitting quietly in isolation.

**In-School Suspension** - Student remains with a designated staff member for a specified amount of time during school and is regulated to only engaging in homework and/or sitting quietly in total isolation.

**Out-of-school Suspension (Long-Term)** - A student can be suspended for more than ten days following approval of the principal's recommendation by the Board of Directors or its appointed representative.

**Out-of-school Suspension (Short Term)** - Removal of a student from school for a period no longer than 10-days, with the right to be readmitted to school. This action may be taken by the principal, SMT, or designee of JSS PS. Parents shall be notified of this action via a written and/or oral communication. Suspension is defined as actual days school is in service.

**Saturday Detention** - Time assigned for the student to serve on Saturdays. The assignment of a Saturday Detention will be decided at the discretion of teacher or the Supervisor for Level I violations. Students who fail to attend or who are disruptive during Saturday Detention will receive an out-of-school suspension.

**Responsible Behavior Plan (RBP)** – Detailed plan created and implemented *by the student* who has failed repeatedly to follow school rules and procedures. The RBP will disclose what the students will do to improve their behavior. The student’s failure to comply with a RBP will result in a possible long term suspension and/or expulsion from JSS PS.

**Meet with School Counselor** – Student is referred by a teacher or administration to assist students by helping them cope with and solve issues in their everyday lives, such as family and personal problems and dealing with relationships.

**Behavior Intervention Plan (BIP)** will be created and implemented for the student who has failed repeatedly to follow school rules and procedures. School administrators, teachers and/or counsellor will help with the creation of the BIP. Student and parent will be required to attend a meeting to discuss the implementation of the BIP. The student’s failure to comply with a BIP will result in a possible long term suspension and/or expulsion from JSS PS.

**Expulsion** – Recommended by school administration only to the CEO’s Office; levied for severe acts of insubordination or offenses are deemed unlawful. Expulsion is permanent

removal of a student from school. This action may be taken only by the CEO of JSS PS and only after an opportunity for hearing is given to the student. The school administration shall recommend cases for expulsion to the CEO. Parents shall be notified of this action prior to the invocation of the action. The CEO is vested with final authority in all cases of expulsion.

## **FORMS AND OTHER DOCUMENTS**

All school disciplinary items must be accurately documented on at least one of the forms listed in this section. Others are basic templates you are able to use to convey certain messages to parents and/or students.

### **Disciplinary Referral Form (For School Records)**

Basic form to give detailed accounts of what school violation actually took place. Keep one copy for your records, the original should be given to administration. [NOTE: If emailed to administration, save the document in your disciplinary records.]

### **School Detention/Suspension Notice (For Student & Parent Records)**

Basic form to give detailed accounts of what school violation actually took place. Provide this notice to students and parents; keep one copy for your records, the original should be given to administration. [NOTE: If emailed to administration, save the document in your disciplinary records.]

### **Uniform Infraction Warning Notice**

Basic warning with a brief message on why students are expected to be in uniform.

### **Uniform Infraction Suspension Notice**

Supplemental notice – besides basic detention form – used exclusively for suspensions from uniform infractions.

### **Peer Mediation Referral Form**

- Form used to schedule a peer mediation between two disputing students. Once
- completed this form is given to the school counselor or Friends Forever Group.

### **Poor Attendance/Tardiness Notification**

Template letter sent home for parents that specify their role in seeing that students arrive to school on time. This letter also gives the reprimand for disobedience.

### **Responsible Behavior Plan Sheet**

Sheet provided to students that are required to submit a plan to teachers before they are readmitted back into that respected teacher's classroom.

The Plan must be approved by the teacher – with reasonable consideration – and the student is expected to adhere to the terms of what they put in writing. Students are only allowed to complete one RBP per teacher for the entire school year. If the terms of what they place in writing are breached, students will face an alternative disciplinary action.

### **Student Behavior Contract**

A student may be placed on a Student Behavior Contract if they are consistently and repeatedly sent to school administration. A student may also be placed on behavior probation because of involvement in serious incidents at school including but not

limited to fighting, insubordination, bullying, etc. Students on behavioral probation may not attend social field trips or others where safety and the reputation of the school is a concern, participate in after school activities, or receive other student privileges until their behavior corrects consistently and proves otherwise.

**FORM 3: To be filled up by the students in case of decline in positive behavior**

**Responsible Behavior Plan Sheet**

You are being required to submit a plan to \_\_\_\_\_ before readmitted back into this respected teacher's classroom. This Plan must be approved by the teacher – with reasonable consideration – and you are expected to obey the conditions of what you place in writing. If the terms of what you place in writing are disobeyed, you will face disciplinary action.

