

DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

SEPTEMBER 2021

SRI LANKAN SCHOOL MUSCAT



SRI LANKAN SCHOOL MUSCAT



DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

CONTENTS

1.	ABBREVIATIONS	2
2.	DECLARATION	2
3.	DEFINITIONS AND INTERPRETATIONS.....	2
4.	INTRODUCTION.....	4
5.	PARENTAL INVOLVEMENT	4
6.	STUDENTS’ RIGHTS AND RESPONSIBILITIES	5
7.	ATTIRE AND APPEARANCE.....	6
8.	ATTENDANCE OF STUDENTS.....	8
9.	LATECOMERS	8
10.	LOSS OF PROPERTY AND PERSONAL BELONGINGS	9
11.	DISCIPLINE IN THE LIBRARY.....	9
12.	DISCIPLINE AT THE PLAYGROUND.....	9
13.	LANGUAGE OF CONVERSATION	10
14.	BEHAVIOUR AT CLASSROOM AND OTHER AREAS.....	10
15.	USE OF WASHROOMS.....	11
16.	CANTEEN: FOOD. WATER & DRINKS.....	11
17.	DISCIPLINE IN THE SCIENCE LABORATORIES	11
18.	DISCIPLINE IN THE ICT LABORATORIES	12
19.	DISCIPLINE IN THE MUSIC ROOM.....	12
20.	DISCIPLINE IN THE MAIN HALL.....	12
21.	DISCIPLINE AT THE MAIN FOYER	13
22.	USE OF TELEPHONE	13
23.	PROHIBITED AND UNAUTHORISED ITEMS.....	13
24.	LOST AND FOUND / PROHIBITED AND UNAUTHORISED ITEMS.....	15
25.	REWARDS.....	15
26.	NOTE ABOUT CONFIDENTIALITY	15
27.	VALIDATION OF THE POLICY	15
	APPENDIX - 1.....	16
	BEHAVIOUR POLICY OVERVIEW.....	16
	APPENDIX 2 - APPEALS PROCESS	26
	APPENDIX 3 – LINE MANAGEMENT HIERARCHY FOR APPEAL (STUDENTS / PARENTS).....	27
	APPENDIX 4 – DISCIPLINARY COMMITTEE	28
	APPENDIX 5 – SCHOOL DAY TIMINGS	29



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

1. ABBREVIATIONS

- AP - Assistant Principal
- BOD - Board of Directors
- DP - Deputy Principal
- PTI - Parent and Teacher Interaction
- PE kit - Uniform worn for Physical Education
- ROP - Royal Oman Police
- SLSM - Sri Lankan School Muscat

2. DECLARATION

This document describes the disciplinary policy and procedures for students at SLSM.

If any act by a student not mentioned in this document is identified and agreed by the Disciplinary Committee as harmful or disrespectful towards the reputation of the school, such will be investigated, and appropriate sanction options will be implemented according to the severity level recommended by the Principal.

3. DEFINITIONS AND INTERPRETATIONS

The following definitions are used in this document:

- I. **Prohibited/ Unauthorised Items**
In the interests of health and safety, the school informs parents and students to ensure that any inappropriate or dangerous items, or any harmful substances, are not brought to the school. The list of such items shown in article 23 is not exhaustive but is intended as a guide.
- II. **Petty theft**
Petty theft refers to an act in which property belongs to another/ school, is taken without the respective person's/ school's consent.
- III. **Disciplinary Committee**
The Disciplinary Committee is the responsible Committee to handle inquiries regarding discipline. The Committee consists of Principal, Deputy Principal, Assistant Principals, all the Sectional Heads and Sports Department Head. (Refer to Appendix 4)



 <p>SRI LANKAN SCHOOL MUSCAT</p>	<p>DISCIPLINARY CODE OF CONDUCT FOR STUDENTS</p>	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

IV. De-badging of Leaders

A leader proved guilty as per the Disciplinary Code of Conduct will be de-badged at the principal office.

V. Harassment

Harassment means any improper behaviour by a person employed by the school or student offensive to any student or member of the school community (Board of Directors, Principal, Parents Committee, Internal and External Staff and Parents). Harassment comprises objectionable conduct, comment or display made on either a one-time or continuous basis that might reasonably be expected to demean, belittle, or cause personal humiliation or embarrassment. It includes harassment based on prohibited grounds of discrimination: race, nationality or ethnicity, colour, religion, age, sex, marital status, family status, disability etc.

VI. Warning Letters

A letter(s) issued by the Principal under the title of 'Warning Letter' providing the details of the behavioural concern and sanction options after a completed inquiry conducted by the Disciplinary Committee.

VII. Sexual Harassment or Blackmail

Means any conduct, comment, gesture, or contact of a sexual nature, whether on a single incident or in a continuous series of incidents that might reasonably be expected to cause offence or humiliation to any school community member.

VIII. Abuse of Authority

This is a form of harassment that occurs when an individual improperly uses the power and authority to negatively interfere with another individual's well-being. It includes intimidation, threats, blackmail and bullying etc.

IX. Suspension

The suspension shall mean a disciplinary measure that removes the student from school for a specified period. The suspension is a severe disciplinary action and will only be taken when other efforts have failed to promote a positive change in the student's behaviour or where it is clearly in the school's best interest to suspend the student's participation in classes and/or any school activities. This includes situations where the student's presence in the school and other activities are significantly disruptive to the conduct of studies, co-curricular or social activities, or compromised health and safety.



