



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH



# BEHAVIOUR POLICY

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*Asma*



# **BEHAVIOUR POLICY**

At OOS we believe that good behavior is essential for an effective learning environment in which all students are given the opportunity to achieve. We seek to create a caring and inclusive environment which encourages and reinforces good behavior. We acknowledge that our parents and wider community expect good behavior as an important outcome of the educational process.

## **1 Aims:**

1. To ensure the safety of staff and students
2. To create an environment conducive to learning and to ensure that all children are involved and value their learning experiences.
3. To work along parents to foster positive character development that cultivates productive citizens.

## **2 Policy Statement:**

### **2.1 Positive Student Recognition**

All students enjoy receiving recognition for expected behavior. Students respond better when they are encouraged and rewarded for positive behavior and actions. Once students realize that positive behavior brings about positive recognition, they are more likely to behave appropriately.

### **Strategies to be avoided:**

1. Teachers should not send students out of the class to sit in the hallway unsupervised as a consequence of poor behavior.
2. Teachers will treat children with respect and should make every effort to avoid embarrassing students particularly in front of their peers.
3. Humiliating students is not acceptable. Teachers should take care with regards to cultural sensitivities.
4. Teachers should avoid physical contact with students.

### **2.2 Discipline Plan:**

At OOS, teachers and other adults manage the behavior of students in and around the school, address any inappropriate behavior themselves, prior to referring students to senior staff. Any disciplinary action will be in compliance with all MOE & UAE laws, policies and guidelines. A corporate responsibility around school is expected from all staff.

Students will have the choice to learn from mistakes and to not commit a similar action. Any time-out imposed becomes a part of reflective process, where children are given the chance to learn and discuss their negative actions with staff.

Serious and repeated behavior incidents must be recorded along with recording of all meetings with parents to discuss behavior concerns. Ideally, records will be kept electronically and should be available for future access.

- **Serious Misconduct**

In cases of serious misconduct a student will be immediately removed from the classroom and referred to a senior member of staff or to the concerned counselors.

- **Exclusion**

In extreme circumstances where all other options have been exhausted, and the student continues to cause a health and safety risk to others, exclusion or non-re-enrolment will be considered by the senior member of staff.

- **Outdoor Emergencies**

In case of inappropriate behavior inside/ outside school (competitions and events outside school, at an excursion or a Picnic) such as:

- Bullying
- Substance/ Drug Abuse
- Bunking
- Anti- Social Behavior

**Step 1:** The matter is reported to the Principal, Head of Section and concerned supervisor. The Supervisor along with the Teacher then addresses the matter to the parents. Emotional and behavioral counseling sessions are extended to the student for improved behavior.

**Step 2:** Warning letters to Parents

For bullying-second incident- a contractual agreement is signed by the parents and further counseling is provided.

For Substance/Drug Abuse – second incident- a contractual agreement is signed by the parents and further counseling is provided.

Anti- social Behavior – second incident - a contractual agreement is signed by the parents and further counseling is provided.

**Step 3:** A final warning is issued, with a reference to attend external counseling sessions. Parents are expected to submit the feedback report to the school counselor.

**Step 4:** Way forward to be decided by all adults concerned (Principal, Head of Section and Supervisor); Counselor produces all reports. The decision maybe:

- Advice – Withdrawal
- Retention for academic reasons
- Conditional re-entry

### **3. Roles and Responsibilities:**

#### **3.1 Student Rights and Responsibilities:**

All OOS students are expected to honor and practice their student rights and responsibilities.

All students have the right to:

- Be provided with a high quality education without being negatively affected by others' behavior
- Be safe and respected in a welcoming school environment with no physical punishment
- Be treated with respect and fairness by teachers, staff and fellow students
- Be provided with appropriate educational activities that promote individual talents, abilities and potential
- Be recognized for good behavior in class and while at school
- Be supported in how to change misconduct into positive student behavior
- Be supported by parents, guardians at school meetings about behavior

#### **3.2 Teachers and other staff**

The classroom teacher is responsible for managing behavior in the classroom. Each teacher must have a behavior plan that includes classroom rules, expectations and consequences.

As a matter of course, all staff within the school should use encouraging language, praise and positive reinforcement both in lessons and around the school, so that positive behavior is instantly recognized and positively rewarded. Strategies agreed are applied by all, as consistency is the key.

**3.3 Parents are:**

- Asked to encourage students to follow the school rules and behavior expectations
- Expected to respond quickly to a request to attend the school for a meeting about behavior
- Asked to follow-up on behavior concerns at home and to implement the suggested consequences
- Expected to act as good role-models for their children
- Asked to inform the school if there are any circumstances that may affect their child’s behavior
- Expected to support any disciplinary action taken by the school and to ensure their child understands that school and home are working together and are in agreement

**Expected Student Behavior**

Students are expected to behave appropriately for a school setting. Students should come to school ready to learn. They should be respectful, responsible and prepared to work hard. The staff will prepare students to be contributing citizens by providing encouragement, support and rich and varied opportunities for academic achievement.

