



PROGRESSIVE ENGLISH SCHOOL (L.L.C.)

(Approved by the Ministry of Education, UAE, Affiliated to CISCE (ICSE / ISC), New Delhi)

Tel: +971 6 567 22 34, Fax: +971 6 566 43 11

P.O. Box 6078, Sharjah, United Arab Emirates, E-mail: progressive.english09@gmail.com

Discipline-Building Policy

Progressive English School, Sharjah



Reviewed and Updated on: March 2024



Discipline-Building Policy for Progressive English School, Sharjah

Progressive English School (PESS) is committed to fostering a positive and supportive learning environment that promotes respect, responsibility, and academic excellence. This discipline policy outlines the school's expectations for student behaviour and the procedures for addressing disciplinary issues.

Philosophy of Discipline

- **Positive Reinforcement:** PES believes in a positive approach to discipline, emphasizing rewards and recognition for good behavior.
- **Restorative Justice:** The school will use restorative justice practices to address conflicts and promote understanding and empathy.
- **Fairness and Consistency:** All students will be treated fairly and consistently, regardless of their background or circumstances.
- **Parental Involvement:** Parents and guardians are integral partners in the disciplinary process and will be involved in addressing student behavior issues.

Expected Student Behavior

- **Respect:** Respect for teachers, staff, peers, and school property.
- **Responsibility:** Taking responsibility for one's actions and completing assigned tasks.
- **Punctuality:** Arriving on time for school and classes.
- **Attendance:** Maintaining regular attendance.
- **Honesty and Integrity:** Being truthful and honest in all interactions.
- **Positive Attitude:** A positive and cooperative attitude towards learning.

Purpose:

The purpose of this discipline-building policy is to foster a positive learning environment that promotes respect, responsibility, and academic achievement while aligning with UAE educational norms.

Vision and Values:

At Progressive English School, we value:

- Respect for self and others
- Responsibility for one's actions

- Commitment to learning
- Integrity and honesty
- Cultural awareness and inclusivity



Scope:

This policy applies to all students, staff, and parents associated with Progressive English School.

Objectives:

- To create a safe and supportive environment for all students.
- To encourage positive behavior and discourage misconduct.
- To promote self-discipline and accountability in students.
- To provide clear guidelines and consequences for disciplinary infractions.

Code of Conduct:

Students are expected to adhere to the following principles:

- Treat all members of the school community with respect and kindness.
- Follow all school rules and regulations.
- Demonstrate honesty, integrity, and accountability in all actions.
- Engage positively with peers and staff to foster a collaborative learning environment.
- Attend classes punctually and be prepared for all lessons.

Positive Reinforcement:

To encourage positive behavior, the school shall implement:

- Recognition Programs: Students will be recognized for exemplary behavior and academic achievements through awards and assemblies.
- Positive Behavior Incentives: A points system or privileges for students exhibiting consistent positive behavior will be established.

Prevention Strategies:

To prevent disciplinary issues, the school will:

- Conduct regular workshops for students on conflict resolution, effective communication, and respect for diversity.
- Organize parental workshops to reinforce school values at home.
- Promote a school culture of inclusivity and cooperation through extracurricular activities.

Disciplinary Procedures:

a. Minor Infractions:



- Verbal warning.
- Reflection and discussion of behavior with a teacher.
- Involvement of parents in the discussion if necessary.

b. Moderate Infractions:

- Written warning placed in the student's file.
- Parent-teacher conference to discuss behavior and set improvement goals.
- Temporary loss of privileges (e.g., participation in extracurricular activities).

c. Serious Infractions:

- Immediate referral to the school administration.
- Investigation of the incident by the administration.
- Possible suspension, depending on the severity of the behavior.
- Involvement of external counseling services if necessary.

Appeal Process:

Parents and students have the right to appeal disciplinary decisions. The appeal should be submitted in writing within five school days of the decision. The school administration will review the appeal and provide a response within five school days.

Compliance with UAE Educational Norms:

This policy will adhere to UAE's Federal Law No. 3 of 2016 on Child Rights (Wadeema's Law) and the UAE's educational objectives, focusing on protecting the rights of students while promoting discipline and respect.

Review and Revision:

This policy will be reviewed annually to ensure its effectiveness and compliance with local regulations and educational standards. Inputs from teachers, parents, and students will be considered during the review process.

The aim of this discipline-building policy is to cultivate a respectful and responsible school culture that encourages students to grow as individuals and members of society in accordance with UAE educational values.



Disciplinary Action Flowchart: Step-by-Step Guide

Step 1: Behavior Incident Report

1. A teacher or staff member observes a student's inappropriate behavior.
2. The observer documents the incident, noting the date, time, location, student's name, and a detailed description of the behavior.

Step 2: Minor Infraction Assessment

1. **Is the infraction minor?**
 - **Yes:**
 - A verbal warning is issued to the student.
 - The incident is documented in the student's file.
 - The student's behavior is monitored.
 - **If behavior improves:** The process ends.
 - **If behavior doesn't improve:** Proceed to Step 3.
 - **No:** Proceed to Step 3.

Step 3: Moderate Infraction Assessment

1. **Is the infraction moderate?**
 - **Yes:**
 - A written warning is issued to the student.
 - Parents/guardians are notified.
 - A parent-teacher conference is held to discuss the incident and set behavior improvement goals.
 - The student's behavior is monitored.
 - **If behavior improves:** The process ends.
 - **If behavior doesn't improve:** Proceed to Step 4.
 - **No:** Proceed to Step 4.

Step 4: Serious Infraction Assessment

1. **Is the infraction serious?**
 - **Yes:**
 - The incident is referred to school administration.
 - A thorough investigation is conducted.
 - Appropriate consequences (e.g., suspension, counseling) are determined.
 - Parents/guardians are informed of the decision and consequences.
 - **No:** Return to Step 2 or 3 as needed.

Step 5: End Process

1. The disciplinary process concludes with necessary follow-ups and support provided to the student