

STAFFORD SRI LANKAN SCHOOL DOHA (SSLSD)



POLICY TITLE: STUDENT DISCIPLINARY POLICY

Policy Number:

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1. INTRODUCTION- STUDENTS' DISCIPLINARY POLICY

This policy aims to create a safe, respectful, and productive learning environment for students and staff at SSLSD. To support the school's mission of enhancing student achievement, it is essential that all employees feel secure in their workplace. Any student behavior that hinders other students from achieving their educational goals or prevents employees from performing their professional duties will be addressed according to the terms and procedures outlined in this policy.

2. DRESS CODE FOR STUDENTS

The school uniform serves as a symbol of identification for SSLD students. By wearing the uniform, students demonstrate pride in their school. Therefore, we expect all students to arrive at and leave school in the proper uniform at all times.

	✓ Rule	× Not Allowed
Uniform	Girls	
	<ul style="list-style-type: none"> ✓ White Short/Long Sleeve Shirt with School Logo ✓ Dark Blue Short Skirt/Short Skirt with black legging or Long Skirt ✓ Neck Tie ✓ Off-white Short Sleeve T-Shirt with School Logo allowed for reception classes ✓ Girls who wish to wear a head scarf may use a plain black scarf without any designs 	<ul style="list-style-type: none"> × Any exception to the rule
	Boys	
	<ul style="list-style-type: none"> ✓ White Short/Long Sleeve Shirt with School Logo ✓ Dark Blue Trousers ✓ Neck Tie ✓ Off-white Short Sleeve T-Shirt with School Logo allowed for reception classes 	<ul style="list-style-type: none"> × Any exception to the rule
PE Uniform	<ul style="list-style-type: none"> ✓ Blue Short Sleeve T-shirt with School Logo ✓ Dark Blue Track Bottoms with Two Stripes ✓ To be worn every Tuesday, Thursday and PE days ✓ To be worn on Saturdays for extra classes 	<ul style="list-style-type: none"> × Any other track bottoms and T-shirts
Jacket	<ul style="list-style-type: none"> ✓ Long Sleeve Sweater with School Logo 	<ul style="list-style-type: none"> × Colored jackets other than black/ dark blue
Nails	<ul style="list-style-type: none"> ✓ Cut short and kept clean 	<ul style="list-style-type: none"> × Long, colored nails
Accessories	<ul style="list-style-type: none"> ✓ Simple earrings for girls -ear stud 	<ul style="list-style-type: none"> × Fancy earrings (hoops, dangles) × Rings and chains
Footwear	<ul style="list-style-type: none"> ✓ Black shoes and white socks for uniform ✓ Sports shoes and black or white socks for PE Kit 	<ul style="list-style-type: none"> × Sports shoes with uniform × Sandals, clogs or loafers
Hair	Girls	
	<ul style="list-style-type: none"> ✓ White ribbon, black hair bands ✓ Long hair: should be braided / interwoven braids at the back, secured with a black hairband and a white ribbon ✓ Short hair should be tied back in a ponytail with a black hairband and a white ribbon ✓ Very short hair: with a white ribbon bow and a small black hair clip ✓ Hair should be tied back neatly at all times 	<ul style="list-style-type: none"> × Colored hair bands × Loose hair, long pony-tail, colored hair
	Boys	
	<ul style="list-style-type: none"> ✓ Short haircut which should not exceed collar length ✓ Neatly trimmed beard 	<ul style="list-style-type: none"> × Long hair × Fad or engraved beards and hairstyles

House Uniform	<ul style="list-style-type: none"> ✓ To be worn for sports meet related activities only ✓ Emerald - Green T-shirt with School Logo ✓ Garnet - Red T-shirt with School Logo ✓ Topaz - Yellow T-shirt with School Logo 	× Any exception to the rule
School Blazer	<ul style="list-style-type: none"> ✓ To be worn by prefects ✓ Dark Blue Blazer with School Logo 	× Any exception to the rule

3. ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are essential for a child's academic development and character building. We encourage all our students to reach their full academic potential to enhance their chances of success in an increasingly competitive world of work.

a) Attendance

We strongly discourage absences during term time unless absolutely necessary.

