



Ras Al Khaimah American Academy				
Subject: Discipline Policy			SOP No: RAKAA- SSD-06	Controlled Copy No:
			Revision No:	2
Written by:	Previous Principal	Date:	Policy based on: Current Practice	
	Ms. Agnes Shaw	June 2018		
Checked / by:	Head of Student Support/Social Worker	Date:	Supersedes: Old	Issued on: June 2019
	Dr. Maria Rosario Monce and Mr. Iyad Hamdan	May 2022		
Approved by:	Principal	Date:	Distributed to: Principal (Original) Refer Distribution Index	Pages : 4
	Dr. Sandra Zaher	May 2022		
Authorized by:	Principal	Date:	Policy effective as of: June 2018	
	Dr. Sandra Zaher	May 2022	Policy review dates: September 2020, May 2022	
	 			

Table of Contents

Policy Statement	2
Rewards	2
Classroom Behavior	2
Behavior Expectations	2
Procedure for Persistent Poor Behavior	3
Behavior on School Trips	3
Serious Behavior	3
Suspension	3
Related Links	4

DISCIPLINE POLICY

Policy Statement

The vision of the school is “to reflect the Islamic Faith”. This policy aims to uphold high standards of tough love which involves discipline and correction. We advocate to provide our students with the best educational atmosphere of love, care, respect, and integrity. We ensure that students at RAKAA will harness their full potentials academically, physically, emotionally, morally, and spiritually. It is our belief that the best way to instill discipline to the students is to be the role models of good and positive values.

This policy is created outlining guidance, principles, procedures, and expectations on how to handle discipline issues within the school alongside with the other related policies, Student Behavior Policy and the PBL process.

Rewards

Praise and reward are essential to encourage good and positive behavior. At RAKAA, we ensure that praise and rewards are provided to the students and staff as well for their hard work and achievements.

Students are awarded with merit certificates for displaying very good behavior, academic excellence and House Point rewards which are reflected in their progress report cards. The exemplary behavior and outstanding achievements of students are communicated to their parents.

Classroom Behavior

Behavior in the classroom should be exceptionally good. The teachers ensure that mutual respect and care happen in the class among students and classes are always conducted in a calm and orderly manner.

The class teacher should clearly establish firm expectations about behavior and constantly remind students to abide to the rules and regulations that are prominently displayed in the classrooms. When students misbehave in the classroom, they should be confronted by the teacher who is expected to use a range of appropriate and effective punishments or sanctions which will enable the student to become more disciplined and work within the expectations set out by the school.

Classroom behavior problems manifested by the student can be dealt with by the teacher through dialogue with the concerned student. However, if the inappropriate behavior persists and a consistent lack of respect is being shown, the student will be subjected to disciplinary action as stipulated in the [Student Behavior Policy](#).

Behavior Expectations

Students are expected to display high standards of appropriate behavior as they move around the school, enjoy breaktime, use toilet facilities, during assembly and home time as well as during distance/online learning.

Staff

- Staff are responsible for the behavior of students in the school whether they are taking part in a supervision duty at that time.
- Staff should also always check uniform irregularities.
- Staff should be vigilant in supervising behavior issues while doing corridor duty and remind them of appropriate behavior as they move throughout the school.

Students

- Students must respect the fabric of the school. There are therefore several rules relating to eating inside, litter, graffiti and chewing gum.
- Students must always be on their best behavior.
- Students are encouraged to treat each other with respect, no gossiping or name calling, negative remarks and hurtful gestures.
- Students must always use appropriate language.
- Students must be responsible for their actions if they choose to ignore the rules. Procedure for Persistent Poor Behavior

Appropriate punishments and sanctions should be used in dealing with persistent poor/negative behavior. If the student chooses to ignore class rule, he/she will face the consequences and the teacher will follow the procedure as specified in the [PBL Process](#). Sanctions are given in accordance with the [MOE Discipline Policy](#).

Behaviour on school trips

Staff ensures that students display exemplary good behavior when attending school visit, educational trips and/or external events. If the student displays inappropriate behavior on those occasions, he/she maybe prevented in in taking part the off-campus activities and the misbehavior will be subjected to disciplinary sanction based on [Student Behavior Policy](#).

Serious Behaviour

Students who continuously and persistently manifest inappropriate behavior, the teacher will log the incident, homeroom teacher will be notified, and parents will be contacted. Students will be provided with clear targets for improvement and a timescale by which they should be achieved. Punishment or sanction will be applied as stipulated in the [MOE Discipline Policy](#).

Suspension

When the student fails to display positive change in his/her behavior, then decision for suspension will be made which will be forwarded to the School Board for approval. Such decision will be communicated with the parents for them to understand that the suspension is a warning for the student to stop the negative behavior or else he/she maybe recommended for expulsion.

Related Links:

MOE Discipline Policy

<https://rakaa.sch.ae/wp-content/uploads/2021/05/MOE-discipline-policy-1.pdf>

MOE Student Code of Conduct

<https://www.moe.gov.ae/Ar/Legislation/Documents/851.pdf>

RAKAA Student Behavior Policy

https://rakaa.sch.ae/wp-content/uploads/2021/05/Student-Behavior-Policy_24-06_2018.pdf

PBL Process

https://rakaa.sch.ae/wp-content/uploads/2021/05/PBL-Process-updated_20-09-2020.pdf

Reviewed and Updated: 14th September 2020

Reviewed and Updated: May 2022