



Discipline Policy

Overview

The Discipline Guideline mentioned below will be communicated to all stakeholders in order to ensure proper understanding and implementation. It has been constructed for all stakeholders to work together to review and understand Dubai Arabian American School's goals for responsibility and behavior. The principal, counselor, teachers, students, and parents share the responsibility for administering DAAS Behavior Management and Discipline Plan. In order for every student to have the opportunity to reach his or her highest potential, each student at DAAS shall:

- Respect himself/herself and the rights of others.
- Attend school faithfully, complete his or her assignments on time, and work to his or her highest potential.
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Obey requests by any adult in the school.
- Refrain from aggressive or threatening behavior towards fellow students, teachers, and additional staff.
- Refrain from the possession or use of any illegal item in school.



Discipline Actions

One of the goals of education is self-discipline. Parents, teachers, and administrators work with students to establish guidelines for acceptable behavior. Students are required to know what is expected of them and the responsibility they share with their parents to maintain a positive education. When inappropriate behavior disrupts the learning and school environment, the teachers and administrators at DAAS will take appropriate action according to the discipline rubric mentioned in details later in this document. Some students make wrong choices which require the use of the discipline rubric. When the rubric is used, consequences such as detention, suspension, or expulsion may result.

Detention

Detention requires a student to report to and remain at the place designated by a teacher, supervisor, or administrator. Students will be under supervision at all times during detention. Teachers, supervisors, and administrators may assign detention during lunch, before school, after school, or on Saturdays to students who disrupt or misbehave in class and/or fail to do assigned classroom work. The warning letter sent to parents will state the date of the detention and the reason. The administrator and/or the detention supervisor can make the detention a working detention or a classroom detention where the missed homework and assignments are completed. If a student is assigned more than one detention on the same day, at the same time, one of them must be served the next available date. It is the student's responsibility to coordinate this with the teachers/administrators. Students who are absent or tardy to detention or otherwise disruptive may be subject to further disciplinary action.



After-School Detention

Students will be assigned after-school detention with an administrator or designee. The detention will be held on Mondays from 2:15pm – 3:15pm in the school library or designated location. If there is a school holiday on Monday then detention will be held on the next available school day. Students and parents will be notified of after-school detention by the administrator or a teacher.

Saturday School

Students will be assigned Saturday **School detention** with school administrator or designee on Saturday from 8:30 am – 10:30 am in an assigned location. Students and parents will be notified of Saturday School by school administrator.

Suspension

Suspensions from one to ten days require involvement of school Principal. Students and parents will be notified of the reason for the student's suspension. Within one school day of the assigned suspension, teachers will have prepared assignments and placed them in the administration office for pick-up by parents. Assignments will be graded as though the student was in class. Tests, quizzes, and exams given during the suspension must be made up within five days of the student's return from suspension. While on suspension, students may not participate in any school activity. While serving an out of school suspension, students cannot be on campus for any activities. This includes any weekend activity such as sports event etc. Students under suspension are not permitted to go to another school where activities with DAAS are being conducted unless given written approval from the principal.

A formal Discipline Committee hearing must be held in the event that a student is suspended for more than ten consecutive school days in one school year. Parents will be provided written notification of the student's suspension and the reason(s). Also, a conference with the students' parents may take place before and/or after the suspension.

Expulsion

Expulsion is a disciplinary consequence that terminates the student's education at the school. A Discipline committee hearing must be held in the event that the student is expelled. DAAS administration will inform parents in writing of the expulsion hearings after getting KHDA approval. The notification will tell parents the reasons for the proposed expulsion. This will include the following: a description of the offense(s), the date and time of the hearing, the right to waive a hearing, the right to present witnesses and document evidence, to present evidence to reduce the consequences, the right to appeal with KHDA.

Specific Prohibited Behaviors

The school expects students to know and follow conduct rules and regulation at DAAS. This guideline does not include all expected and prohibited behaviors, but rather focuses on school-specific standards.

Classroom Misconduct

Each teacher will establish classroom rules and enforcement procedures. Students have a responsibility to be appropriate active participants in the learning process.



Hallway or Common Area Misconduct

Students are to conduct themselves in an orderly manner when moving between classes and across school premises. Students out of class for any reason MUST have a hallway pass signed by a supervisor or teacher. Students should make every effort to use the restroom facilities during the break time. Individual teachers establish policies for allowing students to leave their classroom during class time.

Cafeteria Misconduct

During lunch students are expected to:

- Take their place at the end of the cafeteria line
- Talk at a normal conversation level
- Deposit all trash in appropriate containers
- Return trays and silverware to appropriate place

During lunchtime, students are NOT supposed to:

- Run, chase or engage in physically unsafe activity
- Purchase items for another student
- Hold a position in line for another student

Any actions or behaviors that result in bullying or teasing will not be tolerated and will be dealt with according to the discipline rubric. Actions related to gang-like behavior will likewise be handled according to the discipline rubric.

