HABITAT SCHOOL
AL JURF, AJMAN

Circular
For Own Transport Students

Circular No: HB/AC/22.23/12   **Dated: 14/05/2022**

Dear Parents
Greetings!

It has been noticed by the school authorities that many own transport students report late to school. **Please note that the reporting time to school is 7:20 am which was announced at the beginning of the school year.**

Since we have already completed a month of this new academic year, it is high time to get things streamlined. Hence please see that your child/children are dropped before 7.20 am and if not, we will be forced to initiate disciplinary actions as per MOE guidelines which would cause inconvenience to the children and the parents. Please be with the school and support the school to maintain discipline.

The course of action mentioned below will be executed by the school for persistent Lateness:

Stage	Indicators of action	Required Action from the School	Action Authority
1	Upon coming late for **2 consecutive days**	Verbal warning	Class Teacher
2	Upon coming late for **4 consecutive days**	Verbal warning. Written notifications to parents through the class teacher in the School diary.	Class Teacher
3	Upon coming late for **6 consecutive days**	Section Head will call the parent and inform about the child being late for continuous 6 days and take a verbal undertaking from the parent.	Section Head
4	Upon coming late for **7 days** consecutively.	Parents will be asked to come to school for a face-to-face meeting and **BMC** will be briefed.	Kg / Jr. / Sr. Section Head

Note :

- **As per MOE guidelines, below actions will be taken based on the Behavior Management Committee guidelines.**

Degree of offense	Repetitiveness	Deducted Mark	Action	Responsibilities and powers
First degree (simple offense)	Upon committing **8**th time reporting late to school.	None	Documenting the offense and the action taken, in accordance with Form No.6	Class Teacher Section Head
	When repeated for the **9**th time	None	Written warning and documenting the offense. Informing the guardian in writing as per the Form No.7	Section Head
	When repeated for the **10**th time	2	As per the Form No.8 Referring the student to the academic advisor /social worker. Signing an undertaking not to repeat the offense again by the student's guardian and informing them of the marks deducted, as per the Form No. 9,10 &20	Academic advisor/social worker shall be responsible for summoning the student's guardian. The head of the student's affairs unit or Vice Principal for student's affairs shall ensure that the undertaking referred to herein is signed by the student's guardian and the student.
	When repeated for the **11**th time	4	Summoning the guardian on the day next to the offense date. Issuing a written warning for the student and his /her guardian in case nl response is made, as per the Form No.9	Academic advisor /social worker shall be responsible for summoning the student's guardian . The head of the student's affairs unit or Vice Principal for students's affairs issues the affairs shall issue the warning.
	When repeated more than 11 times	To be calculated in accordance with the committees discretion.	Behavior management committee shall meet on the day next to the offense date. The academic advisor /social worker shall open a file for studying an individual case, as per Form No.11. Implement a set of strategies aiming at reducing this negative behavior.	Behavior management committee shall meet upon the instructions of the committee administrator. The committee decisions shall be implemented on the day next to the offense date. The committee's terms

				of reference include the expulsion and deduction of marks. The academic advisor/social worker shall be responsible for following up the procedures of the student's behavior reform by opening a file to studying his/her case.

NOTE:

★ **If the total of 10 marks is deducted against the first degree of offenses, then a file shall be opened to study and follow up on the Student's case in accordance with the recommendations of the Behavior Management Committee.**

Thank you for your support and cooperation.

Principal
Bala Reddy Ambati