



# LITTLE FLOWER ENGLISH SCHOOL DUBAI

## DISCIPLINE POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2025
Date of next review	18-03-2026
Signature	



## DISCIPLINE POLICY

### Introduction:

Maintaining a conducive and safe learning environment is paramount for the academic and personal growth of our students. To ensure a positive atmosphere where every individual can thrive, it is essential to establish clear guidelines and expectations regarding behavior and discipline. This discipline policy outlines the standards of conduct expected from all students within the school premises and during school-related activities.

### Objectives:

- To foster a culture of respect, responsibility, and accountability among students.
- To ensure the safety and well-being of all individuals within the school community.
- To promote an environment conducive to learning and personal growth.
- To provide a fair and consistent framework for addressing disciplinary issues.

### General Guidelines:

**Respect:** Students are expected to treat all members of the school community with respect and dignity, including peers, teachers, staff, and visitors.

**Responsibility:** Students are responsible for their actions and behavior, both inside and outside the classroom.

**Compliance:** Students must adhere to all school rules, policies, and directives from school authorities.

**Safety:** Students must prioritize the safety and well-being of themselves and others at all times.

**Integrity:** Students are expected to uphold principles of honesty, fairness, and integrity in all their endeavors.

## **Behavioral Expectations:**

**Attendance:** Regular attendance is essential for academic success. Students are expected to attend all classes punctually unless prevented by illness or other valid reasons.

**Classroom Conduct:** Students must maintain appropriate behavior in the classroom, refraining from disruptive actions that interfere with teaching and learning.

**Respect for Property:** Students must respect school property, including buildings, facilities, equipment, and personal belongings of others.

**Bullying and Harassment:** Bullying, harassment, or intimidation of any form will not be tolerated.

**Substance Use:** Possession, distribution, or use of vapes, alcohol, tobacco, drugs, or any other illegal substances on school premises is strictly prohibited.

**Violence:** Any form of physical or verbal violence, threats, or intimidation is unacceptable.

**Academic Integrity:** Students must uphold academic integrity by refraining from cheating, plagiarism, or any other form of academic dishonesty.

## **Disciplinary Actions:**

**Verbal Warning:** For minor infractions, students may receive a verbal warning from the teacher or staff member.

**Parental Contact:** In cases of persistent misconduct, parents or guardians will be contacted to discuss the situation and develop a plan for improvement.

**Written Warnings:** Continued misbehavior may result in written warnings issued to the student, with documentation of the incident which will be as follows:

**First warning letter:** First warning will be issued in the presence of the parent and the parent will sign the warning letter.

**Second Warning letter:** In case of continuing misbehavior, a second warning letter will be issued. The student may be suspended from school for 2 -3 days as well.

**Third Warning letter:** The parent may be asked to move the student out of school in extreme cases where a student's behaviour poses a threat to the safety or well being of others, with permission from authorities, with the issuance of the third warning letter.

**Appeals Process:** Students have the right to appeal disciplinary actions imposed on them. Appeals must be made in writing to the school administration within a specified timeframe, outlining the reasons for the appeal. The school administration will review the appeal and make a final decision.

### **Conclusion:**

By adhering to the principles and guidelines outlined in this discipline policy, students contribute to creating a positive and respectful learning environment where everyone can thrive academically and personally. Cooperation between students, parents, teachers, and school authorities is essential in upholding these standards and ensuring the success of our educational community.