Physically Dangerous Behavior

Running, wrestling, throwing objects, pushing, shoving, and inappropriate touching on school grounds are not acceptable behaviors. Punching and/or pinching another student will not be tolerated according to the discipline rubric.



Harassment

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appropriate. If the behavior continues, the student must report the harassment to the school supervisor or any administrator.

Food, Drink and Gum Rules

Students may carry drink containers and wrapped or sealed food in the assigned areas of the school. As a general rule, food, drinks (with the exception of a clear water bottle) and gum are not allowed in classrooms unless the teacher makes specific exceptions.

Improper Dress

The way students dress reflects the kind of person they are. Cleanliness, good grooming and appropriate attire are important. Students are expected at all times to wear the school uniform. They share responsibility with their parents to follow the dress code. If students violate the rules they will be sent to the office and parents will be contacted. Students' parents will then be required to either escort the student home to change clothes or to bring appropriate clothing to the student. Students will not be permitted to leave campus on their own. Students may not return to class until appropriately dressed. If a student continues to violate the dress code, he/she may be subject to discipline.

Possessing Inappropriate Items at School

Students should not bring to school any items that interfere with learning or endangers the health and safety of other students. The following are examples of inappropriate items:

- Water guns
- Digital players
- Hand-held computer games
- Laser pointers
- Dice for gambling or playing cards



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- Sports equipment
 - Wheeled objects
 - Mobile Phones
 - Sharp Objects
 - Tobacco Products

Please note: This is a partial list and may include other items.

Teachers and administrators can determine other items as inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up, if the item is otherwise acceptable in the community. If a school- authorized activity requires specific items that would otherwise be inappropriate, Students will receive instructions from their teacher on their authorized and limited usage. If Students are in doubt about whether an item is appropriate, he/she should ask before bringing it. If students are too embarrassed to ask if the item is appropriate at school, it is more than likely inappropriate.



Prohibited Student Behaviour

Any specific misbehavior not included in the below list of Prohibited Behaviors will be categorized by the administrator as the incidents occur.

Prohibited Behavior Definitions

| Behavior Category | Category |
|---|----------|
| Assault or intentional physical act to inflict injury or damage to another person. | D |
| Bullying (including cyber bullying) another, or a group (i.e., engaging physical intimidation, provoking, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, national origin, personal or physical attributes, disability, intellectual ability) | B |
| Cheating to include copying another student's work, either partly or the whole assignment, copying from a book or the web (plagiarism), or using illegal notes or other information on a quiz or test. No credit will be given for the assignment or test. ***Use of cell phones or any other unauthorized electronic devices during test constitutes cheating. | B |
| Disrespectful, disobedient or defiant to school personnel such as not following directions from any teacher or staff member, in a classroom or in common areas, immediately and not interacting with adults in a mature, respectful manner. | B |
| Disruptive behavior, in classroom or common areas including disrespectful comments to fellow students. Also includes improper use of electronic devices including internet social media networks. At the second offense, the item will be held in the office for parent pick up. At the third offense, the item will be confiscated until the end of the year. | A |
| Dress code violation | A |
| Extortion or using threats or fear to force another student to give up money, school work, possessions, or inappropriate actions. | C |
| Fighting. Shoving and exchanging of blows with the intent to injure. Both offenders will be punished: however, if it is determined that one student started the fight, and the other tried to avoid the confrontation, lesser penalties may be applied to the defender. | C |
| False sounding of Fire alarm. This will also result in notification of the command for appropriate action. | C |
| Falsely signing or altering a document to make it false. | B |
| Littering on campus. | A |
| Profanity/vulgarity in public conversation or in class. | B |
| Slander or spreading rumors about another student or school personnel in any way including verbal or electronic means that is designed to hurt their feelings or reputation. | B |
| Threat of physical violence to staff or fellow student. | C |
| Tobacco products or related items. | C |
| Truancy, skipping school or class, failure to appear for teacher-assigned detention, for administrative detention, Saturday School, missing (cutting) classes. An unexcused tardy to a class of more than 5 minutes to any but the first class will be considered truancy. | C |
| Theft/possession of stolen items. | B |
| Unsafe behavior, including but not limited to, tripping or shoving etc. | B |
| Vandalism or deliberate destruction of school or personal property. This includes malicious or destructive actions on school computers, to include locking files, disconnecting equipment, "hacking" or attempting to "hack" school or student files. Students and parents will be held financially responsible for damages incurred due to vandalism. | C |
| Possession of a sharp item. | D |



BEHAVIOR RUBRICS

Administrators have the authority to apply the following Behavior Rubrics for inappropriate behaviors. The rubrics are guidance only and are not binding on Administrators. Each disciplinary case must be judged on the specific facts of the individual case to determine the fair and appropriate penalty.

“A” CATEGORY RUBRIC

These behaviors are initially handled by individual teachers or supervisors, and warrant referrals after repeated incidents or if initial incidents are severe.

