



# المدرسة السريلانكية العالمية بالرياض SRI LANKAN INTERNATIONAL SCHOOL RIYADH

رقم الترخيص: ج ٤١ License No: 41G

## Comprehensive Discipline Code, Procedures, and Action Plan: Fostering a Positive School Environment at SLISR

### 1. Introduction

This document outlines the comprehensive discipline code, procedures, and action plan aimed at maintaining a positive school environment conducive to learning and personal development at Sri Lankan International School Riyadh.

### 2. Objectives

- Enhance students' well-being and academic performance.
- Prevent incidents of misconduct and promote positive behaviour.
- Provide clear guidelines and consequences for disciplinary infractions.
- Foster a supportive and inclusive school community.

### 3. Roles and Responsibilities

- **Disciplinary Committee:** Comprising the Principal, Vice Principals, Project Coordinator, and Prefects of Discipline the committee is responsible for overseeing disciplinary matters and ensuring adherence to established procedures.
- **Action Team:** Led by the Prefects of Discipline, class teacher and supported by relevant staff members, the action team addresses individual disciplinary incidents and implements appropriate interventions.
- **Prefectorial Body:** The Prefectorial Body, consisting of student leaders appointed to uphold school rules and values, plays a vital role in promoting positive behaviour and resolving minor conflicts among peers. Prefects assist teachers and staff in monitoring student conduct during school hours and may act as mediators in resolving disputes.

### 4. Preventative Measures

- **Positive Behaviour Reinforcement:** Implement a system of rewards and recognition to encourage positive behaviour among students. teachers and Prefects can assist in recognising and rewarding exemplary conduct.
- **Proactive Communication:** Regularly communicate school rules and expectations to students, parents, and staff to prevent misunderstandings and promote compliance. Teachers can reinforce these messages during classroom discussions and assemblies.



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- **Conflict Resolution Skills:** Provide training to students and staff on conflict resolution techniques to prevent conflicts from escalating into disciplinary issues. Prefects can undergo training to develop mediation skills and support peers in resolving disputes.
  - **Counselling and Support Services:** Offer counselling and support services to address underlying issues contributing to behavioural problems and promote students' emotional well-being. Teachers can refer students to counselling services when necessary and provide additional support in the classroom.
5. **Disciplinary Procedures**
- **Incident Reporting:** Establish a clear process for reporting disciplinary incidents, including documentation and review by the Disciplinary Committee. Teachers and prefects can serve as initial reporters of incidents observed during school hours.
  - **Investigation and Assessment:** Conduct thorough investigations to gather relevant information and assess the severity of the incident. Teachers and prefects can provide witness statements and observations to support the investigation process.
  - **Intervention and Support:** Implement appropriate interventions tailored to the needs of the students involved, such as counselling, behaviour contracts, or restorative justice practices. Teachers and prefects can offer guidance and support to students throughout the intervention process.
6. **Communication and Transparency**
- **Parental Communication:** Communicate disciplinary policies and procedures to parents and guardians to ensure their understanding and cooperation. Teachers can discuss behavioural expectations with parents during parent-teacher meetings and provide regular updates on students' progress.
  - **Student Awareness:** Educate students about the disciplinary code and their rights and responsibilities as members of the school community. Prefects can assist in disseminating information about school rules and expectations to their peers.
7. **Policy Implementation and Review**
- **Training and Awareness:** Provide training to staff members on implementing disciplinary procedures effectively and sensitively. Teachers can undergo professional development workshops to enhance their skills in managing classroom behaviour and supporting students' social-emotional development.
  - **Regular Review:** Conduct regular reviews of the discipline code and procedures to assess their effectiveness and make necessary revisions based on feedback and emerging trends. Teachers and prefects can provide valuable insights and suggestions for improvement through periodic evaluations.
8. **Conclusion**

The Sri Lankan International School Riyadh is committed to fostering a safe, respectful, and supportive learning environment for all students. By implementing this comprehensive discipline code, procedures, and action plan, we aim to promote positive behaviour, prevent disciplinary issues, and ensure the well-being and success of every student.



