

POLICY ON STUDENT BEHAVIOUR MANAGEMENT

INTRODUCED: December 2015	REVISED: April 2023
PREVIOUS REVIEW: 2019, 2021, 2023	NEXT REVIEW: March 2025
IMPLEMENTED BY: Principal	

This policy is implemented to encourage students to behave well, work hard and be successful by following the guidelines on the school system at different levels. The policy also explains the actions to be taken when in breach of the guidelines and thus to provide a positive school climate that is conducive to learning.

Objectives:

- To promote positive behavior among students.
- Provide clear intervention plan for staff to deal with students' behavior in a way that ensures compliance with school values and system.

Scope: This policy applies to the students in school, travelling to and from school, on all school-based visits and activities. When representing or commenting on the school in any capacity, students, staff and parents are expected to achieve highest standards of behavior within the school.

Policy Statement:

Each student shall be expected to obey all school rules and regulations. The Principal shall be expected to inform the parents or guardians of any student whose behavior is in serious conflict with established rules, laws and procedures. "This policy applies to all students whenever and wherever the student is under the jurisdiction of the school, including all activities and school functions." Everyone concerned with student behavior shall be expected to deal with students in a firm, fair, and consistent fashion.

School Disciplinary Committee:

This committee is formed to review and discuss student behavioral issues and is also concerned with revising the disciplinary procedures and actions applied in accordance with the school behavior management regulations. The members of the School Disciplinary Committee are:

- Principal
- Vice-Principal
- Section Supervisors
- School Counsellor
- School Social Worker
- School P.E. Department
- 2 teachers of different sections
- Wellbeing Ambassadors from Student Council

Expected behavior of the students:

- All pupils will report to class by 7:45 a.m. on all working days.
- Any pupil arriving after 8:00 a.m. more than once will meet the Supervisor and seek permission before entering the class.
- See that you have all your study materials and stationery with you.
- Students should not run around or play in the class; they should be seated in their designated place.
- If a teacher is late for the class or the teacher is absent and a substitute teacher has not arrived, the report is sent to the supervisor who makes the necessary arrangements.
- Pupils who are not in the correct uniform will not be permitted to participate in the clubs, games or any formal events for that day.
- During the short break do not run around in the corridor or in the class room. Do not move to the corridors where the junior school is situated.
- Do not venture into undesignated venues when not required. Refrain from moving into the girls' section, labs, library, music room or art room unless accompanied by a teacher.
- Classroom should be kept clean or tidy all the time.
- Always move to and from the Library, Art room, P.E class, laboratory in an orderly manner.
- If any pupil is hurt or unwell, please move to the Clinic with a teacher and report the same to the Supervisor.
- Do not exit the class without the permission of the teacher. Also, carry the exit pass with you.
- Refrain from moving out of the class for buying materials from the store or using the washroom when a teacher is teaching in the class.
- Take care of the school property. Do not damage lockers, tables, chairs, smart / white board or any other material that belongs to the School. They have been provided to you for your convenience.
- Leave application is a must for absentees.
- If the leave period is for more than two days then a letter seeking permission must be addressed to the principal.
- The letter can either be given in advance or produced on the day you attend school after the leave period.
- Students could express their grievance to the council members/teachers/school councilor/any staff of the school

Levels of behavior:

Level One

Behavior that causes the disruption of teaching and learning.

Behaviors in Level One may include but are not limited to:

- Reaching late to school regularly
- Frequently being absent without information
- Not bringing the necessary books and class materials regularly
- Improper and incomplete school uniform without an acceptable excuse
- Disruptive behavior in school and in the bus
- Rule defying behaviors and not obeying school authority

- Abusive or inappropriate language toward peers and teachers.
- Not presenting home works and assignments given in timely manner
- Misuse of the electronic devices during the class hours
- All of what is similar to these offences as per the discretion of the Behavior Management Committee.

Level Two

Behavior, that causes greater disruption of teaching and learning than level one behavior. It also covers student behaviors that may lead to physical and mental harm of another person or property damage.

