



مدرسة الاتحاد الخاصة - جميرا
Al Ittihad Private School - Jumeira

"A generation of heritage guardians and global thinkers"



Online Distance Learning

Student Behavior and Discipline Code

Revised: May 10, 2020





Introduction

In order to ensure that learning continues during the temporary closure of schools, IPS-J Online Behavior Policy serves as a dynamic document on guidelines and student behavior expectations for the stability of the online program and the safety of our students and teachers in cyberspace. The goal of this policy is to set procedural standards, rules and accountability measures to ensure high standards of quality learning in a safe distance learning environment.

Online Distance Learning Behavior Code Targets

- To promote positive and self-regulatory behavior among students during online distance learning as well as after regulated screening time.
- To create a constructive, positive and productive pedagogical environment where students and teachers feel secure and safe.
- To observe and monitor behavior and provide appropriate solutions when and where needed so that desirable positive outcomes are prominent and teaching and learning is supported.
- To provide a reference guide that defines the rules and regulations for this online teaching and learning.

1) Absence without Excuse

Students absent from attending online distance learning, be it for 1 lesson or more, need to provide a valid excuse for their absence. Failing to do so will result in the actions taken by faculty staff and management as depicted below

	1 st Absence	2 nd Absence (within 72 hours)	3 rd Absence (within a week)	4 th Action Persistent absence	Final action
1.1 Student's unexcused absence from subject lessons	Teacher emails parents on same day	Teacher emails parents and informs supervisor	Supervisor calls parents and reports to Section Principal	Director General and Section Principal issue written disciplinary warning to student	Student is referred to Disciplinary Committee for final action
1.2 Student unexcused absence from more than one period per day	Teachers email parents on same day	Teachers email parents and inform supervisors	Supervisor calls parents and reports to Section Principal	Director General and Section Principal issue written disciplinary warning to student	Student is referred to Disciplinary Committee for final action
1.3 Skipping part of the lesson without a valid reason (arriving late/ leaving early)	Teachers emails parents on same day	Teachers email parents and inform supervisors	Supervisor calls parents and reports to Section Principal	Director General and Section Principal issue written disciplinary warning to student	Student is referred to Disciplinary Committee for final action

2) Tardiness

2.1 Teachers have the right not to accept late students into their sessions if no valid excuse is presented.

2.2 If the student has a valid reason for being late, he/she should contact the teacher via email or Edmodo. It's at the teacher's discretion to judge if the provided reason is valid; otherwise, the student will be considered absent from that lesson

2.3 If a student is late for three periods within the same week, the teacher must inform the administration so that the student is marked as absent for the whole day.

3) Etiquette of attending online distance learning class

It is understood that the same disciplinary and behavioral rules apply in online distance learning classes as in conventional face-to-face learning environments. The school administration will apply its Code of Discipline and Behavior, which is succinctly familiar to all stake holders of the school and will take appropriate actions commensurate to the offense committed. Any form of cyber bullying, abusive language, inappropriate acts or activity practiced against any member of the learning teaching community will be severely dealt with.

	1 st action	2 nd action	3 rd action	4 th action	Final action
3.1 Repeated breach of the Code of Behavior and Discipline (minor offenses: not following instructions of ODL procedures, interrupting the teaching and learning, playing background music, not being appropriately dressed, etc.)	Teachers email parents on same day	Teachers email parents and inform supervisors	Supervisor calls parents and reports to section principal	General Director and Section Principal issue written disciplinary warning to student	Student is referred to Disciplinary Committee for final action
3.2 Refusing to switch on the camera at the start of the lesson for teachers to properly identify students and give entry permission	Teachers email parents on same day. Student will be refused entry to class	Teachers email parents and inform supervisor. They have to refuse student entry to class	Supervisor calls parents and reports to Section Principal. Students will be refused entry to the class	General Director and Section Principal issue written disciplinary warning to student	Student is referred to Disciplinary Committee for final action
3.3 Refusing to open the camera during online assessments	Refer to The Online Distance Learning Assessment Policy				