Acceptable reasons for a student's absence include:

- Illness
- Family illness or bereavement (death)
- Severe weather conditions

In any case of absence, parents must notify the school office by 8:00 a.m. If a student is absent, a written excuse from a parent or a medical certificate from a doctor must be submitted to the teacher upon the student's return.

➤ Makeup work clarification

The school is not responsible for providing makeup work for missed classes although teachers may offer support for students to catch up. However, supplementary teaching and learning materials, assignments, and resources, are available on Google Classroom, allowing students to stay up to date with the curriculum during their absence.

- Students are not permitted to leave school during hours unless accompanied by a parent or guardian, who must report to the school office. If a student becomes ill at school, the school will contact the emergency number provided by the parent or guardian. Parents must sign the student out before they leave the premises, and this record will be maintained as part of the student's file.

➤ Medical Emergencies

In emergencies requiring immediate medical attention, the school nurse or a teacher will call Emergency Medical Services. **A valid medical card issued by Hamad Medical Corporation must be submitted to the school by the parent/guardian for emergency access**

➤ Arrival

All students must arrive at school by 7:00 a.m. for the morning shift and by 1:30 p.m. for the afternoon shift.

b) Late Arrivals

Late arrivals will be recorded and tracked. After three instances of tardiness, the parent will be notified. If punctuality does not improve, students may face a detention after school for the fourth late arrival.

c) Dismissal

Parents are responsible for picking up their children at dismissal time, except for those using school transport. In exceptional circumstances where a parent cannot pick up a student, prior arrangements must be made with the administration or a teacher.

4. STUDENTS' CODE OF CONDUCT

Discipline is a fundamental aspect of education that should ultimately be internalized. It encompasses training that fosters self-control, orderliness, efficiency, and character. At its core, discipline involves respecting oneself, others, and fellow students.

To develop appropriate habits and attitudes, all students are expected to adhere to the following codes of conduct:

a) Classroom Behavior

- Arrive in your classroom before 7:00 a.m.(Morning School)/1.30pm (Afternoon School)
- Remain seated in your assigned spot when class begins.
- Be punctual for lessons, especially when transitioning between classes.
- Support your teachers by actively participating in class.
- Listen attentively without interrupting.
- Refrain from actions that disrupt others' learning.

b) Behavior on School Premises

- Maintain silence in the corridors while moving between classrooms.
- Should maintain orderly lines when exiting and arriving at school, as well as during transitions between classes
- Do not run in the hallways.
- Use trash bins for disposing of litter.
- Follow your teachers' instructions.
- Do not leave the school grounds during school hours without permission.

c) Uniform

- Wear the SSLSD Standard Dress with pride (Please refer to the student dress code guidelines under point 2 of this policy document).

d) Assembly

- Attendance at morning assembly and exercise is mandatory unless a student is ill.
- Refrain from talking during assembly and morning exercise.

e) Personal Belongings

- Do not bring mobile phones, MP3 players, video games, card games, cameras, or other electronic devices.
- Do not leave personal items or bags in the corridors or classrooms, as the school will not be responsible for any lost belongings.
- Do not possess illegal or harmful substances, as this could result in expulsion.

f) Digital Etiquette:

Students are expected to follow a strict code of online conduct, especially with the growing use of digital learning tools. Cyberbullying, inappropriate social media conduct, and the sharing of harmful or offensive material are not tolerated and will be

dealt with according to the school's disciplinary policy.

g) Food

- Eat only during designated breaks.
- Chewing gum is prohibited.

h) Treatment of Others

- Always consider the rights of others.
- Show respect to all staff members, students, and yourself.
- Support anyone who may be feeling lonely or unhappy.
- Avoid any form of physical violence, including play fighting.
- Do not bully or harass others, including making inappropriate requests.
- Report any incidents of bullying or harassment to a teacher.
- Treat others with courtesy by not defacing property, littering, or spitting.
- Refrain from using aggressive or inappropriate language.
- Respect all school property and the school uniform.

i) Cultural Sensitivity:

Given our Sri Lankan and Qatari context, students must show respect for both local and global cultural norms. This includes appropriate behavior in public spaces and during extracurricular activities, respecting the religious practices of Qatar, and upholding the values of the Sri Lankan community.

j) Protection of school environment and responsible use of school facilities

- Dispose of any trash-to-trash bins
- Use all school facilities with responsibility without causing any damage to them
- Proactively engage in keeping the school environment clean and beautiful at all times.