Behaviors in Level Two may include but are not limited to:

- Disrespecting school authority
- Fighting with other students
- Any form of bullying
- Stealing any materials or things belonging to staff, students or school property
- Destroying school property
- Bringing cell phones and other gadgets without permission
- Skipping class hours without approval
- In possession of or viewing pornographic or offensive material
- Cheating on exams or assignments
- Providing false or forged documents
- Smoking or possessing any related substance inside the school campus
- All of what is similar to these offences as per the discretion of the Behavior Management Committee.

Student must bear the cost of school property damaged, defaced or destructed.

Level Three

Behavior that causes the physical endangerment of fellow students, school staff and other people. Behaviors in Level 3 are at times also violating UAE Laws.

Behaviors in Level Three may include but are not limited to:

- Leaking of paper of the exam or engaging therein, in anyway
- Fighting with school staff members
- Sharing or distributing pornographic material.
- Willful damage to, or destruction of, school and personal property
- Possessing, selling, weapons and/ or explosives
- Using/possession of any illegal and inappropriate substances
- Exchanging any inappropriate materials, photos, etc.
- Leaving school without permission
- Committing any action which goes against the morals and values of the country.
- Attempting to defame peers or school staff via social media or abusing them.
- Tempering with or destroying the school buses causing harm to the driver, supervisor or the other road users.
- All of what is similar to these offences as per the discretion of the Behavior Management Committee.

Disciplinary actions:

LEVEL 1

First time	Second Time	Third Time	No improvement
<p>Teacher makes note of violation</p> <p>Teacher provides verbal warning of proper conduct.</p>	<p>Steps from the first-time interventions are repeated.</p> <p>Section supervisor is informed.</p> <p>A call is made to the parent by the teacher</p>	<p>Repeat intervention steps from Second time</p> <p>Student is sent to section supervisor and Social Worker/counselor office for guidance</p> <p>Written warning is sent home by teachers and requires parental signature</p>	<p>Student is referred to Principal or Vice Principal</p> <p>Principal contacts parents for an intervention meeting</p> <p>Meeting with parents to discuss plans to address students' continuing behavior</p> <p>Parent, student, and school sign a behavioral improvement contract</p> <p>Student may be referred to the Department of SEN for behavioral and learning support</p>

LEVEL 2:

First Time	Second Time	Third Time	No Improvement
<p>Teacher makes note of violation in teacher record book.</p> <p>Incident Report is made by the teacher and submitted to social worker/ counsellor</p> <p>Section Supervisor is informed.</p> <p>Teacher provides verbal warning of proper conduct.</p> <p>A call is made to the parent by the teacher.</p>	<p>Repeat intervention steps from First Time.</p> <p>Student is sent to the Section Supervisor and Social Worker/Counsellor's office for guidance.</p> <p>Written warning is sent home and require parental signature.</p> <p>Student is required to agree on appropriate behavior before being allowed back into the classroom.</p>	<p>Repeat intervention steps from Second Time.</p> <p>Student is referred to Principal or Vice Principal.</p> <p>Principal contacts parents for an intervention meeting</p> <p>Parents, students, and school agree on a behavioral improvement plan and sign a contract.</p> <p>Student may be referred to Department of SEN for behavioral and learning support.</p>	<p>Student is referred to Principal or Vice Principal.</p> <p>Principal contacts parents for an intervention meeting</p> <p>Meeting with parents to discuss plans to address students' continuing behavior</p> <p>Student is suspended from attending school until behavior improves or until the end of discipline period.</p>

LEVEL 3:

First Time	Second Time	No Improvement
<p>School behavior committee members shall meet on an immediate basis to take the proper action.</p> <p>Decision to refer the student to the concerned agencies may be taken.</p> <p>Social Worker shall follow up and receive the reports of the student's case development by the concerned external agency.</p>	<p>The student will be suspended immediately until the investigations are completed.</p> <p>School behavior committee members shall meet on an immediate basis to make a fit decision, with respect to the student suspension until the end of the semester or transferring him/her to an external agency for behavior support.</p>	<p>If the student fails to reform his/her behavior then he/she will be expelled from school as a disciplinary action, as per the Principal's decision.</p>

