



DUBAI COLLEGE

A tradition of quality in education

Behaviour and Sanctions Policy

Introduction

Dubai College sets high standards and expectations through highlighting and praising good behaviour. We encourage students to respect themselves, each other, adults and property. We endeavour to apply rules fairly, clearly and consistently. We aim to provide a happy, caring environment with challenging activities. Under no circumstances do we use any form of corporal punishment, nor is it our intention that a student is belittled or shamed before their peers. In the case of a serious incident or persistent unacceptable behaviour we will always endeavour to involve parents in resolving the situation. The home/college partnership is seen as vital in establishing and maintaining high standards of behaviour and appropriate conduct. It is important not to see behaviour as a separate issue. It is taken within the wider context of the school, as an integral part of the teaching and learning taking place and the overall organisation of lessons and other activities. The college's behaviour and rewards process is presented alongside the Behaviour and Sanctions Policy and one is intended to support and complement the other.

Our rules are based on the following principles:

Unacceptable behaviour is behaviour likely to hurt or upset another member of the immediate community. Poor standards of behaviour show a lack of respect for others, disrupting their activities and learning. Through the implementation of this policy, students will learn the difference between acceptable and unacceptable behaviour and they will learn to take responsibility for the consequences of their actions. They will be helped to develop self-control, respect for the needs of others and respect for other's property. Appropriate behaviour is modelled by the teaching and non-teaching staff of Dubai College, who will readily and regularly give explanations to pupils with regard to their behaviour. We trust that this aim to model appropriate behaviour is shared by the parents of Dubai College so that students are given clear and consistent guidance. Dubai College is a community where bullying in any form will not be tolerated. Further guidance is given in the college's anti-bullying policy which also contains information about cyberbullying.

Scope:

The Behaviour and Sanctions Policy will be applied to all students on school premises, but will also form the foundation for acceptable behaviour outside the school where students are in uniform and/or taking part in organised trips and events **or** where their behaviour is violent, illegal, may bring the reputation of Dubai College into disrepute or may place other students at risk.

Dubai College Students' Rights

- To be valued by others
- To be treated with respect
- To be supported to achieve
- To be encouraged to learn
- To be treated equally to others
- To have an opportunity to be heard
- To be dealt with fairly and consistently

Dubai College Students' Responsibilities

- To value others in the DC community
- To respect the views and property of others
- To allow and support others to achieve
- To support and encourage an environment for learning
- To be tolerant and accept different perspectives and ideas
- To listen to other people's opinions
- To accept and support the college's rules and expectations

Examples and classification of levels of misbehaviour

Examples of misbehaviour are given below and **the list is by no means exhaustive**. Repetition of the same type of misbehaviour, lying about misbehaviour, showing no remorse and failing to comply with instructions when challenged over misbehaviour will raise the level of sanction. Any mitigating circumstances will be taken into account and may reduce the level of sanction. Whilst misbehaviour outside the classroom may not directly impact on teaching and learning it does damage the ethos and social structure of the school community and is taken just as seriously. Where new examples of misbehaviour are identified they will be periodically added to this grid.