Expected Behaviors	What does it look like?
<p style="text-align: center;"><b>Be respectful</b></p> <p style="text-align: center;"><b>Treat others the way I want to be treated</b></p>	<ul style="list-style-type: none"> <li>• Check my voice level</li> <li>• Show courtesy and good manners</li> <li>• Use respectful and appropriate language</li> <li>• Follow adult directions</li> <li>• Smile as a silent greetings to others</li> </ul>
<p style="text-align: center;"><b>Be safe</b></p> <p style="text-align: center;"><b>Make sure my actions are safe for everyone</b></p>	<ul style="list-style-type: none"> <li>• Keep hands, feet, body and objects to myself</li> <li>• Always walk in the building and on walkways around school</li> <li>• Settle conflicts in a positive manner</li> <li>• Ask an adult if I need help</li> <li>• Report people/situations that appear unsafe</li> <li>• Report bullying that you see or experience</li> <li>• Do not bring, hold or play with unsafe objects or weapons</li> <li>• Follow safety rules and procedures</li> </ul>
<p style="text-align: center;"><b>Be productive</b></p> <p style="text-align: center;"><b>I come to school ready to learn</b></p>	<ul style="list-style-type: none"> <li>• Keep a positive attitude</li> <li>• Be persistent</li> <li>• Focus attention</li> <li>• Follow directions and use time wisely</li> <li>• Take care of materials</li> <li>• Clean up after myself</li> <li>• Help others</li> <li>• Be on time</li> <li>• Come prepared for class (materials, homework, etc.)</li> </ul>

# MOE STUDENT BEHAVIOR MANAGEMENT BYLAW

## Irregularities of (simple) First Degree

- 1.1 Delaying or non-participating in the morning queue without an acceptable excuse, or delay in attendance at the specified time to start the class for a period not exceeding (10) minutes without an acceptable excuse.
- 1.2 Access to and exit from the classroom — on class time - without permission, or non-attending the class or school activities without excuse.
- 1.3 Non-compliance with the school uniform or sports uniform, or non-preserving it.
- 1.4 Non-bringing the books and school supplies.
- 1.5 Failure to follow the rules of positive behavior inside and outside the classroom, such as: maintaining calmness and discipline during the class time, and issuing inappropriate voices inside or outside the classroom.
- 1.6 Sleeping during the class or formal school activities without justification or permission (and after making sure of the health status of the learner).
- 1.7 Eating during classes and during the morning queue without justification or permission (and after making sure of the health status of the learner).
- 1.8 Non-compliance with the delivery of homework and assignments entrusted to him on specific time.
- 1.9 Bringing the means of communication such as mobile phone.
- 1.10 Misusing the electronic devices such as a tablet computer and others during the class, including playing electronic games, and using the headphones in the classroom.
- 1.11 All other similar irregularities according to the discretion of the Educational Committee.

## Irregularities of (high-risk) Third Degree

- 3.1 Repetition of one of the second degree irregularities.
- 3.2 The acquisition, possession, display and promotion of unauthorized materials, information or electronic materials, and those contrary to values, morals, etiquette and public order which detriment the public modesty.
- 3.3 Defaming and abusing colleagues and school staff in social media.
- 3.4 Bringing and possession of white weapons or the like inside the school.
- 3.5 Sexual harassment inside the school.
- 3.6 Physical assault on colleagues or school personnel (bullying).
- 3.7 Theft or concealment thereon.
- 3.8 Destroying or vandalizing the school equipment and facilities and seizing them.
- 3.9 Insulting heavenly religions, or provoking all that cause sectarian and doctrinal strife in the school.
- 3.10 Tampering, vandalism, destroying school buses and harming road users.
- 3.11 All other similar irregularities according to the discretion of the Behavior Management Committee.

## Irregularities of (medium-risk) Second Degree

- 2.1 Repeating the irregularities of the first degree.
- 2.2 Absence from the school before and after holidays, vacations, weekends and pre-semester exams.
- 2.3 Getting out of school without permission or escaping during the school day, and is considered absent.
- 2.4 Urging to conflict, threaten or intimidate any of his school's colleagues.
- 2.5 Doing something that would violate public morals or public system in the school, values and customs of the community, such as resembling with the other gender in clothing and appearance, haircuts, the use of cosmetics, etc.
- 2.6 Writing on the school walls, sabotaging the school furniture and school buses.
- 2.7 Taking photographs, possession, dissemination and circulation of photographs of school staff and students without their permission.
- 2.8 Verbal abuse.
- 2.9 Smoking inside the campus of the school and possession of its tools.
- 2.10 All other similar irregularities according to the discretion of the Behavior Management Committee in the school.