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

X. Vandalism and Damage to Property

This includes wilful misuse, negligent behaviour, vandalism, pranks etc., resulting in alteration or damage to the school property or personal property.

XI. Expulsion

Expulsion of a student is the severe disciplinary action that the school could impose. Therefore, expulsion will be considered only a last resort and only in violation of regulations that specifically call for expulsion.

Sri Lankan School Muscat seeks to establish a positive ethos conducive to learning and in which the individual student is valued and respected. Our Disciplinary Code of Conduct sets out guidelines that support all students within a caring framework, leading them to self-discipline and personal responsibility. Students are expected to conform to a high standard of behaviour because the acquisition of self-discipline is undoubtedly a vital part of education.

4. INTRODUCTION

Good behaviour is a necessary condition for effective teaching and learning to take place. It will involve praise and rewards, good relationships between teachers & students, and stimulating an effective education & learning. It will also include, in some instances, the application of sanctions. The school’s expectations of acceptable behaviour will be modelled, reiterated, and reinforced by students, parents and staff by a variety of means:

Parents are requested to ensure that the students are aware of the Disciplinary Code of Conduct contents. It exists to enable the school to be a purposeful and happy environment where every student could fulfil his/her potential.

5. PARENTAL INVOLVEMENT

Participation and Responsibilities

Parents, students and the school have a mutual responsibility to work as a team to benefit the students. The school staff, administration and BOD would work to implement the SLSM Mission. To provide students with the best chance to succeed, SLSM depends on the following commitment from students and parents.



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

Parents will:

- Actively participate in their child's school life.
- Attend the General Parents' Meetings.
- Guide their children to understand rights and wrongs, a sense of honest and ethical behaviour, and respect for all people.
- Provide a regular time and place for homework and facilitate their children with their homework when necessary.
- Work to establish and maintain open and respectful communication with teachers.
- Support the school in its expectations of acceptable student behaviour and agreeing with the sanctions;
- Assist their children in following the school rules.
- Maintain regular communication with the school through the communication book, including providing absence notes and attending parents' meetings
- Send their children to school on time, every day, in a clean uniform, with their homework completed and with all the necessary stationery and other required materials/ equipment;
- Make school fees and any other payments related to school on time.

6. STUDENTS' RIGHTS AND RESPONSIBILITIES

Each student has the opportunity and the right to use the school as a means for self-improvement and individual growth. In so doing, the students are expected to behave in such a way as to assure other students of equal opportunities.

Students may safeguard their rights by taking full responsibility for their actions. Students are responsible for their behaviour. They must respect the individual rights of others and help to provide a safe and positive school environment within which to learn.

All students attending the school are expected to bear the following responsibilities:

- a) conduct themselves with honesty and integrity
- b) exercise self-discipline
- c) be courteous and communicate respectfully with other members of the school community
- d) respect the educational process and learning environment
- e) act in a manner that safeguards and does not endanger the health and well-being of others
- f) respect the properties of fellow students and the properties of the school
- g) dress in neat attire that takes into account cultural sensitivities
- h) be loyal to His Majesty, The Sultan of Oman
- i) should respect the Anthems and Flags.



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

Students will:

- Participate and contribute positively to their classes,
- Demonstrate a respectful and caring attitude toward adults and students in the school community,
- Display self-discipline and take responsibility for their learning,
- Respect the unique nature of other students and their cultures,
- Act with an understanding of right and wrong and strive to be honest at all times,
- Abide by the school rules as listed in this handbook.

All students attending the school have the right to:

- a) clearly stated behavioural expectations
- b) pursue an education in a climate of mutual trust, respect, and interpersonal concerns
- c) a curriculum that is relevant to the world in which they live
- d) be protected from abuse and harassment
- e) Safe and clean school facilities
- f) protection from arbitrary interference with personal privacy
- g) freedom of opinion and expression, unless doing so would violate the rights of others
- h) freedom of peaceful assembly and association, unless this would violate confidentiality or the rights of others
- i) inspect and review all academic records directly related to the student, seek a correction or deletion where an academic record seems to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student
- j) have their views considered by teachers and the school management when dealing with matters directly related to students

7. ATTIRE AND APPEARANCE

Sri Lankan School Muscat expects strict adherence to the school uniform and the highest possible appearance standards, which would bring collective pride to the school and its community. The school expects Key Stage 1 and above students to adhere to the Disciplinary Code of Conduct.

a) **Girls' Uniform**

Girls' uniform shall be light blue cotton pinafore 2 – inches / 5 cm below the knee level and a white blouse with short or long sleeves.

Scarf, long inner t-shirt for PE, Top shirt and the long trouser should be white.



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

b) Boys' Uniform

Boys' uniform shall be light blue cotton trousers and a white shirt with short or long sleeves. No belts should be worn with uniforms.

Students of Year 5 and above - long trousers

Students of Year 4 and below - long or short trousers

c) Other Uniforms

Students who are taking part in extra activities requiring a different uniform to be worn must wear the proper full uniform & abide by rules and regulations of the club/ society/ activity.

d) PE kit

Students may wear PE Kit or a white top and black bottom or house colour t-shirts for sports practices after school hours. Scarf, long inner t-shirt for PE, Top shirt should be white.

e) In winter, students may wear a winter jacket with the school emblem. The students can wear plain navy-blue jerseys upon prior approval from the Principal in writing in an exceptional case.

f) Footwear:

i. Footwear must be entirely black shoes with white socks. No fancy shoes are allowed with the school uniform.

ii. Black / blue or white footwear is only allowed for the PE Kit.

iii. Ankle socks are not allowed.

g) Students may wear PE Kit or a white top and black bottom or house colour t-shirts for sports practices after school hours.

h) Students should not wear caps on the school premises.

i) Students should wear the uniform for extra classes held during the weekend or after school hours, or during school vacations.

j) Hair: All students should keep their hair neat and brushed. Hairstyling, dyeing, bleaching and streaking of any kind are not permitted.

