



El Alsson American Elementary School

Student Code Of Conduct

OUR VISION OUR VISION

DEVELOPING SUCCESSFUL 21ST CENTURY CITIZENS

OUR MISSION

**Our students will think, create,
contribute and take pride in themselves
and society**

WE AIM TO:

- **Encourage students to be involved in their community.**
- **Challenge our students to think critically.**
- **Provide opportunities to connect learning to real life.**
- **Emphasize effective communication skills.**
- **Support personal and social development.**
- **Encourage students to work collaboratively.**
- **Appreciate all students as unique individuals.**
- **Inspire students to rise to challenges.**

Following *The Golden Rules* in school will help fulfill El Alsson's mission and vision, as well as maintain a positive educational setting.

THE GOLDEN RULES

**We are gentle, we don't hurt others.
We are kind and helpful, we don't hurt anybody's
feelings.**

We play well, we don't spoil each other's games.

We are honest, we don't cover up the truth.

We work hard, we don't waste time.

We listen to people, we don't interrupt.

**We follow all adults' instructions,
we don't argue.**

**We look after property, we don't waste or
damage things.**

All school members will do their best to:

- Create a safe and pleasant environment.
- Treat all children fairly and with respect.
- Look for, encourage and reward good behavior.
- Recognize that each child has individual needs.
- Raise the children's self esteem and develop their full potential.

All parents should do their best to:

- Be aware of the school rules and expectations.
- Support the school in the implementation of this policy.
- Make children aware of appropriate behavior in all situations.
- Show an interest in all that the child does in school by valuing personal and social achievements alongside academic achievements. Please see appendix for parental advice.

All children should:

- Follow the Golden Rules and all school regulations.
- Maintain the highest standards of behavior possible both in and out of school (including when going on buses and field trips).
- Be proud of their school and represent it positively.
- Understand that good behavior means making good choices not blaming others.

Rewards Procedure

Work Awards

1-Classroom Awards and Award Charts

When a student produces good work, or demonstrates effort, a good attitude to work and progress in class the teacher will award the student with a point / tick / sticker / merit on the class or individual good work chart. Ten of these 'points' earns a silver award.

Examples of other class awards are:

-Spelling Bee Award: Students who achieve four consecutive full marks in the weekly spelling quiz will be recognized and awarded by the class teacher as appropriate.

-Reading Log Award: Students who complete their reading logs (including parent's signature) will be awarded every Sunday by the class teacher as appropriate.

2-Vice Principal's Silver Awards

-Silver awards will be given to the student by the Vice Principal for the following reasons:

- TEN 'POINTS' ON THE CLASS AWARD CHART
- AN EXCEPTIONAL PIECE OF PROJECT WORK / RESEARCH
- TEN SPEAKING ENGLISH AWARDS

-Silver awards are kept by the students, and recorded in the class teacher's log book.

-Specialist teachers will have their own award charts so that if a student gains five 'points' on this chart / record then they will be sent to the Vice Principal for a silver award, which will count towards the golden award.

3-Principal's Golden Award for Excellent Achievement

When a student has collected **three silver awards for work**, the student's name will be sent to the Principal. The Principal will then present the student with a Golden Award Certificate in assembly. A photo of the student will be displayed in the school's reception area.

Good behavior leads to good learning

Guidance Curriculum:

Part of our curriculum addresses the Personal and Social Aspects of Learning and strives to help children learn how to interact with others in a positive way including useful skills such as conflict resolution.

Please note that it is our aim to reinforce positive behavior in order to create a positive learning environment.

Sometimes breaches of discipline happen when a child is having a conflict or a problem in class, as a result we will encourage the children to:

- Talk with their class teachers if they have any problems that they want to discuss. Or talk generally about their feelings if they are experiencing any problems.
- If they feel that they cannot talk to their teachers they can go to the Vice Principal and talk with her.
- We need the children to know that we are there for them and that

we can help them overcome their problems.

Good Behavior Awards:

Students are expected to follow the School & Golden Rules at all times during the school day.

1-Good behavior in the class room

-Students who consistently follow the School & Golden Rules and who are commended for their good behavior will be rewarded with a point / merit / tick / sticker by the class teacher. Teachers will keep a good behavior chart in class.

2-Good Behavior in the playground and around the school (see appendix)

Students who demonstrate good behavior and are courteous and polite around the school will be recognized and complimented by teachers and other members of staff who witness their behavior. They may be awarded a merit or a sticker as appropriate. The member of staff may also recommend the student for a point / tick / sticker for Behavior depending on the behavior demonstrated (e.g. a student greeting an adult politely, walking properly to the bathroom, stepping aside to allow an adult or younger child to pass, picking up something without being asked, assisting someone in need of help).