Lower level misbehaviour	<p>Examples may include - talking over classmates or whilst the teacher is speaking; not paying attention during lessons; failure to complete classwork or homework to an appropriate standard; not completing sufficient work in class; failure to bring the correct books and/or equipment to lessons; running on the corridor; using the outside “fire doors” for entry/exit; pushing into DC Express or Canteen queues; arriving late to class without excuse; talking persistently in class or in an assembly; rough and tumble or play fighting; arriving late to school without a genuine reason, intentionally removing mask/visor putting other students at risk; not adhering to social distancing regulations.</p>
<p>It is expected that lower level behaviour issues, such as these, will be dealt with by the Member of Staff that encounters them. The student’s Form Tutor, Head of Year and Parents may be informed via the student’s planner, by e-mail or by a phone-call.</p>	
Mid-level misbehaviour	<p>Regular repetition of lower level misbehaviours or - throwing items across the class; shouting/calling out and interrupting teaching and learning; not completing/handing in homework on time; teasing and taunting classmates; use of mobile phones during lessons and without the permission of a teacher; arguing with members of staff; truancy within school, i.e. not going to a timetabled lesson; truancy from college, i.e. not coming to school without a valid reason; deliberate damage to textbooks or other students' work; uniform infringements, (wrong shoes, too many earrings, too-short skirts, etc.) or extreme/inappropriate hair style, (colour and/or cut); littering, not clearing tables or throwing food in the canteen.</p>
<p>It is expected that persistent lower level misbehaviour or single acts of mid-level misbehaviour will be referred upwards to the appropriate Subject Leader, if this behaviour occurs within a curriculum lesson, and the Head of Year if this behaviour occurs outside of curriculum times. The student’s Form Tutor, Head of Year/Section and Parents should be informed.</p>	
Higher level misbehaviour	<p>Regular repetition of mid-level misbehaviours or – vandalism/deliberate damage (including graffiti), verbal or physical intimidation of other students amounting to bullying; deliberately behaving in a way that is likely to cause injury to others; serious, repeated or extended verbal abuse of another student or member of staff; taking items that do not belong to you; possession of tobacco or related items such as juuls, e-cigarettes, vape pens, pipes and cigarette lighters; sexist behaviour/discrimination or use of sexist language; racist behaviour/discrimination or use of racist language; relatively “minor” assault/fighting (where contact is made);</p>
<p>Any persistent mid-level misbehaviour and/or single acts of serious misbehaviour involving damage or risk to person or property must be referred through the Subject Leader if this behaviour occurs within a curriculum lesson and the Head of Year/Head of Section who will liaise with the Deputy Head: Pastoral.</p>	
Very serious misbehaviour	<p>Regular repetition of higher level misbehaviours or behaviours classed as “criminal” outside of Dubai College including but not limited to possession, use and/or distribution of alcohol, weapons, pornography, drugs, serious physical assault and cybercrimes as detailed in Federal Law No. 5 or wherever a student’s behaviour puts other students at serious risk. See Appendix 2 for further information on Substance Abuse.</p>
<p>The final decision on very serious misbehaviour that may result in a permanent exclusion from the college will be made by the Headmaster and approved by the Board of Governors.</p>	

Responding to different levels of misbehaviour

<p>Lower level misbehaviour</p> <p>DC LEVEL 1</p> <p>First response</p>	<p>There is an escalating series of ways in which a teacher can respond to poor behaviour. It may simply be an extended pause, a “look” or a verbal warning. The teacher may explicitly remind the student of the agreed rules and protocols. The teacher may move the student to another seat within the room. The student may be asked to leave the room for a short time and the teacher will explain their expectations before the student is re-admitted to the classroom. If appropriate the student may be sent to a partner classroom for the remainder of the lesson. The tone of the teacher’s voice may indicate disapproval but shouting at a child is ineffective and should not happen.</p>
<p>DC LEVEL 2</p> <p>Detention</p>	<p>As a stronger response to lower level misbehaviour in the classroom, the teacher may give a break-time or lunch-time detention and will keep a record of behaviour concerns by writing a note to parents in the student's planner. Unresolved incidents or persistent misbehaviour will be reported to the Subject Leader, who may also give a break-time or lunch-time detention. The SL should inform the student's Form Tutor and Head of Year. During other times, the Head of Year will administer the sanction.</p>
<p>Mid-level misbehaviour</p> <p>DC LEVEL 3</p> <p>Detention</p>	<p>Persistent lower level misbehaviour or mid-level misbehaviour will result in the involvement of the Subject Leader and Head of Year. The Head of Year will speak to the student and their Form Tutor and may organise a break-time detention or after-school detention. The Head of Year will work with the Subject Leader, Class Teacher and Form Tutor to determine lesson targets for student. Parents will be kept informed via student planner, phone-calls, letters or e-mails.</p>
<p>Higher level misbehaviour</p> <p>DC LEVEL 4</p> <p>SLT Detention</p>	<p>Serious or persistent misbehaviour, or poor behaviour in a number of subject areas will result in the involvement of the Head of Year/Section and Deputy Head: Pastoral. (Further clarification/guidance is given in Appendix 3)</p> <p>If a Whole School Detention (Thursday after school) or Headmaster’s Detention (Saturday morning) is given, parents will be informed by telephone, letter or e-mail and a meeting in school may be arranged. The student may also be placed on an academic/behaviour report which will be monitored daily and parents will be contacted on completion of the report period to discuss progress.</p>
<p>DC LEVEL 5</p> <p>Internal reflection days (fixed term)</p>	<p>Internal reflection days will be used if the Head of Section and Deputy Head: Pastoral is not satisfied that the student is showing sufficient improvement or if the behaviour has been persistent in nature. It may also be used if a student needs to be isolated from their classmates. Internally excluded students will be supervised as they complete their work away from their normal lessons and classmates. This sanction may also be used for serious incidents of misconduct, bullying of any form, uniform/hair-style issues or as a “cooling down” mechanism.</p>
<p>DC LEVEL 6</p> <p>External (fixed-term) exclusion</p>	<p>External exclusions (or “suspensions”) will be used in more serious cases of misbehaviour - advised by the Behaviour and Sanctions Policy but ultimately determined by the Head of Section and Deputy Head: Pastoral. Parental involvement is key where the level of behaviour is such that a fixed-term exclusion is given. This sanction is seen as an opportunity for a student to modify their behaviour before a permanent exclusion from the college is applied.</p>
<p>Permanent Exclusion</p>	<p>A permanent exclusion will result if a student persistently exhibits serious unacceptable behaviour and shows no attempt to modify their behaviour despite being given opportunities to do so. It will result if a student commits a felony, whether the act takes place inside the college or elsewhere, or if the nature of the crime is such that the student’s return to college would put other students at risk.</p>