Girls: Long hair must have one or two plaits and use only black ribbon. No coloured ribbon or fancy hair slides or hair bands are allowed. When hair is not long enough to be plaited, it should be tied in two, otherwise cut short. No fringe hairstyle is permitted.



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

Boys: Should trim the hair, neither too long nor too short. Cuts such as “mushroom”, “spike cut”, “step cut”, and baldheads are not allowed. Facial hair should be clean shaved.

k) Colourful clothes are not allowed in school.

l) Jewellery and Make-up

- i. Students are allowed to wear a plain watch but should not wear any jewellery.
- ii. Students are allowed to wear a hand band for religious purposes, but that should not be harmful to others.
- iii. Girls with pierced ears may wear one small golden or silver stud on each ear lobe. Long earrings or rings are not allowed.
- iv. Nail – varnish and make-up are not allowed.
- v. Boys are not allowed to wear ear studs.
- vi. Hand or body painting is not allowed.

8. ATTENDANCE OF STUDENTS

- a) Students must be inside school premises before 7.45 am.
- b) Students are not allowed to leave the school premises during school hours, except with prior permission from the Principal or Deputy Principal / Assistant Principal. The parent’s request must be presented in the communication book for such consent.
- c) When absent from school continuously for three days, an excuse note must be submitted to the class teacher through the Communication Book. In case of more extended absences, the Principal must be notified in writing within five days.
- d) All appointments, such as medical and private, should be made after school hours unless urgent.

9. LATECOMERS

- a) Class teachers will mark attendance soon after the Royal Anthem of Oman.
- b) Students who arrive late (after marking of register) must report to the Deputy Principal.
- c) Parents of those who are late to school (for more than three occasions per term) will be notified in writing by the class teacher.
- d) Class Teachers shall report the latecomers to the Deputy Principal, informing the parents to meet the Principal.



 <p>SRI LANKAN SCHOOL MUSCAT</p>	<p>DISCIPLINARY CODE OF CONDUCT FOR STUDENTS</p>	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

10. LOSS OF PROPERTY AND PERSONAL BELONGINGS

- a) The school does not accept any responsibility for the loss of money or personal belongings.
- b) Any toy, radios or other electronic devices must not be brought to the school unless requested by a teacher.
- c) Lost and found property should be handed over to the Deputy Principal.
- d) Lost property, if found, will be kept with the Deputy Principal and could be claimed with proper and honest identification.

11. DISCIPLINE IN THE LIBRARY

- a) Absolute silence should be maintained in the library.
- b) Students should not bring printed books to the library.
- c) No books or material should be taken out of the library without the permission of the librarian.
- d) Damaging library books and materials is a punishable offence.

12. DISCIPLINE AT THE PLAYGROUND

- a) Students should take utmost care of each other's safety while playing.
- b) Playing cricket with the hardball should be done only under the supervision of a teacher. It is considered to be a severe offence to violate this requirement.
- c) Students should take good care of the sports facilities provided by the school. Any material intentionally damaged by a student should be replaced by him/her.
- d) Students are prohibited from using the playground during class time unless accompanied by a teacher.
- e) Year 5 and above students should use the front yard, and those of Year 4 and below should use the backyard for playing. Any stage in the backyard is not allowed to be used for playing.



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

13. LANGUAGE OF CONVERSATION

- a) English is the medium of instruction in the school.
- b) Students can converse amongst themselves only in English. The language should be pleasant and acceptable.
- c) Foul language or slang, or un-parliamentary language, is not allowed in the school.
- d) Students may speak in Sinhala, Tamil, Urdu or Arabic only during those individual lessons.
- e) Private conversations during the classes are not allowed.
- f) The language used in corridors, playgrounds, toilets and anywhere in the school premises should be decent, pleasant and respectable.

14. BEHAVIOUR AT CLASSROOM AND OTHER AREAS

- a) Students' behaviour should conform to the standards expected in the classroom.
- b) It is prohibited to indulge in personal conversation during lessons. Disturbing, disobeying, and violence are strictly prohibited.
- c) Students should not come out of the class or go out to the washrooms between studies without an "Exeat Card" obtained from the relevant subject teacher.
- d) Physical contact between students of the same-sex or opposite sex is not encouraged.
- e) All lights, Air Conditioners and projectors should be switched off when leaving the classroom.
- f) Unhealthy relationships between girls and boys or within same-sex are strictly prohibited.
- g) Students are expected to keep the environment inside the classroom as well as the school compound clean.
- h) Wilful damaging of school equipment such as furniture, shelves, writing boards, doors, windows, laboratory and library equipment (vandalism) is a punishable offence. Students will be punished for misbehaviour, and costs will be recovered.
- i) All litter should be dumped in litter bins.
- j) Inside walls and outside walls of the classrooms should be kept clean without any marks.
- k) Scribbling or writing on the desks and chairs are prohibited.
- l) Running, shouting and loitering in corridors and staircases is strictly prohibited.
- m) Students should take care that the trees and plants in the school compound are not harmed.
- n) Kiddies Play Area is allowed to be used for the students of Foundation 1 and 2 only. Other students should not trespass the play area. Students will be punished for misbehaviour, and costs will be recovered.
- o) Pieces of paper, drink cans etc., should be dumped only in litter bins.
- p) Opening and closing of doors should be done with care so that no damage is done.
- q) Throwing litter or water out through the windows is an offence.



