

**Student Welfare Policy****Rationale:**

This school is committed to providing a safe, secure and stimulating learning environment, where risk of harm is minimized and students feel physically and emotionally secure to reach their full potential. Our school acknowledges that student welfare and student learning outcomes are inextricably linked and that within our school community students have a wide range of needs that require additional support.

**Purpose:**

- Implementing preventative and early intervention strategies to support positive behaviors.
- Implementing procedures to support school attendance
- Utilizing school data to help to identify students requiring additional support
- Developing school wide procedures to support student welfare and student learning needs

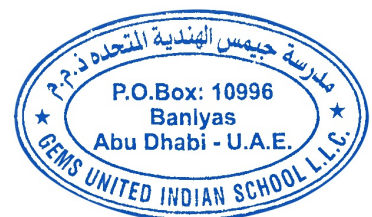
**Guidelines:**

- The focus of this policy is on promoting positive behaviors as well as prevention and early intervention in response to individual student needs.
- The staff and the Principal will work collaboratively to support the needs of all students.
- The school will work with parents to understand their child's needs and where necessary, adapt the learning environment accordingly.
- The school will respond appropriately when inclusive, safe or orderly behavior is not demonstrated and implement appropriate interventions. (See Behavior Management Policy)

**Implementation:*****Prevention and Early Intervention***

Prevention and early intervention strategies the school will deploy include:

- Defining and teaching school-wide classroom expectations
- Establishing consistent school-wide and classroom expectations
- Establishing school-wide and classroom processes for early identification of students experiencing academic and/or behavior difficulty
- Providing school-wide and classroom processes for the ongoing collection and use of data for decision-making
- Empowering students by creating multiple opportunities for them to take responsibility and be involved in decision-making
- Providing a physical environment conducive to positive behaviors and effective engagement in learning
- Utilize evidence-based interventions, monitored regularly for those students who face difficulty with learning and/or behavior



**GEMS**

United Indian School

**جيمس**

مدرسة جيمس الهندية المتحدة

**Student Attendance**

The school will promote and maintain high levels of student attendance and participation through:

- Articulating high expectations to all members of the school community
- Adopting consistent, rigorous procedures to monitor and record student absences
- Following up student absences promptly and consistently
- Implementing data-driven attendance improvement strategies
  
- Creating safe, supportive learning environments where all students experience success through active participation and engagement in purposeful learning

Providing early identification of, and supportive intervention for, students at risk of non-attendance



**STUDENT BEHAVIOUR CONTRACT**

Name of the student: \_\_\_\_\_ Grade: \_\_\_\_\_ Section: \_\_\_\_\_

This contract will be used to assist in the smooth conduct of the student in school.

**Arrival and Dispersal Behavior:**

- All pupils shall enter the school premises in proper uniform and before the first bell.
- On arrival, all pupils shall move to their respective classrooms without any delay.
- Before the dispersal bell, all pupils shall make sure that the classroom is free from litters and desks and chairs are neatly arranged before leaving the classroom.
- Pupils travelling by BBT and OT shall disperse in an orderly manner and strictly follow the dispersal procedure as per the instructions of SLT.

**Uniform/ Dress code Policy**

- All pupils shall neatly be dressed in proper school uniform at all times. [eg. no shirts out]

**BOY**

- He shall not wear pants below the waist. The shirt shall be long enough to be tucked in properly. The tie shall be worn where it is meant to be and under no circumstances will be seen hanging loose.
- He shall not be seen wearing colored sweater/cardigan other than school uniform sweater/cardigan.
- He shall not let his hair remain in any other form other than what is instructed by the school discipline committee. No fashion style is permitted inside the school campus.
- He shall not wear accessories such as fancy wrist bands, rings, chain etc.
- He shall trim his hair that is appropriate for a school going boy.

**GIRL**

- She shall wear skirt that fall well up to her knee and shirt that are not too tight.
- She shall wear tights, strictly black or white, either knee length or ankle length underneath her skirt and shall wear socks of decent length.
- She shall abstain from rolling down the socks or rolling up the tights.
- She shall not wear any accessories in the form of gold chain, multi colored wrist band, long earrings or otherwise to school.
- She shall refrain from using or carrying cosmetic products like eyeliner, kajal, lipstick, lip liner, face powder etc. to school.
- She shall tie her hair properly as per the school dress code -- members of the discipline committee reserve the right to do so for the student in case it is found not to be in proper order.

**General Classroom Behavior [In and outside classroom]**

- All pupils shall not leave their classroom without the prior permission of the teacher and without the permit card, except during the break time.
- No movement of pupils should be seen in the corridors during the transition time.
- All pupils shall conduct himself/herself in a manner that is respectful of teachers, peers, visitors, bus drivers, bus conductors, janitors and the physical property of GUIIS
- All pupils shall not indulge in any kind of vandalism detrimental to the reputation of the school.