A permanent exclusion is applied by the Headmaster when approved by the Governing Body and the KHDA. Parents retain the right to appeal to the Governing Body and the KHDA against a decision of a permanent exclusion.

Contacting Parents

The following procedures will be put into place after speaking with the student about allegations made against them to find out to what extent they are true or otherwise.

	Level of Parent Contact
<p style="text-align: center;">Lower level misbehaviour</p> <p style="text-align: center;">DC LEVEL 1</p> <p style="text-align: center;">First response</p>	<ol style="list-style-type: none"> 1. Student to tell parent 2. Parent to see the sanction on the iSAMS app
<p style="text-align: center;">DC LEVEL 2</p> <p style="text-align: center;">Department Detention</p>	<ol style="list-style-type: none"> 1. Student to tell parent 2. Parent to see the sanction on the iSAMS app 3. For in school detentions, parents will be notified by students
<p style="text-align: center;">Mid-level misbehaviour</p> <p style="text-align: center;">DC LEVEL 3</p> <p style="text-align: center;">After School Detention</p>	<ol style="list-style-type: none"> 1. Student to tell parent 2. Parent to see the sanction on the iSAMS app 3. For after school detentions, parents will be notified by the section pastoral administrators
<p style="text-align: center;">Higher level misbehaviour</p> <p style="text-align: center;">DC LEVEL 4</p> <p style="text-align: center;">SLT Detention</p>	<ol style="list-style-type: none"> 1. Ask the student to speak with parents that evening after school to allow them time and space to reflect before that conversation. 2. Parent to see the sanction on the iSAMS app 3. For SLT detentions, the Heads PA will inform parents 4. A KHDA warning letter & parental undertaking will be signed by parents to acknowledge the behaviour and ongoing requirements
<p style="text-align: center;">DC LEVEL 5</p> <p style="text-align: center;">Internal reflection days (fixed term)</p>	<ol style="list-style-type: none"> 1. Ask the student to speak with parents that evening after school to allow them time and space to reflect before that conversation. 2. The following day, a representative from Dubai College will make a follow up phone call to ensure the student has spoken with their parents about any incident and owned that behaviour prior to a member of staff calling home. 3. If the behaviour aligns itself with a sanction deemed higher level misbehaviour or above, the KHDA warning letter and parental undertaking will need to be signed. 4. A warning letter & parental undertaking will be signed by parents to acknowledge the behaviour and ongoing requirements. This needs to be signed on the morning of readmittance back in to school.