 <p>SRI LANKAN SCHOOL MUSCAT</p>	<p>DISCIPLINARY CODE OF CONDUCT FOR STUDENTS</p>	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

15. USE OF WASHROOMS

- a) Washrooms should be used with concern about the convenience of other students.
- b) Students should use only the toilets assigned to their classes.
- c) Toilets should be flushed and kept clean after use.
- d) Playing with water and disturbing others privacy is strictly prohibited.
- e) Water taps and other equipment should be used with care.

16. CANTEEN: FOOD. WATER & DRINKS

- a) Students are advised to bring their food & drinks, especially a water bottle, from home.
- b) Students are prohibited from going outside the school premises during school hours.
- c) The canteen is open at the interval time for the students. No student should go to the canteen during school hours. The students should line up as they come, wait for their turn, be well heaved, and not disturb others.
- d) All food must be consumed in the classroom or the canteen area only.
- e) All litter must be disposed to the litter bins.
- f) Chewing gum is prohibited.
- g) Water from the cooler is only for drinking purposes. Students should refrain from washing hands, and containers with cooler water and taps in the washrooms could be used for this purpose.

17. DISCIPLINE IN THE SCIENCE LABORATORIES

- a) Idling in the laboratory is not permitted.
- b) Students should not touch any lab equipment without the permission of the teacher/ lab technician.
- c) Students should maintain silence in the laboratories.
- d) Any indiscipline acts in a laboratory will be treated as a punishable offence.
- e) All students should abide by the rules and regulations of the laboratory.
- f) Substances/chemicals should not be smelled/tasted, or touched without the permission of the teacher-in-charge.
- g) Damaging laboratory furniture and equipment is a punishable offence, and costs shall be recovered from those students.



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

18. DISCIPLINE IN THE ICT LABORATORIES

- a) Idling in the laboratory is not permitted.
- b) The student should use only his/her login to access school computers.
- c) The student should not share the computer login details with other students.
- d) Offensive emails should not be sent.
- e) Unauthorised access to the school network is strictly prohibited.
- f) Physically damaging school computers is an offence.
- g) Browsing age-inappropriate content is an offence.
- h) Without written permission from the Deputy/ Assistant Principals, it is not allowed to use school computers for Year 1-10 students except during their ICT periods.
- i) Year 11-13 students who do not have ICT periods should submit written permission from the Deputy / Assistant Principals to use school computers.

19. DISCIPLINE IN THE MUSIC ROOM

- a) Students must enter and exit the Music Room silently and in an orderly manner.
- b) All the students should come to the Music Room together in proper order.
- c) Students should keep the shoes in the shoe racks appropriately.
- d) It is expected that the students will treat all the musical instruments with respect and utmost care.
- e) Students are not allowed to run in the room.
- f) Students should sit in their assigned seats without disturbing others.
- g) It is advisable to raise your hand before forwarding any question to the teacher.
- h) Must maintain appropriate decorum during the lessons.

20. DISCIPLINE IN THE MAIN HALL

- a) Students may only enter and exit the Main Hall accompanied by a teacher.
- b) Decorating should not damage the painting of the walls, pillars, apron and backstage.
- c) Idling in the main hall is not allowed.
- d) Maintain cleanliness at all times.
- e) Students should maintain silence in the main hall.



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

21. DISCIPLINE AT THE MAIN FOYER

- a) Students are not allowed to loiter around the school offices and the lobby without a valid reason.
- b) Talking should be avoided in the main foyer. Students should leave this area as soon as possible because this is a common area for visitors and parents.
- c) Students should not occupy the chairs in this area unless unavoidable.
- d) Whenever weekend activities/ weekend classes are conducted, students should enter classrooms through the main door only.

22. USE OF TELEPHONE

- a) When phones are brought to school by the student, they should be handed over to the respective class teacher or PE Department before the first bell and should take them back at the end of the school.
- b) Students are not allowed to use public telephones during class hours.
- c) Use of the school telephone by students has to be limited to urgent requirements. This has to be done with the permission of the class/ subject teacher or the Deputy Principal.

23. PROHIBITED AND UNAUTHORISED ITEMS

For the students' health and safety, the following items are not allowed on the school premises:

a) Fire Lighting Equipment

- 1) Matches,
- 2) Lighters, etc.

b) Drugs and Smoking Equipment

- 1) Cigarettes
- 2) E-cigarettes
- 3) Tobacco
- 4) Cigarette papers
- 5) Alcohol
- 6) Solvents
- 7) Intoxicants
- 8) Sedatives
- 9) Any form of illegal drugs



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

c) Weapons and other Dangerous Implements or Substances

- 1) Knives, including pen knives and craft knives or any items likely to cause injury
- 2) Razors
- 3) Catapults
- 4) Guns of any kind, including replicas and BB guns
- 5) Laser pens and LED torches
- 6) Knuckle dusters and studded armbands, bracelets, etc.
- 7) Whips or similar items such as long chains
- 8) Pepper sprays and gas canisters (e.g., CS gas)
- 9) Fireworks or explosives of any kind
- 10) Dangerous chemicals (e.g., strong acids and alkalis, bleaches, hair dyes, etc.)