Being a not-for-profit organization funded by the parents, school expects the students to proactively involve in preserving the cleanliness and beauty of the school environment and protecting of its facilities/ properties.

k) Tolerance and celebration of Diversity

Being a multi-national and multi-religious community, the school encourages the students and staff to embrace diversity and respect each other. The school will not tolerate any form of discrimination.

l) Respect for School reputation and ethical responsibilities

In accordance with the **Code of Ethics** from the Ministry of Education and Higher Education, Qatar (Article 16), students are expected to uphold the following ethical responsibilities toward their school:

1. Adhere to positive behaviors and deal with everyone in a kind and respectful manner.
2. Comply with school's rules and regulations
3. Interact positively with other classmates during school time.
4. Preserve school property and facilities

m) Legal Actions

The school is obligated to take legal action if an offense is connected to criminal activity (e.g., vandalism, theft, drug use, etc.). In such cases, the police will be notified immediately, and appropriate legal steps will be followed.

5. DISCIPLINARY ACTIONS

Appropriate disciplinary actions will be enforced for failing to follow the rules of good conduct.

Behavior Management & Sanctions – Students may face sanctions if their behavior contradicts the core values of the school, including:

- Respect for oneself
- Respect for school staff and peers
- Respect for the environment

By enrolling, both students and parents agree to abide by the school's rules as outlined in the student discipline code. Any academic, behavioral, or related issues will be documented in the school record book, and repeated infractions may lead to suspension or expulsion. The severity of the action taken will vary based on the seriousness of the incident.

The school has implemented a range of sanctions to encourage students to reflect on their behavior and deter future misconduct, including:

- Apology** - Students who violate the school's code of conduct will be required to apologize verbally or in writing to the affected staff member or peer.
- Public Apology (If Necessary)** - Introduced the concept of requiring a public apology for incidents involving public disruption or damage to the school's reputation, with parental consent.
- Confiscation** - The school will confiscate any prohibited items (such as mobile phones or harmful substances), which will not be returned to the student. Parents or guardians must retrieve these items from the school office.
- In School Detentions**
 - **Teacher's Personal Detention** - Administered by the teacher during class or break time, lasting 10 to 20 minutes, based on the student's age and class.
 - **Loss of Break Time** - Students may have to remain under supervision during break and lunchtime as a consequence of inappropriate behavior.
 - **Central Detention** - If a student fails to attend a teacher's personal detention or misbehaves during it, they may be placed in central detention, which is decided by the Principal or Vice Principal.
- Parent/Guardian Notification** – If previous sanctions do not improve behavior, parents or guardians will be contacted for support and guidance to help improve the student's behavior.
- Pupil & Parent/Guardian Meeting** – In addition to contacting parents via phone, email, or letters, a face-to-face meeting may be arranged to discuss behavior and attendance concerns, review strategies already implemented, and agree on a further action plan.
- Suspension** - Suspension temporarily removes a student from the school and all school activities. If the Principal determines that a student's presence is significantly detrimental to the school community, suspension may be enforced according to administrative rules. The Principal must consult with the Chairman or Board of Directors for this action, which may be delegated to the Vice Principal if the Principal is unavailable. The following procedure will be followed:

- The student will be informed of the charges and reasons for suspension.
 - Parents will be notified of the student's dismissal immediately, or a letter will be sent if direct contact is not possible.
 - A parent conference may be required before the student can return.
 - Any assignments missed during suspension may be made up for credit.
- h) **Reintegration Meeting** - The student and their parent or guardian will be required to attend a reintegration meeting to discuss the incident. The student will be expected to take responsibility and apologize, and both the student and parent/guardian will sign a reintegration contract outlining expectations for future behavior.
- i) **Expulsion** – Severe violations of discipline may lead to expulsion, which can only be sanctioned by the Principal in consultation with the Chairman or Board of Directors. A student who is expelled will no longer be permitted to attend or participate in any school events from the date of expulsion onward. Grounds for expulsion include, but are not limited to:
- Manhandling/ Physical aggression
 - Noncompliance with conduct standards
 - Open defiance of school authority
 - Willful disobedience
 - Use of profane or obscene language
- j) **Police Notification (Legal Action)** – If an offence is connected to criminal activity (Eg; Vandalism, theft or drug use etc) the police will be notified immediately.
- k) **Restorative Actions:**
- Suggested restorative actions for students, such as:
- Cleaning or repairing damages caused by their behavior.
 - Participating in community service within the school.
 - Attending counseling sessions to address behavioral concerns.