3-Vice-Principal's Silver Award

Students who have earned ten ticks / points/ stickers / merits will be sent to the Vice-Principal for a silver award. Subject teachers will keep a chart and send students for silver awards in the same way.

4-Principal's Golden Award for Behavior

When a student has collected **three silver awards for behavior**, the student's name will be sent to the Principal. The Principal will then present the student with a **Golden Award Certificate** in assembly. A photo of the student will be displayed in the school's reception area.

Other Awards:

1. Best line
2. The Reading Cookie
3. The Kindness Cupcake
4. Perfect Attendance
5. Prefect Badges
6. Excellent Prefects
7. Environmental Certificates
8. Sports Medals and Certificates
9. Principal's Quiz Question Certificate

Sanctions

In order to fulfill the goals stated in our school mission statement, students must follow all class and school rules and regulations as well as the golden rules. In the classroom, each student will have a green card displayed in class representing that everyone is following The Golden Rules.

Failure to do so will result in the following actions:

Daily Discipline Procedure

Steps	Consequence	Follow-up
<u>Fresh Start - All On Green</u>		
1 – Verbal reminder: Refer the child back to Golden Rule broken		
2 – Name on board & Time - Out: Child reflects... then explains his/her mistake and what he/she could do better next time		
<u>Yellow Card</u>		
3 – YELLOW CARD	Child changes their card to a yellow card Teacher writes reason in record book (G1 & 2) Child writes reason in record book (G3-5) LOSS of part of break	Parents to sign record book for next day Teacher records yellow card & reason in class log folder
Log to be passed on to VP every Sunday to monitor persistent offenders and keep log of consistent poor behavior		
<u>Persistent Misbehavior</u> VP will discuss with relevant teacher and then refer to Learning Support Coordinator for counseling and for a Behavioral Modification Plan to be set Parents will be informed and involved in this planning		

<u>RED CARD</u>		
4 – 1st RED CARD	<p>Student sent to Vice Principal with red card and note</p> <p>VP records red card in record book & counsels student</p> <p>LOSS of ALL of the next break - even if on next day</p>	<p>Teacher records red card & reason in class log folder</p> <p>VP records red card in department incident log</p> <p>Parents sign record book</p>

Referral to Principal

Subsequent RED CARD/s	<p>Immediate referral to Vice Principal who will then refer to the Principal</p> <p>Written warning or a suspension may be given depending on the specific circumstances</p>	<p>Parent conference arranged</p> <p>Logged with Principal</p>
SUSPENSION	<p>May occur if the incident merits this sanction either due to another occurrence of the type of behavior student has already received written warning of suspension for or if the incident is of such a nature that immediate suspension is warranted.</p>	<p>Logged with Principal and child's school file. Parent (and student depending on age) conference with the Principal.</p>

Short term and / or permanent exclusion may result if an inability to respond positively to the sanctions of the school despite support is

evident or in the event of a severe incident of misconduct occurring. This will be applied at the discretion of the Principal or Director.

This Code of Conduct / Procedure applies at all times, before and after school, on the school buses and on school trips.

This is simply a guideline as all teachers are to use their professional judgment:

Yellow cards may be given for the following:

Choosing not to follow instructions after reminder
Persistently calling-out/talking in class
Persistently interrupting teacher
Throwing objects
Drawing on others' work/tables or damaging things
Repeatedly out of seat and refusing to sit down when told to
Rolling around/poking disrupting others on carpet
Swearing at other students/bad language
Not being truthful to adults
Play-fighting in class
Not being prepared for class/having equipment or books (regularly)
Refusing to line-up appropriately/lining up late
Walking to end of lines to talk to friends – delaying the class
Play-fighting/repeatedly talking waiting in line
Shouting/running when moving around school in lines
Not packing-up/refusing to line up appropriately when leaving for buses
Paying/running around when walking to buses
Disrespecting a teacher or adult on buses

Immediate Red Cards for the following incidents:

Arguing with/challenging or rudeness to any teacher or staff member
Refusal to work or cooperate with staff
Deliberate disruptive behavior
Physical or verbal abuse
Fighting
Swearing at staff
Stealing / perpetual dishonesty
Vandalism / damage to property

Homework:

Reason for not doing homework should be investigated – not a yellow card.

However cases are to be recorded in record book for parents to follow-up on. Persistent issues regarding homework will be referred to the senior management.

Appendix

Good Behavior on the playground and around the school

The policy in the playground will follow three basic principles:

Clearly defined rules.

Encouragement and rewards for appropriate behavior.