## Irregularities of (intensive high-risk) Fourth Degree

- 4.1 Repetition one of the third degree irregularities.
- 4.2 The acquisition, possession or use of firearms, white weapons or the like inside the school.
- 4.3 Sexual assault inside the school.
- 4.4 Physical assault leading to injury to colleagues or school staff.
- 4.5 Spreading exam questions or participating therein in any way.
- 4.6 Causing fires inside the school campus.
- 4.7 Impersonating others in school transactions, or falsifying school documents.
- 4.8 Exposing to abuse of political, religious and social symbols in the state.
- 4.9 Possession, collection, promotion or use of narcotic drugs, narcotic medical drugs, psychotropic substances inside the school, or appearing under the influence of narcotic drug, narcotic medical drugs and psychotropic substances.
- 4.10 Spreading or promoting extremist, atheist or atheistic ideas and beliefs that are hostile to the social and political systems of community.
- 4.11 All other similar irregularities according to the discretion of the Behavior Management Committee.



# MOE STUDENT BEHAVIOR MANAGEMENT BYLAW

## PROCEDURES OF DEALING WITH IRREGULARITIES

### FIRST(SIMPLE) DEGREE

(4) marks for each irregularity

In case of committing

Oral warning

In case of first repetition

Opening a file and document the irregularity. Informing the parent in writing

In case of second repetition

Deducing half mark. Calling the parent. Issuing a first written warning to the learner and signature of his parent of knowledge.

In case of third repetition

Calling the parent. Issuing a final written warning to the learner and his parent in case of non-response. Deducing full mark of irregularity. Studying the case by the guide. Implementing a group of strategies to reduce negative behavior. Then, converting the irregularity into the second degree.

## PROCEDURES OF DEALING WITH IRREGULARITIES

### SECOND(MEDIUM-RISK) DEGREE

(8) marks for each irregularity

In case of committing

Calling the parent. The parent and the student signatures on the pledge not to repeat the irregularity. Deducing of half mark.

In case of first repetition

Deduction of full mark. The student and his parent signatures on a warning or suspending from one to three days inside the school.

In case of second repetition

Suspending the student from one to three days in the school with the assignment of homework. Final warning.

In case of third repetition

Transferring the student to another division. Study of case by the academic guide and referring it to the Behavior Management Committee to implement a group of actions that may contribute in reducing the behavior. Transferring the irregularity to the third degree.

## PROCEDURES OF DEALING WITH IRREGULARITIES

### (HIGH RISK) THIRD DEGREE

(12) marks for each irregularity

In case of committing

An immediate meeting of the educational committee to take a decision. An immediate calling to the parent and signature upon the decision. Deduction of the full mark.

In case of first repetition

Offering to the Student Behavior Management Committee to make a suspension decision. Suspension of the student to study and referring him to the competent authority to receive a specialized program to modify the behavior for a period of one week to two weeks. Deducing the full mark.

In case of second repetition

Issuing a decision by Behavior Management Committee to suspend the student. Warning the parent to seek to transfer him to another school. In case of non-implementation of the warning by the parent, the student shall be transferred by a decision of the assistant deputy of school processes.

In case of third repetition

The decision of the Student Behavior Management Committee by transferring the irregularity to the fourth degree. Then, final suspension from public school according to a decision of the deputy of the Ministry for Academic Affairs of Public Education. Referring the student to specialized centers for the treatment of his behavior. Determining the decision of reenrolling him after being offered to the deputy of the Ministry for Academic Affairs.

## PROCEDURES OF DEALING WITH IRREGULARITIES

### (VERY HIGH RISK) FOURTH DEGREE

(20) marks for each irregularity

Immediate call to the parent.

- Taking an immediate action on the irregularity with the assistance of the concerned authorities.
- Convening Students Behavior Management Committee to issue its decision, and informing Student Guidance Department to adopt the necessary action.
- Suspension of the student until the completion of the investigation.
- Affording the student and his parent the complete responsibility for any damages resulting from the irregularity.
- Transferring the student to the rehabilitation programs approved under a decision of the deputy of the Ministry for Academic Affairs in specialized institutions.
- Suspending the student enrolling in schools, complete deprivation of joining the schools and transferring to continuous and home education.
- Complete suspension from study in the case of exhaustion of all means of treatment, and transferring him to a competent authority to modify the behavior and treatment.
- Final dismissal in the event of the exhaustion of all means of treatment.