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INCIDENT RECORDING FORM

Date of Incident: [Date] \_\_\_\_\_

Time of Incident: [Time] \_\_\_\_\_

Location of Incident: [Specific Location] \_\_\_\_\_

**Description of Incident:** Provide a detailed description of the incident, including what happened, who was involved, and any relevant context.

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**Parties Involved:**

- Name(s) of Student(s) or Staff Member(s) Involved:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Role/Grade/Position: \_\_\_\_\_

- Contact Information: \_\_\_\_\_

- Any Witnesses Present: \_\_\_\_\_

**Type of Incident:**

- Bullying/Harassment
- Physical Altercation
- Verbal Altercation/Disrespectful Behavior
- Vandalism/Damage to Property

- Theft
- Cheating/Plagiarism
- Substance Abuse
- Other (Specify): \_\_\_\_\_



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## Severity of Incident:

- Minimal
- Moderate
- Significant
- Severe

**Physical or Emotional Harm:** Describe any physical injuries or emotional harm resulting from the incident.  
**Actions Taken at the Time of Incident:** Detail any immediate actions taken to address the incident when it occurred.

## Follow-up Actions:

- Initial Response/Intervention
- Further Investigation Needed
- Collection of Evidence (Witness Statements, Photos, etc.)
- Disciplinary Action Taken (if applicable)
- Communication with Parents/Guardians
- Follow-up Meeting Scheduled

## Root Cause of the Incident:

Identify the underlying factors or circumstances that led to the incident.

## Mitigation of the Incident:

Outline the steps taken or proposed to prevent similar incidents from occurring in the future.

## Additional Comments or Observations:

Provide any additional information, comments, or observations related to the incident.

**Additional Comments or Observations:** Provide any additional information, comments, or observations related to the incident.

**Reported By:** Name: Position/Role: Date: Contact Information:

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**Reviewed By:** Name: Position/Role: Date:

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M. RUKSHAN RAZAK  
PRINCIPAL  
SRI LANKAN INTERNATIONAL  
SCHOOL RIYADH .

Incident Reporting Form - SLISR

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## Discipline Code, Policy, and Procedures

**Introduction:** The Discipline Code, Policy, and Procedures detailed below are formulated to uphold the standards of conduct and ensure a conducive learning environment at the Sri Lankan International School Riyadh. This comprehensive framework encompasses various disciplinary actions, from minor infractions to serious misconduct, and outlines the step-by-step procedures to address behavioral issues effectively.

### General Principles:

- 1. Respect and Courtesy:** All members of the school community are expected to treat one another with respect, dignity, and courtesy, fostering an inclusive and harmonious environment.
- 2. Responsibility and Accountability:** Students are responsible for their actions and are held accountable for upholding the values and rules of the school.
- 3. Safety and Well-being:** Ensuring the safety, security, and well-being of every individual within the school premises is of paramount importance.
- 4. Fairness and Equity:** Discipline measures will be administered equitably, considering the circumstances of each case, with a focus on fairness, transparency, and consistency.

### Disciplinary Actions and Procedures:

#### 1. Verbal Warning:

- **Description:** Verbal admonition for minor infractions or initial offences.
- **Procedure:** The teacher or staff member addresses the student privately, reminding them of expected behaviour and the consequences of further misconduct.

#### 2. Written Warning:

- **Description:** Formal written notice issued for repeated violations or more serious transgressions.
- **Procedure:** The incident is documented, and a written warning is communicated to the student, outlining the infraction, consequences, and the need for improvement.

#### 3. Detention:

- **Description:** Assigned consequence for moderate infractions requiring additional supervision and reflection.
- **Procedure:** Students are required to attend a supervised detention session after school hours, during which they reflect on their behaviour and its impact.

#### 4. Loss of Privileges:

- **Description:** Withdrawal of specific privileges or opportunities in response to misconduct.
- **Procedure:** Depending on the severity of the offence, students may lose privileges such as participation in extracurricular activities, field trips, or access to certain facilities.



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## 5. Parental Meeting:

- **Description:** Convened to address significant or recurring behavioural concerns in collaboration with parents/guardians.
- **Procedure:** A meeting is scheduled with parents/guardians to discuss the student's behaviour, explore underlying issues, and develop strategies for improvement.