Sanctions for inappropriate behavior.

The playground rules are again based on The Golden Rules.

The following types of behavior are unacceptable:

rough games / play fighting
hitting, kicking and punching
spoiling somebody else's game
bullying
verbal abuse

name calling
swearing
rudeness to staff
answering back

At recess the children must remember that:

Elementary students are not allowed to eat on the playground or to buy any food or drink at school. If a student has forgotten their lunch / water a teacher will sort this out and will put a note in the record book to remind the parent to check on this in future.

No hard footballs are permitted, as they are dangerous.

No football on the playgrounds before assembly or on the small playground at anytime.

Elementary students are not allowed to go to the senior school unless they have written permission from their Vice Principal.

Playground Sanctions

Breaking any of the rules will result in the student being asked to stand out / sit along the playground sidelines for five minutes. When five minutes have passed they must wait for the teacher who placed them there to give them permission to leave.

A second offence will result in the student being sent to duty leader who may inform their class teacher or the relevant Vice Principal depending on the incident and the steps listed above followed. The usual sanctions also apply at break times.

The duty leader will record any major incidents in the departmental incident log.

Appendix **Parental Advice:**

When dealing with children's behavior that we do not wish to see repeated whether at school or outside of school, it is important to stress that it is the behavior we do not approve of, not the child. Positive reinforcement when a child is displaying good behavior will always work better and faster than negative reinforcement. If parents could also reinforce this practice at home it would be greatly appreciated.

Always try to ensure that there is a 'united front' between home and school and between all care givers (parents / guardians) at home so the child is not confused by different approaches. Be firm, fair and consistent.

Should a note be placed in your child's record book regarding an incident of poor behavior - rather than 'just telling them off' - please discuss the incident with your child to see if they now recognize the mistake they have made and how they could do better in future / avoid getting into the same situation. This will help us to see if they have processed and understood what the member of staff has discussed with them, which may need reinforcement at home.

Please note that the home- school link works both way. Please do inform us if you are aware of an incident that you think has not been reported to us by the child.

Also, whilst we very much appreciate your support with behavior at school we are also here to help should you need any advice on strategies regarding behavior out of school. We thank you for your support.

Appendix
School Regulations

ABSENCES	A letter from the parents is required for one or two days' absence due to illness. For three days or more a doctor's note must be given to the teacher. Absences for sports tournaments must be sought in advance. Absences for any other reason are not encouraged and permission must be sought from the Vice Principal in advance.	The school will request the appropriate note for the length of absence. Student will have unauthorized absences recorded in their file and excessive absence could affect their promotion.
ARRANGEMENTS FOR THE END OF THE DAY	The class teacher and bus line helper take students to their buses. The class will walk in a quiet, orderly line.	Students will receive a verbal warning or be given a note depending on the incident.
ASSEMBLY	Students must be lined up on time and should be silent during assembly.	If students are not silent during assembly they will be sent to the Vice Principal.
BUS	Students may drink water but not eat on the bus. Students will sit sensibly and be polite and courteous to the driver and matron at all times. Students will sit where the bus matron tells them to and should move seats if asked to either by a member of staff or by the bus matron. Once a student is on the bus, they must not get off until it arrives at their stop. Children are not allowed to change from bus to car unless they have written permission from their parents, which must be forwarded to the school secretary by the student or class teacher depending on age. Students are not allowed to change buses.	Students will be warned on the first occasion. If they persistently disobey either a member of staff or the bus matron, they will be reported to the relevant Vice Principal, who may place the student on bus report for one week. Students who misbehave whilst on bus report will have the bus service withdrawn.
COURTESY	Students must be courteous and polite to adults and each other at all times. They may not answer back or contradict teachers.	Student will be sent to the relevant Vice Principal who will apply the relevant sanction and make a note in the student's record book.
DRINKING	Students should not bring glass	Where possible a suitable