d) Other Items

- 1) Any form of liquid-based correction fluid
- 2) Chewing gum/ betel and areca nut
- 3) Energy drinks
- 4) Offensive material (pornographic, homophobic, racist etc.)
- 5) Any aerosol
- 6) Jewellery (except for a watch, small plain earrings/studs)
- 7) Cameras, Smart Watches

All Students

Students must:

- Report all incidents of bullying (whether they are bullied or they know of a bullying situation);
- Treat others as you would like to be treated;
- Be firm – know that the school will support you;
- Inform all incidents of hostile and inappropriate behaviour in writing, providing witnesses if possible.
- If a student witnesses a bullying situation and does not report it, he/ she is deemed to be condoning the behaviour and supporting the bully.



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

24. LOST AND FOUND / PROHIBITED AND UNAUTHORISED ITEMS

- a) If any lost item is found, the student must hand it over to the Deputy Principal.
- b) If any item belonging to him/ her is missing, the student must inform the class/ subject teacher.
- c) If deemed necessary, in cases as loss of items or prohibited and unauthorised items are suspected in possession of students, a bag check will be conducted by the school's prefects under the supervision of the Teacher-in-charge of Prefects. The Principal must authorise this bag check.

25. REWARDS

- a) Appreciation and communication for good behaviour
- b) Appreciation in the presence of parents
- c) Recognition and awarding of responsibilities
- d) Announcing at the assembly

26. NOTE ABOUT CONFIDENTIALITY

The school maintains confidentiality at all times UNLESS someone discloses that themselves or someone else is in danger. Then, it is the School's responsibility and the Disciplinary Committee to follow the necessary procedures to ensure the child's safety.

27. VALIDATION OF THE POLICY

This policy document shall be made effective with the 2021/2020 Academic year.

Approved by,



Priyanka Nuwan Karunaratna
Hon. Chairman – Board of Directors
1st September 2021



APPENDIX - 1

BEHAVIOUR POLICY OVERVIEW





DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

Document No.:

SLSM-DCCS-2021

Rev. No.:

0

BEHAVIOUR CONCERN LEVEL 1:

Severity Level	1	Actions	Sanction Options	Sanction Options for Repetition of Actions	
				1 st time repetition	2 nd time repetition
Responsibility	Teacher	The teacher may refer the concern to the Sectional Head as appropriate.	Sanctions must be appropriate to the age of the child.		
Behavioural Concern	<ul style="list-style-type: none"> • Minor infringement. • Low-level disruption. 	<ol style="list-style-type: none"> 1. Late for class without an acceptable reason. 2. Chewing gum anywhere on the school premises. 3. Playing cricket with a hardball with no supervision of a teacher. 	a) Verbal advice by the Teacher-in-charge	Inform the parents through the communication book	Call parents and warn verbally and enforce sanctions
		<ol style="list-style-type: none"> 4. Drinking or eating in class without permission except in the interval. The exception is water. 5. Littering. 6. Scribbling the desks, chairs, misusing the walls or notice boards. 7. Inappropriate wearing of uniform. 	b) Keep standing in class		
		<ol style="list-style-type: none"> 8. Low level or minor disruption in the class or around school. 9. Inappropriate talking in class, such as interrupting or inappropriate language towards others. 	<ol style="list-style-type: none"> c) Keep students away from others d) Keep students out of the class in the corridor 		





SRI LANKAN SCHOOL
MUSCAT

DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

Document No.:

SLSM-DCCS-2021

Rev. No.:

0

Severity Level	1	Actions	Sanction Options	Sanction Options for Repetition of Actions	
		10. Homework not completed or submitted late (infrequent or first time). 11. Not bringing appropriate/ required material (e.g., equipment to class)			
		12. Running, shouting and loitering in corridors or staircases. 13. Minor misuse of ICT and/or internet (e.g., gaming in class). 14. Disobeying prefects and class monitors 15. Not bringing excuse letters after being absent 16. Damaging the trees and plants on the school premises.	e) Keep in DP's office or close to the office for a maximum of 1 period	Inform the parents through the communication book	Call parents and warn verbally and enforce sanctions
Recording and Communication to Parents.	Written in the communication book	The recording of the incident needs to be entered in the communication book, depending on the teacher's discretion.			





SRI LANKAN SCHOOL
MUSCAT

DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

Document No.:

SLSM-DCCS-2021

Rev. No.:

0

BEHAVIOUR CONCERN LEVEL 2:

Severity Level	2	Actions	Sanction Options	Sanction Options for Repetition of Actions	
Responsibility	Teacher / Sectional Head	In case of repetition, the Teacher or Sectional Head may communicate the concerns to the parents. Sectional Head must record any verbal communication (e.g., phone call).	Sanctions must be appropriate to the age of the child.	1 st time repetition	2 nd time repetition
Behavioural Concern	Repeated Level 1 concerns. Disruptive behaviour.	17. Copying of other students' homework. 18. Inappropriate or boisterous behaviour anywhere on school premises / outside in school uniform. 19. Deception and/or lying. 20. Bringing outsiders to school 21. Petty theft 22. Truancy 23. Failure to attend Level 1 Teacher set detention. 24. Use of electronic devices without permission from the teacher. 25. Failure to attend school sports fixture or music event without informing Lead Teacher/Organiser. 26. Un-excused absence (without parents' knowledge)	f) Get students to obtain the recommendation of behaviour from the teachers g) Keep in DP's office or close to the office for a maximum of 2 periods	Inform the parents through the communication book/ Retain in DP's or Principal's Office for one hour after school and record in the communication book	The first letter of warning