EXEMPLARY BEHAVIOUR

Exemplary behavior of learners falls under three main domains with their standards. These are measured through a number of indicators according to which the student is evaluated and given the appropriate grades as shown in the following table:

1	Committed to school systems and policies within the classroom and the school, and during the external activities of the school on a permanent and continuous basis.
2	Respects the feelings of peers, takes care of their news, and continuously offers to help them.
3	Encourages others to cooperate and collaborate, proposes solutions to involve others and invites them for teamwork on an ongoing basis
4	Takes care of his/her own attire and his/her personal hygiene on an ongoing basis without needing a reminder.

5	Demonstrates a clear awareness of the importance of healthy eating in his/her choices, practices sports continuously in the school, seeks to lead food awareness campaigns, and initiates innovative ideas to support healthy lifestyles.
6	Attendance is at least 98% and the student is always punctual to school and lessons.
7	Is honest and has a good character which can be testified by his/her colleagues, teachers and staff.
8	Demonstrates moderation and tolerance and reflects these in his/her 17 behavior through attitudes and activities that demonstrates his/her ability to understand others, listens to them and to understand their positions.
9	Participates in a range of cultural activities leading to the promotion of values of belonging and national identity.
10	Initiates extracurricular activities and projects to learn about other cultures and compares them to his/her national culture.
11	Represents the school in social events throughout the school year.
12	Participates in the student council activities, teams, volunteer work or other school initiatives which have a positive impact on the school community as a whole.
13	Participates in meaningful community activities during vacations.
14	Is independent and can lead initiatives and projects of important social benefits.
15	Proposes innovative/ creative solutions for the public good in his/her school community or solves problems
16	Implements ideas and activities individually or collectively to conserve energy and natural resources and to maintain their sustainability inside and outside his/her school environment.

STUDENT OF DETERMINATION


The school behavior management committee shall liaise with the Department of SEN at the school if any of the students categorized under the SOD violates the Code of Conduct. The SEN team shall advise the committee in case the violation is caused because of the student's specific need and then the decision is made in light of the following:

- 1) If the violation is not because of the student's specific need, the below levels shall apply, similar to mainstream students.
- 2) If the violation is because of the specific need of the student the following shall apply:

- a. Develop and implement a behavior Intervention Plan (BIP) as per the level and of the violation.
 - b. In case a BMP is existing, the school shall revise and modify the plan in accordance with managing the new behavior that led to the violation.
- 3) If the behavior continues, for those students who do the offenses because of their specific needs, the school shall continue to support and integrate the child. If it has been agreed between the school and family that the former has no capacity to accommodate the needs of the child, the family will have to transfer the child to another school or liaise with the educational regulatory authority to provide a different educational setting that will be more suitable to the specific need/s. In the event that a student with special educational needs or of determination commits a behavioral offence, the School Behavior Management Committee and the school support team shall coordinate with each other with the special education support to study the behavior of the student to determine the relationship between the offence and the disability, and then apply the same measures mentioned in the Student Behavior Management Policy.

Notes:

- Any devices, machines or things used in the violation, as applicable, will be confiscated, based on the decision of the educational committee and notify and inform the student's guardian in writing. The confiscated items should be handed over to the guardian at the end of the particular term.
- The student or his/her guardian should be obliged to pay the cost of maintenance or replacement of whatever destroyed, damaged or lost which will be estimated in light of the supporting documents and records, taking into account the factors affecting them.
- The individual case of the undisciplined students (repeating) with undesirable conduct should be studied by the social worker and school psychologist in accordance with the level and frequency of the conduct.
- The decision related to conduct rectification will be made in accordance with the following criteria:
 - a) Student's age
 - b) Frequency of violations committed by the student
 - c) Level of violation
 - d) The damage resulting from the violation

Principal's Approval	
Revised Date:	April 2023