*Handwritten signature*



- All pupils shall neither use school properties nor books as a tool to indulge in petty games or fights.
- All pupils shall not indulge in physical fights and verbal abuse with fellow peers both in and outside the classroom
- All pupils shall greet every teacher or an elder at all times as and when he/she moves past them during the school hours
- All pupils shall not use any language other than English to communicate with the teachers and fellow peers. II language can be spoken only during that period.
- The pupil appointed as class monitor/table leader shall maintain the decorum of the class.
- All pupils shall not touch or scribble on the smart board, furniture, walls, whiteboard and on charts that are displayed in the classroom.
- All pupils shall not litter their classrooms.
  
- All pupils shall walk in proper files while moving in and out of the classroom  
[MI/IS, II language, P.E period]
- All pupils shall refrain from using electronic gadgets of any kind to school.
- All pupils shall not use any unparliamentary language during school hours and refrain from raising his/ her voice decibel.
- All pupils shall maintain silence in the classroom and speak only when asked to do so.
- When the discussion/teaching time is declared over by the teacher, all pupils shall address all his/ her queries to the teacher only.
- All pupils shall respect his/ her seniors and treat his/ her juniors with care and affection.
- All pupils shall obey the instructions of the student leaders and refrain from arguing with them.

**Assembly Etiquette**

- All pupils shall enter the assembly area quietly and as a class.
- All pupils shall stay with their teacher.
- All pupils shall sit in their assigned areas.
- All pupils shall be respectful of the speakers and performers by paying attention, not talking or whistling, and applauding only when appropriate.
- All pupils shall remain seated until dismissed by their teacher.

**Break Time**

- All pupils shall remain in their respective classrooms and have tiffin during break time.
- All pupils shall follow table etiquettes while having food in the classroom.
- All pupils shall refrain from eating chewing gum, junk food and having aerated drinks.
- Pupil leaders shall be on duty to monitor the movement of students on those designated areas to avoid any untoward incidents.
- All pupils shall walk and not be seen running on the corridors and staircase during break time.
- All pupils shall not run around the table or play in the classroom during break time.



**Washroom Etiquettes**

- All pupils shall not scrawl or doodle on the doors and walls of the washroom.
- All pupils shall not misuse the toiletries kept in the washroom.
- All pupils shall flush the toilet before and after use.
- All pupils shall use hand wash to prevent the spread of cold and flu.
- All pupils shall use water and paper towels conservatively.
- All pupils shall make use of the dustbin to throw paper towels and other sanitary items.

**ATTENDANCE**

- Students must be present in school before the Assembly commences.
- All students must be present in school on the first and last day of the term.
- Irregular attendance is a sufficient reason for the dismissal of a student.
- No student may leave the school premises except by special permission of the Supervisor.



**STUDENT BEHAVIOUR CONTRACT**

The purpose of Student Behavior Contract is to define the general standard of conduct expected of students, to provide examples of conduct that may be subject to disciplinary action by the school, and to describe the disciplinary procedures that the school will follow. The breach of this contract will automatically lead to the five step disciplinary policy adopted by the school.

Stage	Procedure	Disciplinary Strategy
<b>Stage 1</b>	Three verbal warnings to be issued by the class teacher/concerned subject teacher which will be recorded in the pupil's school calendar/disciplinary file	<ul style="list-style-type: none"> <li>• Completion of worksheets/task sheets prepared by the teacher on the same day.</li> <li>• Extra work or repeating unsatisfactory work until it meets the required standard.</li> <li>• Completing written assignments as a sort of reprimand, such as essay writing/ story writing...</li> </ul>
<b>Stage 2</b>	First written warning letter issued in the presence of the supervisor and recorded in the disciplinary file.	<ul style="list-style-type: none"> <li>• Break time detention</li> <li>• Detention after school hours to complete the work given by the teacher.</li> <li>• Other detention activities- P.E, art, music, dance and library.</li> <li>• Loss of other privileges</li> </ul>
<b>Stage 3</b>	Second written warning letter issued in the presence of Principal and supervisors and recorded in the disciplinary file	<ul style="list-style-type: none"> <li>• Parents called to supervisor's office- Warning letter issued along with specific student work and behavior contract duly signed by parent and student.</li> <li>• Loss of privileges</li> </ul>
<b>Stage 4</b>	Meeting of the pupil along with his/her parents in the presence of Principal, supervisor and the teacher concerned.	<ul style="list-style-type: none"> <li>• 1-3 days suspension depending on the nature of misdemeanor.</li> <li>• Expulsion from school depending on the nature of misdemeanor</li> </ul>
<b>Stage 5</b>	Re-admittance of student under suspension	<ul style="list-style-type: none"> <li>• Re admittance interview with Principal, SLT and discipline committee</li> <li>• Undertaking from parents</li> </ul>
<p>By signing this contract, all stakeholders agree to the stipulations stated in the document and will follow accordingly and that they clearly understand the consequences for any inappropriate behavior.</p> <p>_____ (Signature of Student)</p> <p>_____ (Student of Parent)</p> <p>Date: _____</p>		

**School Policies which underpin this policy:**

- Anti-bullying
- Child protection & safe guarding policy
- Home school agreement
- SEN policy
- Health and safety policy
- Uniform policy