SRI LANKAN SCHOOL
MUSCAT

DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

Document No.:

SLSM-DCCS-2021

Rev. No.:

0

Severity Level	2	Actions	Sanction Options	Sanction Options for Repetition of Actions	
		27. Trespassing the kiddies play area or damaging the equipment. 28. Cheating during internal examinations. 29. Misuse of ICT and/or internet (e.g., accessing inappropriate sites). 30. Misuse of laboratory equipment/ substances/ chemicals 31. Misuse of musical instruments of the school 32. Low-level bullying, including cyber-bullying. 33. Un-excused absence from the class during the days 34. Any complaint from a prefect or a teacher 35. Disrespectful behaviour during the Anthems. 36. Failure to follow the rules of Science and ICT laboratories 37. Go outside the school premises in the school uniform even after school.	h) Inform the parents through the communication book	Severity Level 2 – the first letter of warning	Severity Level 2 – the second letter of warning
Recording and Communication to Parents.	Note to parents.	The recording of the incident will be entered in the Communication Book. In failure to produce the Communication Book, the Deputy / Assistant Principals or the Principal shall formally communicate with the parents.			





SRI LANKAN SCHOOL
MUSCAT

DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

Document No.:

SLSM-DCCS-2021

Rev. No.:

0

BEHAVIOUR CONCERN LEVEL 3:

Severity Level	3	Actions	Sanction Options	Sanction Options for Repetition of Actions	
Responsibility	Disciplinary Committee	The member of staff who reports the incident is expected to input the details on the Communication Book and then inform the appropriate line manager to decide on any further action. The Disciplinary Committee may set the sanctions. However, the Principal's decision shall be final.	Sanctions must be appropriate to the age of the child.	1 st time repetition	2 nd time repetition
Behavioural Concern	Repeated Level 2 concerns. Severe disruptive behaviour or incident.	38. Racist language or behaviour 39. Recording and /or publishing any information or photographs on any school activity without permission. 40. Physical assault of a student /students 41. Vandalism of school site or damage to property. 42. Possession/ use of Smart Devices inside school premises. 43. Deliberate tampering of others' belongings 44. Harmful or severe misuse of ICT and/or internet facilities. (e.g., hacking). 45. Serious theft. 46. Abuse of authority	j) Inform the parents through the Communication Book / Call parents and warn verbally and enforce sanctions	k) Severity Level 3 – the first letter of warning	l) De-badging
Recording and Communication to Parents.	<ul style="list-style-type: none"> A note to parents. Parental Interview. Disciplinary Committee's Report 	The incident MUST be recorded in Communication Book. In failure to produce the Communication Book, the Deputy / Assistant Principals or the Principal shall formally communicate with the parents.			



DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

Document No.:	SLSM-DCCS-2021
Rev. No.:	0

BEHAVIOUR CONCERN LEVEL 4:

Severity Level	4	Actions	Sanction Options	Sanction Options for Repetition of Actions	
Responsibility	Disciplinary Committee	<p>The member of staff who reports the incident is expected to input the details on the Personal file and then inform the Disciplinary Committee to decide on any further action.</p> <p>However, the Principal's decision shall take effect subject to the BoD approval.</p>		1st time repetition	2nd time repetition
Behavioural Concern	Repeated Level 3 concerns. Severe disruptive behaviour or incident.	<p>47. Persistent bullying, including cyber-bullying.</p> <p>48. Deliberate failure to observe the rules of public examinations.</p> <p>49. Confrontation with any member of staff.</p> <p>50. Verbal assault of a member of staff</p> <p>51. Bullying that results directly or indirectly to the harm or distress of others.</p> <p>52. Inappropriate flirtatious or sexual contact on school premises or outside the school in school uniform.</p> <p>53. Intentional disruption to school (e.g., by setting off the fire alarm)</p> <p>54. Posting of distressing or derogatory information and/ images of students/ members of staff on social media</p>	n) Severity Level 4 – first warning letter	o) Severity Level 4 – second warning letter	q) Suspension of School for three (3) days



SRI LANKAN SCHOOL
MUSCAT

DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

Document No.:

SLSM-DCCS-2021

Rev. No.:

0

Severity Level	4	Actions	Sanction Options	Sanction Options for Repetition of Actions	
		55. Possession/ usage of cigarette/ cigars/ tobacco/ unauthorized or prohibited substances on school premises. 56. Challenges school rules and staff 57. Smoking off school premises wearing school uniform or on school trip/ external activity. 58. Plagiarism of any coursework, controlled assessment or other aspects of any formal external examination.			
		59. Intimate sexual activity on school premises.	Suspension of School for not more than two (2) weeks and record		
Recording and Communication to Parents.	<ul style="list-style-type: none"> • Letter to parents. • Parental Interview. • Record in Personal file 	The incident MUST be recorded in the Personal file. The Principal will issue a formal letter of the action and sanction.			





DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

Document No.:

SLSM-DCCS-2021

Rev. No.:

0

BEHAVIOUR CONCERN LEVEL 5:

Severity Level	5	Actions	Sanction Options	Sanction Options for Repetition of Actions	
Responsibility	Disciplinary Committee	The member of staff who reports the incident is expected to input the details to the Disciplinary Committee to decide on any further action. The disciplinary committee can recommend a course of action to the Principal.	The Principal will recommend the parents to withdraw their child from the school permanently. If the parent does not accept the recommendation within three working days, the letter of expulsion will be issued, subject to the BOD approval.	1st time repetition	2nd time repetition
Behavioural Concern	Repeated Level 4 concerns. Dangerous or other incidents that bring disrepute to the school.	60. Assault on a member of staff. 61. Gambling on-site for financial gain. 62. Possession or consuming alcohol and any other prohibited / unauthorised substances in school premises or during any school trip/external activity. 63. Intimate sexual activity on school premises or during any school trip/external activity. 64. Arson. 65. Severe incitement of religious, cultural and/or sexual hatred. 66. Making hoax calls that potentially threaten the safety of the school.	r) Suspension of School for one week	Suspension of School for two weeks	Expulsion
Recording and Communication to Parents.	A formal letter to parents and a parental Interview.	Official communication from the Principal will be sent to parents in the event of expulsion. Details of any related events and/ or communications must be recorded at the Disciplinary Committee. Parents do have a right to appeal.			



DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

Document No.:

SLSM-DCCS-2021

Rev. No.:

0

BEHAVIOUR CONCERN LEVEL 6:

Severity Level	6	Actions	Sanction Options	Sanction Options for Repetition of Actions	
				1 st time repetition	2 nd time repetition
Responsibility	Principal	<i>The member of staff who reports the incident is expected to input the details to the Principal.</i>	<i>The Principal will report the behavioural concern to the Royal Oman Police. If the student, proven by the ROP as guilty, expulsion from school will take place.</i>		
Behavioural Concern	Dangerous or other incidents that bring disrepute to the school.	67. Sexual blackmail 68. Sexual harassment 69. Leading to pornography 70. Possession and consuming of dangerous drugs	Expulsion		
Recording and Communication to Parents.	A formal letter to parents and a parental interview.	A formal letter from the Principal will be sent to parents in the event of expulsion.			