## 6. Suspension:

- **Description:** Temporary removal from school as a disciplinary measure for serious violations or persistent misconduct.
- **Procedure:** A formal investigation is conducted, and if warranted, the student is suspended from school for a specified period, during which they are expected to reflect on their actions and demonstrate readiness to reintegrate.

## 7. Expulsion:

- **Description:** Permanent dismissal from the school due to severe misconduct or behaviour that jeopardises the safety and well-being of others.
- **Procedure:** A thorough review of the case is undertaken, involving consultations with relevant stakeholders, before a decision on expulsion is made by the school administration and Board of Directors.

## Procedures for Disciplinary Action:

### 1. Documentation and Reporting:

- All incidents of misconduct are documented promptly, detailing the nature of the offence, witnesses, and any relevant evidence.

### 2. Investigation and Assessment:

- A comprehensive investigation is conducted to gather facts, assess the severity of the infraction, and determine appropriate disciplinary measures.

### 3. Notification and Communication:

- Parents/guardians are promptly notified of disciplinary actions taken against their child, including the reasons, consequences, and opportunities for appeal or resolution.

### 4. Appeals Process:

- Students and parents/guardians have the right to appeal disciplinary decisions through established channels, ensuring transparency and fairness in the disciplinary process.

**Conclusion:** The Sri Lankan International School Riyadh is committed to fostering a disciplined, respectful, and nurturing learning environment conducive to academic excellence and personal growth. This Discipline Code, Policy, and Procedures serve as a guiding framework to uphold standards of behaviour, promote accountability, and support the holistic development of our students.

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12. 04. 2024

M. Rukshan Razak  
Principal

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## Behavioural Offences and Corrective Actions Protocol

### Introduction:

The Sri Lankan International School Riyadh endeavours to foster an environment of respect, integrity, and safety for all members of its community. In pursuit of these values, the school has established a comprehensive protocol to address various behavioural offences and implement corrective actions effectively. This document outlines specific instances of misconduct and the corresponding measures to ensure accountability, promote positive behaviour, and maintain a conducive learning environment.

### Behavioural Offences and Corrective Actions:

#### 1. Academic Misconduct:

- Cheating, including copying from others, using unauthorised materials, or plagiarism.
- Fabricating or falsifying academic work or research.
- Colluding with others to commit academic dishonesty.

#### Actions:

- Issuance of a formal warning.
- Reduction of grades or marks.
- Mandatory reassessment or resubmission of work.
- Referral to academic counselling or support services.

#### 2. Behavioural Disruption:

- Persistent disruption of classroom activities or school events.
- Non-compliance with instructions or school rules.
- Engaging in disrespectful behaviour towards peers or staff members.

#### Actions:

- Verbal warning and redirection.
- Temporary removal from the classroom or activity.
- Detention or loss of privileges.
- Parental notification and administrative meeting.

#### 3. Bullying and Harassment:

- Verbal, physical, social, or cyberbullying.
- Harassment based on race, gender, religion, or other characteristics.



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## Actions:

- Investigation to gather evidence.
- Counselling for victims and perpetrators.
- Disciplinary measures, including suspension or expulsion.
- Implementation of preventive measures and awareness programs.

## 4. Dishonesty or Theft:

- Stealing or misappropriating personal or school property.
- Providing false information or documentation.
- Forgery or tampering with official records.

## Actions:

- Investigation and recovery of stolen items.
- Restitution for damages.
- Disciplinary consequences according to the severity.
- Referral to law enforcement if necessary.

## 5. Substance Abuse:


- Possession, distribution, or use of alcohol, drugs, or other prohibited substances.
- Being under the influence of substances on campus.

## Actions:

- Immediate intervention by school authorities.
- Counselling and support services.
- Referral to external support or rehabilitation programs.
- Disciplinary measures, including suspension or expulsion.

## Conclusion:

The Sri Lankan International School Riyadh is committed to upholding high standards of behaviour and accountability among its students. By adhering to the behavioural offences and corrective actions outlined in this protocol, we reinforce our dedication to nurturing a positive, respectful, and safe learning environment for all.

  
Rukshan Razak  
Principal

M. RUKSHAN RAZAK  
PRINCIPAL  
SRI LANKAN INTERNATIONAL  
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