<p style="text-align: center;">DC LEVEL 6</p> <p style="text-align: center;">External (fixed-term) exclusion</p>	<ol style="list-style-type: none"> 1. Ask the student to speak with parents that evening after school to allow them time and space to reflect before that conversation. 2. The following day, a representative from Dubai College will make a follow up phone call to ensure the student has spoken with their parents about any incident and owned that behaviour prior to a member of staff calling home. 3. If the behaviour aligns itself with a sanction deemed to align with an external exclusion or above, the KHDA will need to be involved in the sanction. 4. Once the KHDA have agreed a sanction, a representative from Dubai College will phone home again to share the outcome. 5. A letter will follow from the Headmasters PA containing the sanction. 6. After the sanction has been served, the student and parents will be asked to sign a warning letter & parental undertaking to agree that the behaviour will not be repeated and that basic school rules and expectations will be adhered to. This must be signed prior to student readmittance.
<p style="text-align: center;">Permanent Exclusion</p>	<ol style="list-style-type: none"> 1. Ask the student to speak with parents that evening after school to allow them time and space to reflect before that conversation. 2. The following day, a representative from Dubai College will make a follow up phone call to ensure the student has spoken with their parents about any incident and owned that behaviour prior to a member of staff calling home. 3. If the behaviour aligns itself with an external exclusion or above, the KHDA will need to be involved in the sanction. 4. Once the KHDA have agreed a sanction, a representative from Dubai College will phone home again to share the outcome. 5. A letter will follow from the Headmasters PA containing the sanction and next steps for the terms of the permanent exclusion.

Whole School Detention and Headmaster's Detention Guidance

The "Whole School Detention" is designed to respond to Level 3 (mid-level) discipline issues.

The "Whole School Detention" takes place on Thursdays from 12:35pm to 1:35 pm.

The Head of Year is gatekeeper of the "Whole School Detention". The subject teacher, subject leader and/or form tutor would have dealt with the issue previously at Level 1 and 2. The Head of Year would therefore already be aware of the context via iSAMS or verbal communication. Alternatively, the issue may have come directly to the Head of Year due to the severity of the problem.

After investigation, the Head of Year will use their professional judgement to determine whether a Thursday "Whole School Detention" is the best solution or whether an alternative intervention would be more appropriate.

The Head of Year would send the standard detention letter home, giving at least 24 hours' notice, note their action in iSAMS and oversee the follow up tracking post detention.

In the same vein, a Saturday morning "Headmasters Detention" could be available as a staged option. This detention is intended to be set at a higher level than the "Whole School Detention" on a Thursday after school.

A list of the students the Head of Year is placing in detention, with the proposed Thursday or Saturday clearly indicated, should be sent to the Deputy Head: Pastoral before the event.

The Deputy Head: Pastoral will cover the Thursday afternoon detentions but in their absence it is expected that a Head of Section will be included in the Thursday afternoon supervision rota. In the absence of the Headmaster, the Deputy Head: Pastoral will cover the Saturday morning detentions.

Warning Letters

In order to comply with KHDA regulations, all higher level misbehaviour incidents will require a warning letter and parental undertaking to be signed as well as a readmittance meeting scheduled with both the parents and the student after the sanction has been served.

The warning letter will be issued at least 24 hours prior to the interview with a copy being signed during the meeting prior to readmittance. Students may be refused entry to school if the warning letter has not been signed during the meeting. An example of the warning letter can be found in Appendix 1.

Appendix 1 - Warning Letter Example

WARNING & UNDERTAKING

(“Reintegration Agreement after High Level Misbehaviour”)

This document is considered as a Warning Letter and an Undertaking between Dubai College and the parent(s) of XXX, student in XXX.

We, _____ and _____ do hereby undertake and confirm, as the parents and/or legal guardians of XXX, that we understand this conditional parental undertaking has been written in this form due to XXX’s misbehaviour and breach of: 1) the signed “parent-school contact” and 2) the school’s “Behaviour and Sanctions Policy”.

We understand that XXX’s conduct, by repeatedly bullying another student, was in breach of the school’s policy.

Parents’ responsibilities and commitments:

1. Ensure XXX’s adherence to these terms and conditions and all related KHDA and school policies. These include all policies which are on the school website as well as those contained within the Dubai College Student Planner.
2. Support XXX and the school by ensuring his full attendance.
3. Ensure XXX’s full commitment to submit his projects and assignments on time.