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

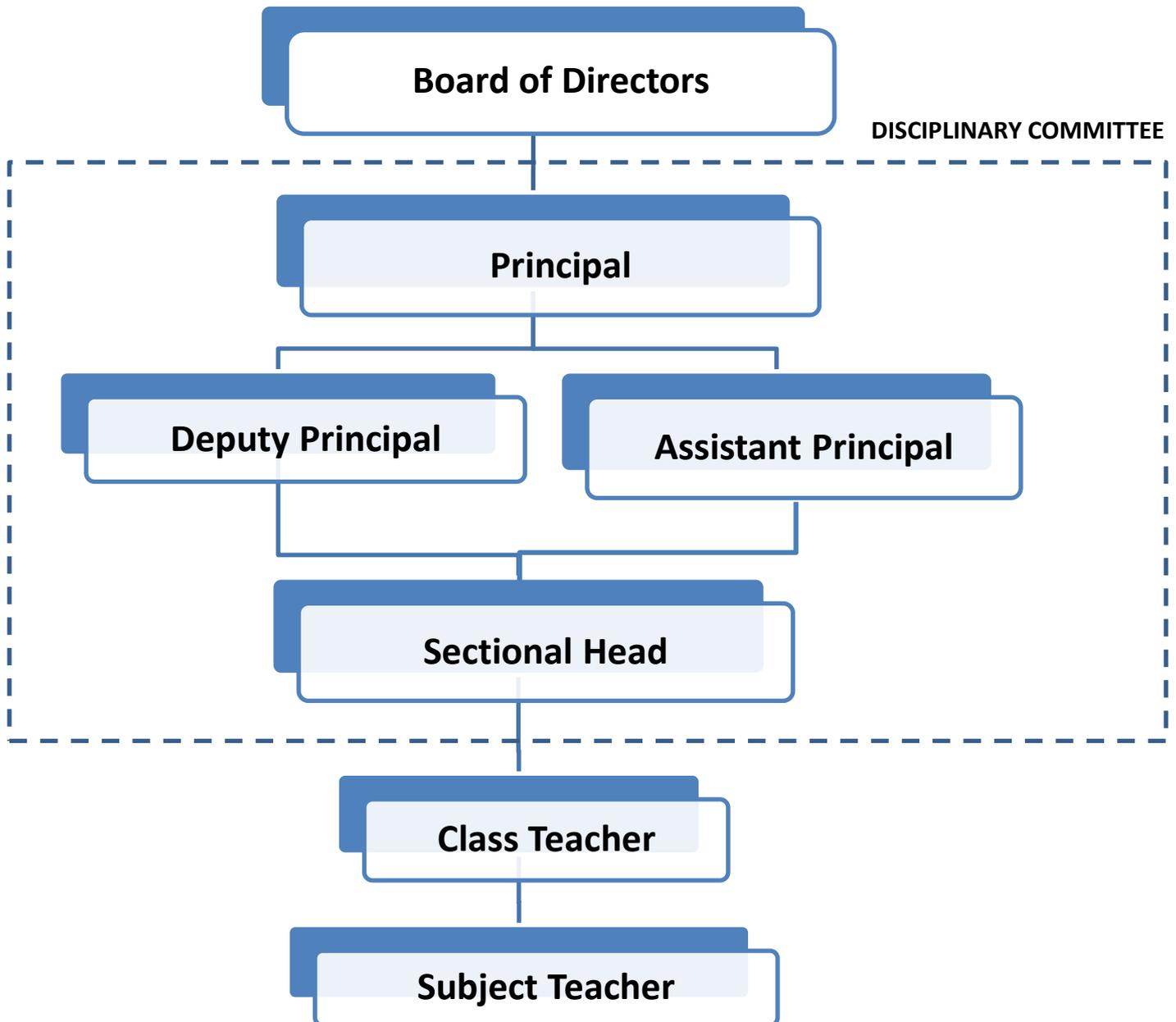
APPENDIX 2 - APPEALS PROCESS

- 2.1 As per the Behavioural Concerns Level 3, Level 4 and Level 5, the parents may appeal to the Principal in writing when disagreeing with the sanctions imposed upon the student.
- 2.2 The Principal may consult the Disciplinary Committee to review the incident and the sanctions imposed upon the student.
- 2.3 Based on the report provided by the Disciplinary Committee, the Principal would determine the accuracy of the decision taken.
- 2.4 The Principal's decision shall be final only subject to the approval by the Board of Directors.





APPENDIX 3 – LINE MANAGEMENT HIERARCHY FOR APPEAL (STUDENTS / PARENTS)





DISCIPLINARY CODE OF CONDUCT FOR STUDENTS

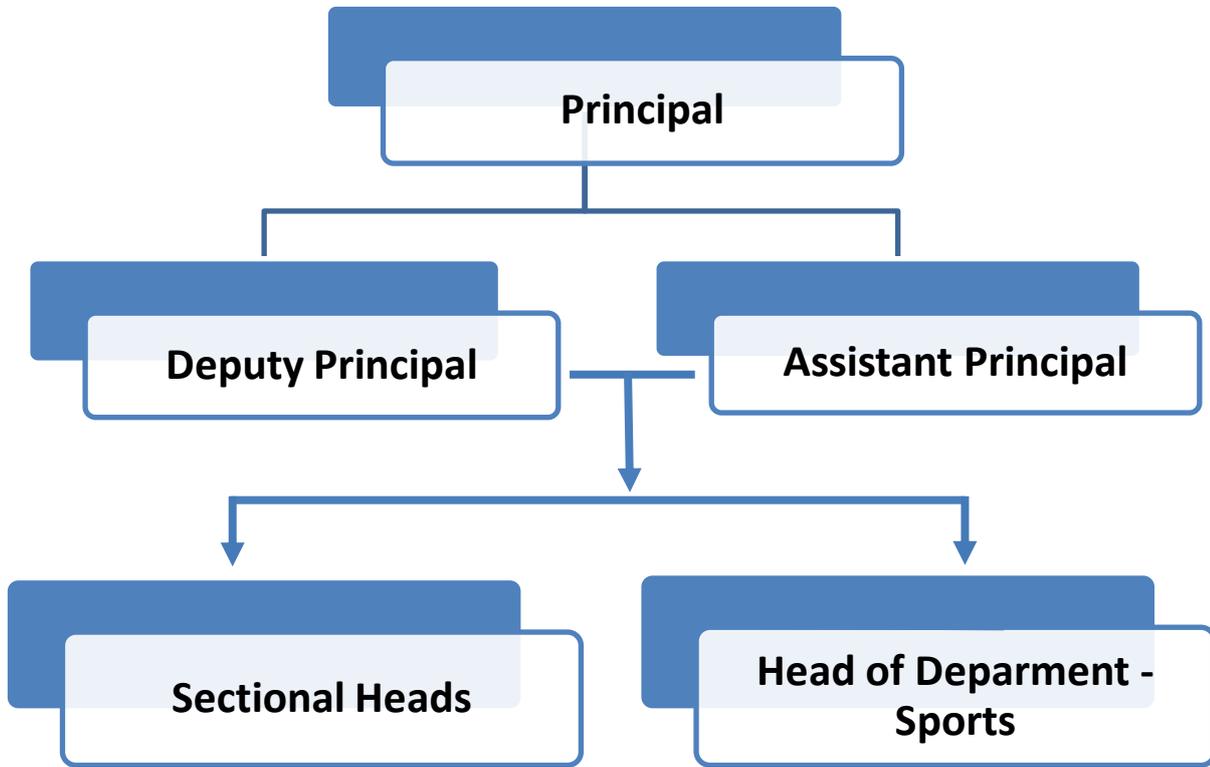
Document
No.:

SLSM-DCCS-2021

Rev. No.:

0

APPENDIX 4 - DISCIPLINARY COMMITTEE



 SRI LANKAN SCHOOL MUSCAT	DISCIPLINARY CODE OF CONDUCT FOR STUDENTS	Document No.:	SLSM-DCCS-2021
		Rev. No.:	0

APPENDIX 5 – SCHOOL DAY TIMINGS

7:45 am	First Bell / Royal Anthem of Oman / School Song / Register Marking
8.00 am	Commencement of 1 st Period
8:40 am	Commencement of 2 nd Period
9:20 am	Commencement of 3 rd Period
10.00 am	Commencement of 4 th Period
10:40 am	Interval
11.00 am	Commencement of 5 th Period
11:40 am	Commencement of 6 th Period
12:20 pm	Commencement of 7 th Period
1.00 pm	Commencement of 8 th Period
1.40 pm	Last Bell / National Anthem of Sri Lanka