6. THE CLASSROOM DISCIPLINE RECORD

The class teacher will maintain a discipline record book to document any incidents of misconduct. Any teacher who notices a breach of discipline can enter the details into this book. Additionally, any actions taken in response to the student's behavior will also be recorded. These records will help determine the seriousness of any future incidents and the corresponding consequences.

Colour Band System

To address disciplinary actions noted in the record book, a colour band system will be implemented for assigning consequences.

The system includes three colour cards:

- Green Card
- Yellow Card
- Red Card

Each colour band starts with three **black stars**. One black star represents a recorded disciplinary complaint against a student.

Based on the seriousness of the offense, the principal has the authority to place a student directly into the Yellow or Red Card category, regardless of how many times the misbehavior has occurred. When a student receives a specific colour card, it will be documented in both the student record book and the classroom discipline record book, accompanied by the principal's signature and the school stamp.

The colour band system is tabulated as follows:

Card Category	Criteria	Sanction to be taken
Green Card	Any student who receives the first three black- stars will be placed under the green card category.	<ul style="list-style-type: none"> • In- school-detention
Yellow Card	Any student who receives an additional three black stars after being given a green card.	<ul style="list-style-type: none"> • Phone call and/or written communication to the parent/guardian • Pupil & Parent/Guardian Meeting
Red Card	Any student who receives an additional three stars after being given a yellow card.	<ul style="list-style-type: none"> • Suspension/ Expulsion

7. SPECIFIC PENALTIES

a) Academic Cheating

This refers to any form of copying during semester exams, monthly tests, weekly tests, or class assignments.

Copying during Semester Exams

- 1st offense – Deduct 10% if the student total score is below 50% for the subject
Deduct 30% if the student total score is above 70%
Notification to parents
- 2nd offense – Refer to the Vice Principal and Principal
No marks awarded for the subject
- 3rd offense – Refer to the Vice Principal and Principal
No marks awarded for the subject
Suspension

Copying during Monthly and Weekly Tests

- 1st offense – Teacher's discretion. Suggested consequences include:
No marks for the subject
Notify parents
Re-test
- 2nd offense – All consequences, plus referral to the Vice Principal and Principal

3rd offense – All previous consequences, plus suspension

b) Computer/ Network Misuse

This includes any misuse of the internet or electronic devices that could harm the school's reputation or damage others. Examples include:

- Unauthorized alteration of systems, accounts, software, or networks
- Use of obscene, vulgar, or inappropriate language or materials
- Introducing viruses intentionally
- Vandalizing equipment
- Online harassment
- Using computer resources for illegal activities
- Visiting inappropriate websites during class
- Consuming food or beverages in the IT Lab
- Theft of hardware or software

Minimum actions: Loss of computer privileges or suspension

Maximum action: Expulsion

c) Disruptive Behavior

This covers any actions that disturb classroom activities or cause harm to people or property (e.g., shouting, running, throwing objects). This applies to behavior outside of school when representing the school.

Minimum actions: In-class detention, contact parents

Maximum actions: Referral to the Sectional Head, Vice Principal and Principal, Suspension

d) Alcohol, Cigarettes, and Related Substances

Possessing, using, or attending school under the influence of alcohol, cigarettes, or related substances while on school grounds or in uniform is strictly prohibited.

Minimum action: Suspension

Maximum action: Expulsion

e) Bullying

This includes any form of mental or physical bullying, such as (but not limited to) name-calling, body shaming, or discrimination based on race or gender.

Minimum action: In-class detention

Maximum actions: Referral to the Sectional Head, Vice Principal and Principal, Suspension

f) False Fire Alarm or safety equipment

Intentionally tampering with fire alarms or safety equipment will result in mandatory safety training sessions in addition to the listed penalties

Minimum actions: Referral to the Sectional Head, Vice Principal and Principal

Maximum action: Suspension

g) Fighting

All participants in a fight will face disciplinary action, regardless of who instigated it.

Minimum actions: In class detention, Referral to the Sectional Head, Parental contact

Maximum actions: Referral to the Vice Principal and Principal, Parental contact, Suspension

h) Forged Letters and Notes

This includes (but not limited to) signing someone else's name or altering excuse letters or report cards etc.