Student’s responsibilities and commitments:

1. Adhere to the school’s behaviour policy and ensure to fully respect the school community while being in the school or using distance learning channels.
2. Ensure there is no repeat of the behaviour outlined in this warning letter.
3. Write/make an apology to the student affected by his misbehaviour which will be moderated by the Head of Year.
4. Ensure exemplary attendance at school.
5. Ensure full commitment to submit projects and assignments on time.
6. Avoid using mobile phone in the school premises beyond the outlined areas in the school policy.

School’s responsibilities and commitments:

1. Ensure regular parental involvement with regards to XXX’s academic progress and behaviour.

We understand that failure to uphold any of the conditions contained herein and that should there be any recurrence of similar behaviour will immediately result in any of the following actions being applied:

1. Moving XXX to Distance learning for the remainder of the current academic year XXXX/XXXX.
2. Not re-enrolling XXX in Dubai College for the forthcoming academic year XXXX/XXXX, after obtaining KHDA approval.
3. Suspension from Dubai College that might lead to expulsion, after obtaining KHDA's approval.

Parent Name:

Parent Signature: Date:

Parent Name:

Parent Signature: Date:

Student Name:

Student Acknowledgement: Date:

School Witness:

Head of Year Signature: Date:

School Witness:

Head of Section Signature: Date:

Whilst we endeavour to have both parents sign the warning letter at or prior to the readmission meeting, we also understand this may not be possible due to work commitments. As such, in the absence of a second parent signatory, the parent signing this document will be acknowledging all of the contents of the warning letter and will also be signing on behalf of the absent parent to uphold and support all aspects stated.

Appendix 2 - Substance Abuse Guidance

Statement of Policy

Our Community is committed to

- the health and welfare of its pupils and will take action to promote and safeguard their well-being
- educating boys and girls about the effects of drugs and alcohol and about the threats posed by them to present and future health and happiness
- encouraging pupils in need of support to come forward and to educate others into acting and speaking in the best interests of those who might need help

Policy Aims

The college aims to deter the abuse of all drug substances by means of a balanced and informative educational programme, rooted in the college's values, and which places emphasis on the need and responsibility of young people to make informed decisions for themselves. This will be achieved through:

- education
- pastoral support for individuals
- support for family

Through the academic and pastoral elements of the curriculum, (including co-curricular activities), the welfare and support staff and outside speakers, the college will

- provide accurate information
- promote understanding
- foster and encourage skills and strategies designed to resist drug and substance abuse
- help young people to identify sources of appropriate personal support
- ensure that the disciplinary rules of the college reflect the seriousness with which the college and the local community approaches potential problems in this area

How these aims may be fulfilled:

- a. The college fulfils these aims through the development of its mission. This includes care, concern, teaching and leadership of its staff, through the provision of information via the PSHE/positive education day/assembly programme and through a clear and effective behaviour and sanctions code.
- b. It is essential to inculcate in each individual pupil an awareness of the importance of individual values. Students will be given an opportunity to debate the issues concerning the use and abuse of drugs and substances and thereby increase their awareness of the hazards of drug and substance abuse.
- c. The college believes that it is a priority to promote and consolidate the self-esteem of every individual pupil.
- d. The college attaches great importance to effective communication with parents. Parents will be kept up to date by invitation to talks, and offered opportunities to consider the drugs and substances policy.
- e. A member of the School's Senior Pastoral/Student Services Team will periodically update the college with recent changes in attitudes and policies towards drug and substance abuse.
- f. The programme will be implemented and reviewed on an annual basis.
- g. The college rules will emphasise the firm commitment of the college to the promotion and maintenance of an environment free from abuse of drugs and other harmful substances.

Responsibility for Implementing the Policy

The Headmaster has overall responsibility for the preparation, presentation and implementation of the policy within the college. On a day to day basis this responsibility is delegated to the Deputy Head: Pastoral.

The Headmaster will ensure that the Board of Governors is kept informed of relevant developments and issues, and any problems concerning the effectiveness of the College's substance abuse practice.

Partnership with Parents

The vast majority of teenage/adolescent involvement with drugs and other substances occurs out of college, both in time and place, when children are the responsibility solely of their parents. Therefore, effective partnership between the college and parents is essential. Parents must feel that they are fully informed and involved in the college's practice with regard to drugs and substance abuse. It is important that parents are able and willing to support the college's policy.