**Why do you think it is important for you to receive a good education?**

**Based on the reason your teacher was disappointed with your behavior, what do you think you could have done differently to prevent the situation from happening?**

**What will you do differently from this time forward in class to NOT be disruptive?**

Student's Name \_\_\_\_\_

Class \_\_\_\_\_

Signature \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Section \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form 4: To be Filled by all the students who continue with their negative behaviour even after warnings and several efforts taken by the teachers /supervisors to make them understand about the acceptable behaviour in the school.**

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**Student Behavior Contract**

*Date*

\_\_\_\_\_

I. I, \_\_\_\_\_, fully understand I must adhere to all school policies and procedures. This also includes all classroom policies and procedures. The JSS PS Discipline Policy outlines all of the rules to which I must abide. Because I have accumulated an excessive amount of out-of-school suspensions and/or shown a pattern of disruptive behavior this academic year, I understand that as per the JSS PS Code of Conduct, I am being placed on probationary status.

II. I, \_\_\_\_\_ have demonstrated a pattern of showing disregard for the school Code of Conduct that all students are expected to follow. This is a problem because I cannot go through life behaving in such a way and demonstrating disregard for rules and expectations as an adult. I am going to improve my effort towards adhering to the Code of Conduct.

III. If I have any further behavior referrals for not following the Student Code of Conduct that results in an out of school suspension, I understand that as per the JSS PS Discipline Policy, I will be automatically referred to the CEO for an expulsion hearing which may ultimately result in my expulsion from JSS PS.

\_\_\_\_\_ [Initial Here]

IV. I understand that there are many resources and staff members available to help me improve my behavior and that I am encouraged to talk to when I am having a difficult time following the rules or managing my anger. These individuals include but are not limited to the Principal, Headmistress, Supervisors, School Counselor or Teachers. I do hereby submit to the terms of this contract. My signature below indicates my willingness to overcome my problem, adhere to all school/classroom rules and procedures, and become a better student as a result.

---

Student's Signature

:

Parent/ Guardian's Signature(s) :  
Teacher's Signature (s) :  
Supervisor's Signature :  
Principal's Signature :

**Form FFG 1: To be filled by Friends Forever Group Members**

**Peer Mediation Request Form**

Through constructive brainstorm and conflict resolution, students will be guided in how to go about being THE solution to some of their own concerns.

**Date:** \_\_\_\_\_

**Name of students in conflict:**

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

**Where conflict occurred (check one):**

- Classroom
- Auditorium
- Football Field/Canteen
- Over the internet (i.e., Face book, My Space, etc.)
- School Sponsored Activity
- Other (specify) \_\_\_\_\_

**Nature of the problem (Check whatever applies):**

- Rumors
- Bullying
- Threats
- Classroom Problem
- Personal Property Issue
- Relationship Problems

**Briefly explain the concern:**

**Mediation requested by (check one):**

- Friends Forever Group
- Student
- Teacher
- Supervisor
- School Counselor
- Other (specify) \_\_\_\_\_

Signature of person requesting mediation:

**Form 6: To be used for the Detention or Suspensions**

School Detention/Suspension Notice

**JSS Private School**  
P.O. BOX: 126721, DUBAI, U.A.E.  
+ 971 4 344 6419, Fax: + 971 4 344 6519  
[info@jsspsdubai.com](mailto:info@jsspsdubai.com) Web: [www.jsspsdubai.com](http://www.jsspsdubai.com)

\_\_\_\_\_ [Student's Name] \_\_\_\_\_ [Date]

You are being served a:

- Lunch Detention
- Campus Clean-up detail
- Warning
- After-school Detention
- 1-day Out-of-school suspension In-school Suspension
- Saturday Detention
- Other \_\_\_\_\_

for (violation):

- |                                      |                             |
|--------------------------------------|-----------------------------|
| _____ Failure to serve detention     | _____ Cell Phone possession |
| _____ Gross Disrespect/Inappropriate | _____ Uniform Infraction    |
| _____ Comments                       |                             |
| _____ Insubordination                | _____ Profanity             |
| _____ Skipping                       | _____ Other:                |
|                                      | _____                       |
| _____ Classroom Disruption           | _____                       |

***Out-of-school suspension to be served*** (date) \_\_\_\_\_ OR

***Detention/In-school Suspension/Clean-up Detail*** - Report to (room/office)

\_\_\_\_\_ on (date) \_\_\_\_\_ @ (time) \_\_\_\_\_ where you will remain until (time) \_\_\_\_\_.