Minimum actions: Referral to the Sectional Head, Vice Principal and Principal, Detention, Parental contact

Maximum action: Suspension

i) Intimidation

This covers insulting, verbally abusing, or threatening another person (student or staff).

Minimum actions: Referral to the Sectional Head, Vice Principal and Principal, Detention, Parental contact

Maximum action: Suspension

j) Leaving School Without Permission

This includes leaving the School premises during school hours and/or before the end of any extracurricular activity the student stays back after school for.

Minimum actions: Referral to the Sectional Head, Vice Principal and Principal, Detention, Parental contact

Maximum action: Suspension

k) Loitering

Loitering involves remaining outside of class in corridors, school grounds, restrooms, prayer rooms, and other areas without a teacher's permission.

Minimum actions: In-class detention (loss of break time, etc.), Referral to the Sectional Head

Maximum actions: Referral to Vice Principal and Principal, Detention, Parental contact

l) Mobile Devices

Students are not permitted to have mobile phones, smartwatches, beepers, or walkie-talkies during school hours. If needed for transportation, these devices must be left with security upon entering school and collected when leaving.

First offense: Confiscation of the device for one day

Repeated offense: Confiscation of the device until the end of the semester

m) Theft

Students found in possession of stolen property will be subject to penalties.

Minimum actions: Referral to the Sectional Head, Vice Principals and Principal, Suspension, Restoration of property, Parental contact

Maximum actions: Suspension, Expulsion, Police contact

n) Dress Code

Failure to comply with the dress code, including aspects like nails, hair, shoes, and accessories, will result in penalties.

Minimum actions: Confiscation of inappropriate accessories (except simple watches and earrings), requiring long nails to be trimmed on site, and students with incorrect uniforms/hair must stay in their classrooms

Maximum actions: Referral to the Sectional Head, Vice Principal and Principal, Parental contact for appropriate attire, Detention

o) Weapons on School Property

Possession of explosives, firearms, fireworks, knives, or similar items will lead to disciplinary action.

Minimum actions: Referral to the Sectional Head, Vice Principal and Principal, Parental contact, Suspension

Maximum actions: Expulsion

p) Social Media Use

Students who post or comment with obscene, vulgar, or abusive content on social media will face disciplinary measures.

Minimum actions: Detention, Referral to the Sectional Head, Parental contact, Removal of the post

Maximum actions: Referral to the Vice Principals and Principal, Suspension, Expulsion, Police contact

q) Unauthorized Photography/Autography/Videography and Use of Images, Audios, Videos

The unauthorized photographing/recording of students and staff is strictly prohibited. This includes taking photos/audios/videos without consent, as well as reproducing, distributing, or using these images/audios/videos in any manner that misrepresents, embarrasses, or harms the individuals depicted.

Minimum actions: Detention, Referral to the Sectional Head, Parental contact, Removal of the images/videos /audios

Maximum actions: Referral to the Vice Principal and Principal, Suspension, Expulsion, Police contact

r) Improper waste disposal and Intentional damage of school facilities

- If any students litter the school environment, they will be advised first time and be subjected to mandatory community service the second time.
- In case of intentional damage to school property, the damage will be recovered from the parents and in severe cases suspension or expulsion may result.

s) Discrimination of other students or staff

- School has a zero-tolerance policy on any kind of discriminations. Discrimination based on race, nationality, religion, gender, or socio-economic status.
- Students and Staff of all nationalities, religions, gender or socio-economic status should be treated with respect and as equal.

8. PARENT ROLE

Parent Role in the School Disciplinary Policy

Parents play a crucial role in supporting the school's efforts to maintain discipline and promote a positive learning environment.

- **Make your child aware** of the school's disciplinary policy and its significance.
- **Support corrective actions** when necessary, understanding that the school is the ideal environment to address and correct behavioral issues.
- **Recognize the importance** of being aware of school discipline and encourage their child to adhere to these guidelines.
- **Partner with us** in our goal of fostering well-disciplined students who will thrive both academically and personally.
- **Cooperate with the school management** and contact us if there are any concerns or matters related to your child's behavior.

By working together, we can create a safe, respectful, and supportive school environment for all students.

-----*Nothing Follows*-----