To promote this partnership, the college will ensure that parents receive full information about programmes for Personal, Social and Health Education (PHSE) and enrichment via letter and in the Introduction to the Year parent talks. Where it is able to do so, the college will provide support and reinforcement to parents concerning the expectations on their children's social behaviour.

At regular intervals the Headmaster will remind parents as well as pupils of the disciplinary rules relating to the involvement of pupils with drugs and other substances.

Working with Outside Agencies

The college is obliged to inform the Dubai Police of any breach of the law which comes to its attention. The college will notify the Dubai Police if pupils are found to be in possession of illegal drugs whilst in college. The college is obliged to involve the Dubai Police and the KHDA if a pupil or pupils are **required to leave** or are excluded for a fixed term on account of known use of drugs or other illegal substances.

The college will support and promote local health initiatives where they are soundly based and do not contravene the college's ethos or moral teachings.

Clarification of college rules relating to substance abuse

Illegal Drugs¹, Illicit Drugs² & Solvent Abuse

The college regards the possession, sharing, bringing into school³, distributing, sale, "pushing" or use of illegal drugs or solvents, on or off the college premises, as major disciplinary matters. The Dubai Police will be informed.

Any pupil found or suspected of being in the possession of, sharing, bringing into college, distribution, sale, "pushing" or use of illegal drugs or illicit drugs or solvents, on or off the college premises, should expect to be asked to leave the college and may be excluded permanently. The KHDA and College Governors will be involved in a permanent exclusion.

Any other involvement in drugs, in or out of school, will bring into question the continued membership of the college by the pupil and may lead to a permanent exclusion.

1 The definition of the term 'illegal drug' for this policy refers specifically to those chemicals and materials as defined by the legislation currently in force in the UAE and any subsequent amendments.

2 An 'illicit drug' means (in this context) one that is not legislated for. This does not mean it is not dangerous - indeed they are hazardous to health - but they are not listed in the appropriate legislation.

3 The term 'into college' covers any incidents related to drugs or substances which occur in school time, inside or outside school grounds. It also includes travel between school and home; it includes sports fixtures, educational visits and other school-based excursions away from the school; and it includes sports tours, educational cruises, activity holidays, etc. organised by the school in holiday time for pupils of the School.

Alcohol

The bringing of alcohol into school, the selling of alcohol to other pupils, the consumption of alcohol within college and/or being under the influence of alcohol during the school day is forbidden. **Any student suspected and/or proven to have breached this rule should expect to be asked to leave the college and may be excluded permanently.**

Prescription Medication

The School Nurse must be aware of any prescription medication brought on to the School premises. Wherever possible the School Nurse should store and administer the medication. Any student suspected of abusing prescription medication will be excluded for a fixed term period. A repeat offence will lead to a permanent exclusion

Tobacco

The bringing of tobacco or tobacco-related products into school, the selling of such products to other pupils, and/or the smoking of tobacco or tobacco-related products by pupils is forbidden. Any pupil suspected of smoking or frequenting with a smoker on school property or while being identifiable as a member of the college community may be excluded for a fixed term period. Persistent smoking will lead to permanent exclusion

The only circumstance likely to cause the college to consider mitigation/greater flexibility in areas of "zero tolerance" would be when the information concerning the offence derived primarily from information volunteered by the pupil involved or by his/her parents.

Possible indicators that might lead to an investigation into drug or solvent or substance abuse

This list is not intended to be exhaustive.

- Behaviour changes
- Involvement in a drug incident
- Particular peer group associations
- Physical signs
- Implication by association
- Information received
- Significant alteration in academic performance
- Health or attendance

Procedure

The procedures followed will be in line with the School's procedures for dealing with major disciplinary incidents.

These procedures respect the 'duty of care' for the individual as well as the wider community.

Details of any drugs or substances abuse will be passed on to the Police and the pupil and family apprised of this fact.

Where a decision is taken not to permanently exclude a pupil, a condition or conditions of reinstatement following a period of exclusion may be required on the part of the pupil and his/her parents. These might include:

- a regime of random testing or controls
- a period of counselling in relationship to the pupil's problem
- undertakings by parents to monitor and restrict the social activities of the pupil

The college will monitor the situation and provide support where possible.

Policy Details	
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