\_\_\_\_\_  
Supervisor/Teacher \_\_\_\_\_  
Date

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**PLEASE SPEAK WITH YOUR CHILD ABOUT THE ABOVE INFRACTION AND THEIR BEHAVIORAL CHOICES. THEN SIGN BELOW AND SEE TO IT THAT THIS FORM IS RETURNED TO THE TEACHER OR SUPERVISOR ABOVE.**



**Form 7(a): Warnings**

**UNIFORM INFRACTION WARNING**

**Take pride in how you look at all times.** Uniforms can help keep you safe and prevent you from being judged by others for not looking a certain way.

They also create a serious, distinguished look that tells the world YOU are about business. Always be mindful of your personal appearance – it speaks volumes about your character.

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**Form 7 B: to be issued for inappropriate uniform after several reminders**

**Uniform Infraction Suspension Notice**

**JSS Private School**  
**P.O. BOX: 126721, DUBAI, U.A.E.**  
**+ 971 4 344 6419, Fax: + 971 4 344 6519**  
**[info@jsspsdubai.com](mailto:info@jsspsdubai.com) Web: [www.jsspsdubai.com](http://www.jsspsdubai.com)**

Date: \_\_\_\_\_

Dear Parent or Guardian:

It is with deep regret that I must inform you that \_\_\_\_\_  
will be issued a one-day out-of-school (OSS) suspension to be served [date]  
\_\_\_\_\_ for:

Dress code violation. [NOTE: Student has received warning regarding this violation prior to this infraction.]

Please have a discussion with your child about dressing appropriately for school. If you have any questions I may be contacted at **+ 971 4 344 6419**.

Yours sincerely,

Chitra Sharma  
Principal  
Date:

Date: \_\_\_\_\_

**Poor Attendance/Tardiness Notification**

Dear Parent/Guardian:

This letter is to serve as notice that \_\_\_\_\_ has accumulated \_\_\_\_\_ tardies to their \_\_\_\_\_ class, and is missing valuable instructional time which jeopardizes them falling further behind in their work. It is our intention to address this issue with you before it becomes more of a problem. Three (3) tardies DO result in being a Level I Offense and a disciplinary action will be taken at the teacher's discretion. The above student will serve [consequence]\_\_\_\_\_ on [date]\_\_\_\_\_.

As parents and guardians, you are responsible for ensuring that your child is here and on time, and failure to do so has an adverse effect on the academic performance of your child. **There are also repercussions which will affect you as well.**

If you have any questions I may be contacted at + 971 4 344 6419

Yours sincerely

Chitra Sharma  
Principal  
Date:

**DISCIPLINARY REFERRAL FORM**

**JSS Private School**  
**P.O. BOX: 126721, DUBAI, U.A.E.**  
**+ 971 4 344 6419, Fax: + 971 4 344 6519**  
[info@jsspsdubai.com](mailto:info@jsspsdubai.com) Web: [www.jsspsdubai.com](http://www.jsspsdubai.com)

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_/\_\_\_\_\_  
Student's Name and Grade level

Date Incident Occurred: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Reason for Referral: In the area provided below, describe student's behavior in this particular incident.  
(Leave out personal opinions and state facts ONLY.)

**TEACHER'S  
RECOMMENDATION**

- Warning \_\_\_\_\_
- Work Detail \_\_\_\_\_
- Mentoring Program Session(s) \_\_\_\_\_
- Peer Mediation \_\_\_\_\_
- Parent Meeting \_\_\_\_\_
- Parent Support \_\_\_\_\_
- Saturday Detention \_\_\_\_\_
- Lunch Detention \_\_\_\_\_
- After School Detention \_\_\_\_\_
  
- In-School Suspension \_\_\_\_\_
- Out-of-school Suspension \_\_\_\_\_
- Responsible Behavior Plan \_\_\_\_\_
  
- Meeting with School Counselor \_\_\_\_\_

\_\_\_\_\_  
**Teacher's Signature**

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Activities for students

- be a group leader
- be a hall monitor
- be a teacher's assistant for 30minutes (in own class/in another class)
- be a tutor in class, or with a younger student
- be dismissed five minutes early from class
- be excused from homework for one night
- be the teacher for a specified period
- be in a class play
- chew gum at lunch
- choose a gym game for the class
- choose a story for the teacher to read
- create a picture or story on the chalkboard
- create a select an indoor recess game
- decorate the classroom
- demonstrate a hobby to the class
- do puzzles for 10 minutes
- earn a field trip for the class
- earn more recess time for the class
- earn a movie for the class
  
- help teach a 15 minute lesson
- help the custodian
- help the librarian
- help the teacher make a visual aid to use with a group of students
- help run the school store, before or after school, for 20 minutes
- lead class pantomimes
- listen to music for 15 minutes while working
- make a phone call home to describe successes
- participate in craft activities
- participate in an assembly
- pass out supplies
- pick out a class activity
- play a game
- play an instrument
- play with friends
  
- play with your best friend for 15 minutes.