	bottles to school. Students should only bring water or juice cartons. No fizzy drinks please.	container will be exchanged for the bottle.
EATING	Students are expected to eat properly at their table in the class room. They should bring healthy food to eat and clear up after themselves.	The supervising teacher will remind students. A note will be sent to the parents if a child brings unhealthy food.
ENGLISH	Students should use English throughout the school day except when speaking to staff members who teach their subject in Arabic.	Students will be encouraged to use English if they are able to but if they choose to ignore the teacher they will proceed through the normal sanction system.
EXAMS	Students who are unwell should not come to school and then be collected after the exam. Exams can be rescheduled.	Students will be returned home before the exam starts.
HAIR	Girls - hair must be tied back neatly for safety and hygiene reasons. Boys- no long or 'big' hair is permitted. Students are not permitted to attend school with dyed hair.	A note will be written in the student's record book informing the parents of the breach of school rule. Long or 'big' hair for boys must be cut or trimmed within two days of a reminder being given.
INAPPROPRIATE ITEMS	Children must not bring items to school that would be unsafe or deemed inappropriate. If they are unsure, they should ask the teacher beforehand.	Children who bring any items (toy guns, knives, pets etc.) into school which are deemed inappropriate by the class teacher will have them confiscated and returned to them at the end of the day. Should they bring the item again; the item/s will be sent to the Vice Principal, who will see the child at the earliest opportunity. The item will be returned to the parent.
JEWELRY	Jewelry may not be worn except small, stud earrings. Hooks and dangling earrings are forbidden, as they are extremely dangerous.	Students will be told to remove the item of jewelry themselves and will be responsible for it until the end of the school day.
LATE LEAVERS/ CAR CHILDREN	Late leavers or car children waiting for older brothers and sisters must wait at the designated Elementary school car point (by the basketball court) where they will be supervised by a member of staff. They must not play games on the playground or the field.	Students will be reminded to wait at the correct car point and sent to their Vice Principal if necessary. Parents will be informed through a note in the student's record book.
LEAVING EARLY	A letter from parents is required, which may or may not be approved by the Vice Principal.	The school will contact the parents if permission is not granted.
MONEY	Students may only bring money to	Any other money will be

	school to pay for special events/ school visits or books during the Book Fair. Please place money in a named, labeled and sealed envelope.	confiscated and returned to the parent by the Vice Principal.
MOVEMENT	Students must walk quietly around the school building. Pupils must keep to the right at all times.	Students will be reminded and sent to their Vice Principal if necessary.
PERSONAL BELONGINGS	Students are responsible for their own bags, flasks, books and clothing. All personal belongings must be clearly labeled with the child's full name and class.	They should inform their class teacher about any items that are missing and will check in the Lost and Found room near the reception area.
PERSONAL ITEMS	Students bringing any expensive personal items to school (IPods / I pads -no internet chips please-/ Gameboys, etc) should be aware that such items are their responsibility and that they may be lost or damaged.	We do not encourage children to bring these items and take no responsibility for their loss or damage.
RECESS	All students will go outside unless they have permission to go to the library or are being kept in by a teacher.	Students will be asked to return to the playground either by staff or prefects who will record their names and pass them on to the relevant Vice Principal.
RECORD BOOKS	Must be signed regularly by parents and teachers.	The teacher will write in the record book asking the parent to sign on a weekly basis. If the record book remains unsigned the relevant Vice Principal will write to/ contact the parents.
SWEETS	No sweets or chocolates including chewing gum and bubble gum are permitted in school.	The student will be asked to put uneaten sweets etc. in their bags. If the student does not do as they are told the sweets will be thrown away. All forms of gum will be thrown away.
TELEPHONES	Students may not use the school phone unless it is an emergency. If they have forgotten to inform their parents about after school events they must see their Vice Principal who will contact their parents if possible or send them home as normal if the parents cannot be contacted. No mobile phones are allowed in the Elementary school. Elementary - aged students should never be in a situation where they are unsupervised by a responsible	Mobile phones will be confiscated and returned to the parent or a Senior School sibling by the Vice Principal.

	adult (who is contactable by phone).	
UNIFORM	All students are required to wear school uniform at all times. The uniforms are casual and flexible but are not open to interpretations or additions. All items of clothing should be clearly labeled with their name and class.	Where possible the students will be asked to remove the item of clothing. If the student does not have suitable alternative clothing then a note will be written in the student's record book informing the parents of the breach of school rule.
	PE uniform (G1-5) is also standardized and students should wear the full correct uniform in P.E lessons.	A note will be written in the student's record book informing the parents of the breach of school rule.

Parents - Please note that if it is your child's birthday and you wish to invite some friends from school to a party please do not send invitations through the school unless you are inviting the whole class as this leads to upset. If you wish to send cupcakes (not a large cake) in for the occasion please feel free to do so.

A Final Note to Parents:

It is very important to work together in order to help our children fulfill their potential.

We must maintain a home- school connection to help us have a united front.

Therefore we need your support in ensuring that your child understands the expected code of conduct in our school and help him/her in following the school's golden rules as well as all rules and regulations.

Thank you for your support.

EI Alsson Team

(Please cut here and return this section to your class teacher)-

I / We have read the *Student Code of Conduct 2013-2014*, discussed it with my/our child(ren), and will promise to support the school's efforts to provide a safe, well disciplined learning environment.

Parent's signature: _____

Date : _____