4) Bullying

Any form of bullying will be immediately and severely dealt with as depicted in the Code of Behavior and Conduct

	1 st action	2 nd action	3 rd action	4 th action	Final action
4.1 Bullying through mocking or using inappropriate language during online lessons or on online platforms	Verbal warning addressed to student by teacher	Teacher disconnects the audio and video, informs parents via email and supervisor	Teacher disconnects the audio and video, discharges the student from class and informs administration who call parents	Section Principal speaks to parents. Director General and Section Principal issue written disciplinary warning to student	Student is referred to Disciplinary Committee for final action
4.2 Bullying through blackmail or use of expletive language on online platforms	Inform management and contact parents with a verbal warning issued	Director General and Section Principal issue written disciplinary warning to student	Student is referred to Disciplinary Committee for final action		

5) Misuse of privacy and decency codes

	Action
5.1 Posting expletive pictures, videos or using any form of verbal or written obscenities (text, sound, or hint) that is offensive to others and the ethics of the school	Student is immediately referred to the Disciplinary Committee for final action
5.2 Sharing of recorded lessons where students' and teachers' identities are shared without consent and approval on any online platform	Student is immediately referred to Disciplinary Committee for final action
5.3 Impersonating others, using a fake account name or giving the Zoom code to non-class members	Student will be blocked from the lesson and immediately referred to the Section Principal for appropriate action to be taken



6) Repeated non-submission and neglect of handing in tasks given by the teacher

The tasks and activities given during the period are to reinforce learning and solidify the skills, concepts and information learned in the period. Repeated non-submission will affect the student's progress and attainment.

Teachers will take the following actions if students are not being responsible towards their learning:

1 st action	2 nd action	3 rd action	4 th action
Teachers email parents on same day and inform	Teachers email parents and ask supervisor to follow up.	Teachers email parents, inform HODs and Section Principals. Parents are contacted	Principals send emails with notice that tasks will receive the failing mark (zero)

Important Notice

Pending on the nature and circumstances of incidences and situations, the school reserves the right to immediately convene the Pedagogical Commission to take immediate appropriate action

Disciplinary Committee

Mandate: to investigate, take action and deliver final decisions on individual cases where the student continues to breach all rules despite all corrective measures having been applied

Members: General Director, Deputy General Director, Section Principals, Student Social Counselor, Parent Relation Officer



ASSESSMENT RETAKE POLICY

Eligible Students for Retake:

The following cases are eligible to retake assessments:

1. Unconditional retake:
 - a. Absent students (with an excuse).
 - b. Technical issue: retake the assessment (unconditional). If the technical issue was reported to the teacher by email during the test time and to the admin within the same day.
2. Conditional retake-1: the maximum score a student can attain is 67% (curriculum expectations) or below.
 - a. Absent students (without an excuse).
3. Conditional retake-2: the maximum score a student can attain is 60% (passing mark)
 - a. Cheating issue.
 - b. Late submission
 - c. Refused to submit

***NOTE:** If the student misses the assessment and retake, the student gets a zero.

Retake Procedure:

Please follow the listed retake procedure in order

1. By the end of the assessment, the teacher will send an email to the parents informing them that their child was absent for the subject-assessment, asking for feedback including the reason & clarification. (We guarantee parents' acknowledgement and response)
2. Teachers should inform by email the HOD and the section principal
3. Tuesday, Wednesday, and Thursday are dedicated for assessment retake. A table will be provided based on the number of absent students per subject and grade
4. **Teachers will share the date of retake with the students and parents**
5. Retake will take place before and during the "Teacher Support Session" (10:15- 11:00). The teacher will run the assessment on Edmodo & Zoom (as usual)
6. HODs are in charge of:
 - a. Submitting the retake assessment two days before the test day to the Assessment director. The retake assessment should be a new version
 - b. Ensuring that the absence list is accurate and SOD students are identified
 - c. Informing the inclusion department
 - d. Following up on the retake sessions

Director of Assessment – IPSJ