- Disruptive behavior, in classroom areas
- Disrespectful comments
- Improper use of electronic devices
- Dress code violation
- Littering on campus

| “A” CATEGORY CONSEQUENCE GUIDELINES | | | |
|-------------------------------------|---|--------------------------|--|
| 1 st REFERRAL | 2 nd REFERRAL | 3 rd REFERRAL | 4 th REFERRAL |
| Parents Notified | Parent notified. Detention(s) assigned. | Saturday School (1 Day) | In/out of school suspension (1-3 Days) |

“B” CATEGORY RUBRIC

| “B” CATEGORY BEHAVIORS | |
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| These behaviors are handled by teachers, supervisors and administration. | |
| <ul style="list-style-type: none"> • Bullying Cheating • Disrespectful or disobedient to school personnel False signature • Insult | <ul style="list-style-type: none"> • Profanity/vulgarity • Truancy, skipping class or teacher/administration detention, failure to appear • Unsafe behavior |

| “B” CATEGORY CONSEQUENCE GUIDELINES | | | |
|-------------------------------------|----------------------------|--|-------------------------------------|
| 1 st REFERRAL | 2 nd REFERRAL | 3 rd REFERRAL | 4 th REFERRAL |
| Parent/Teacher/Admin | Saturday School (1-2 Days) | In/out of school suspension (1-3 Days) | Out of school suspension (4-9 Days) |



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| conference, counseling, afterschool detention | | | |
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“C” CATEGORY RUBRIC

| “C” CATEGORY BEHAVIORS | |
|--|---|
| These behaviors are considered severe and warrant immediate referral | |
| <ul style="list-style-type: none"> • Extortion • Fighting • Fire Alarm, false • Harassment • Theft/possession of stolen items | <ul style="list-style-type: none"> • Threat of physical violence • Tobacco products or related paraphernalia • Vandalism • Computer Abuse |

| “C” CATEGORY CONSEQUENCE GUIDELINES | | |
|-------------------------------------|-----------------------------------|-------------------------------------|
| 1 st REFERRAL | 2 nd REFERRAL | 3 rd REFERRAL |
| Out of school suspension (3 Days) | Out of school suspension (5 Days) | Out of school suspension (7-9 Days) |

“D” CATEGORY RUBRIC

| “D” CATEGORY CONSEQUENCE GUIDELINES | |
|-------------------------------------|--------------------------|
| 1 st REFERRAL | 2 nd REFERRAL |
| Out of school suspension (10 Days) | Expulsion hearing |

| “C” CATEGORY BEHAVIORS |
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| These behaviors are considered severe and warrant suspension or expulsion. |
| <ul style="list-style-type: none"> • Assault • Drug possession/sale • All weapons |



“A” CATEGORY BEHAVIORS

Disruptive behavior in classroom areas, disrespectful comments, improper use of electronic devices, dress code violation, littering on campus,

“A” CATEGORY CONSEQUENCE GUIDELINES

| Parent notification first referral | 2nd Parent notification | 3rd Parent notification | Verbal warning |
|------------------------------------|--|---|---|
| Parents Notified | Parent notified. One after school supervised study session is assigned. | Parent notified. Two after school supervised studies session are assigned. | Two after school supervised studies session are assigned. |

“B” CATEGORY BEHAVIORS

Bullying, Cheating, Disrespectful or disobedient to school personnel, False signature, Insult, Profanity/vulgarity, Truancy, skipping class or teacher/administration detention, failure to appear, unsafe behavior, Cyber bullying, offensive language and after receiving third warning letter for categories A, E and F

“B” CATEGORY CONSEQUENCE GUIDELINES

| Warning letter 1 | Warning letter 2 | Warning letter 3 |
|---|----------------------------------|-----------------------------------|
| Three after school supervised study sessions are assigned | Out of school suspension (1 Day) | out of school suspension (2 Days) |

“C” CATEGORY BEHAVIORS

Extortion, Fighting, False fire Alarm, Harassment, Theft/possession of stolen items, Threat of physical violence, Tobacco products or related paraphernalia, Vandalism, Computer Abuse, leaving school without permission, Vandalism or deliberate destruction of school or personal property, insulting a school staff, receiving third warning letter for category B

“C” CATEGORY CONSEQUENCE GUIDELINES

| Warning letter 1 | Warning letter 2 | Warning letter 3 |
|-----------------------------------|---|-----------------------------------|
| Out of school suspension (3 Days) | Out of school suspension (5 Days). No registration for the academic year 2017- 2018 | out of school suspension (7 Days) |

“D” CATEGORY BEHAVIORS

Assault, Drug possession/sale, All weapons/ dangerous chemicals, Misconduct Level C third warning

“D” CATEGORY CONSEQUENCE GUIDELINES

| 1st referral | 2nd referral |
|--|-------------------|
| Out of school suspension (10 Days) No registration for the academic year 2017- 2018 | Expulsion hearing |

The categories in the Behavior Rubric are cumulative – meaning that a second offense in a category, even if it is of a different type from the first, counts as a second offense (i.e. one disruptive in class in addition to one dress code violation would result in parent notification and detention).