



**PROVIDENCE ENGLISH PRIVATE SCHOOL**

**BEHAVIOR & DISCIPLINE POLICY**

**2024 - 2025**

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## **AIMS & OBJECTIVES:**

**Providence English Private School (PEPS)** aim to maintain a safe and orderly environment where teachers and students can learn and work together in an atmosphere of co-operation and mutual respect.

More specifically our aims are:

- To promote justice and fairness for all
- To protect each student's right to benefit fully from School
- To enable all students to work to the best of their ability thereby achieving their full academic potential
- To help students acquire a high standard of social behavior
- To encourage students to develop self-discipline
- To develop in our students a sense of pride in themselves and in their school;
- To respect for all staff members and elders
- To respect school property and the school environment.

All children have the right to feel safe and respected in school. A culture of mutual respect in our school is expected which requires all members of the school community to be respectful of, and to each other (this includes our Support Staff who are very often treated with little respect by students), Behavioral expectations are taught explicitly and implicitly in the school depending on the age of the child. Rules are made clear so that there are no misunderstandings and the Behavior Policy of Providence School is expected to be implemented by all teachers and students in school and whenever our students are out of the school on school sponsored trips e.g. Day Trips linked to the curriculum, Cultural Trips, Scout Trips.

## **Rationale of the Code:**

We strive for the all-round development of the student, promoting values and principles, affirming the personal worth and dignity of each student and fostering awareness of the responsibility to work for peace, fairness and unity in society.

The school endeavors to encourage excellence in all areas of the student's life, in an atmosphere of interest, concern and friendship for each person. Therefore, our behavior code is based on respect for self and respect for others. It seeks to promote self-discipline and to challenge our students to act responsibly and to take responsibility for their actions.

## **RESPONSIBILITIES**

### **Teachers**

Teachers are responsible for developing an ethos of positive respect whereby positive exchanges are the norm and students are praised for good behavior. They are required to implement the objectives of the Providence English Private School Behavior Policy by example and explicit teaching. Supervision is a crucial part of behavior management and teachers are required to supervise students at all times to ensure that safety procedures are being maintained.

### **Parents/Guardians**

Supportive parents and a favorable home environment play a crucial role in shaping the attitudes which produce good behavior in school. In particular, parents should:

- Co-operate with the school by encouraging their child to abide by the school rules;
- Actively support the school staff in the application of the Code of Behavior;
- Keep themselves informed of their children's behavior, progress, attendance and punctuality by regularly checking their Journals/Diaries;

- Contact the school if they are concerned about any aspect of their child's behavior and/or progress.

## **Students**

Students are required to abide by the Behavior Policy and develop the ethos of positive respect in the school. Our school has an expectation of excellence in all areas and by focusing on this, our students can develop their potential and 'become internationally minded young people of excellence'.

## **Bullying**

Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others. Bullying in young children especially in the older grades manifests itself in:

- Physical – pushing, kicking, punching
- Verbal – teasing, threatening, intimidating
- Psychological – ganging up, passing notes.

The school strives to generate an ethos which focuses on mutual respect and the promotion of justice and fairness for all. These values are integrated into the school curriculum and are promoted by special exercises undertaken by year or class groups. The school's handling of bullying aims to be sensitive and supportive. Counseling will be made available to any student who wishes to avail themselves of it.

1. Students are encouraged to develop a strong anti-bullying stance and to report cases of suspected bullying to any one of the following:
  - Class Prefect
  - Senior Prefect assigned to class
  - School Counselor
  - Social Worker
  - Class Teacher
  - Member of Student Council
  - Other Staff Member- including Supervisor, Vice-Principal and Principal.
  
2. Parents, concerned that their child might be a victim of bullying, (perhaps through observing mood swings or a change in attitude to school on their child's part), are encouraged to contact school authorities who will endeavor to sensitively address parental concerns.
  
3. All staff members are encouraged to be vigilant in ensuring that students can learn and develop in a happy, secure school environment.
  
4. All cases of bullying should be reported to the Principal.
  
5. The sanction for those involved in bullying may be suspension or the question of a student continuing in the school might be referred to the Board of Management.

**(Please refer to full description in Anti-Bullying Policy)**

## **School Rules**

1. The highest standard of courtesy and good manners is expected when dealing with all those involved in school life, teachers, ancillary staff and fellow pupils. Answering back rudely, verbal insults, defiance, any form of disrespect to adult or student are not tolerated.
2. Students' behavior must at all times be in accordance with the Ministry Behavior Conduct.
3. Full School uniform is obligatory and must be worn during school hours and at school functions.
  - The complete school uniform must be worn by every student during school.
  - Uniform must always be clean and neat.
  - The P.E. uniform must be worn on P.E. days according to the school timetable.
  - Black, Blue, white or Beige jackets are allowed during winter.
  - Girls who wear Hijab should only use Black, Navy Blue or Beige Hijab in school
  - Jeans trousers are not allowed.
4. On non-uniform occasions dress should be appropriate to the event.
5. All students are expected to be at school by maximum by 7:00 AM, in time for the assembly.
  - Parents are requested to inform the administration if their child is sick or going to be absent. They can do so via portal & App or by emailing the school. Students will not be admitted to their class without a medical report or a letter from the guardian justifying the reasons for their absences.
  - Morning tardiness will not be tolerated and violators will be penalized.
  - Girls are not allowed to wear make-up including kohl, have long nails, or use nail polish.
  - Girls who don't wear Hijab must keep their hair off their faces, tied back and tidy. No jewelry is allowed.
  - Boys must have a neat and ordinary hair cut; other styles and long hair are not allowed.

6. Students may not leave the school premises during school time without having their leave applications stamped and a gate pass being issued. This absence must be acknowledged in the journal by a parent/guardian.
7. Students are required to participate in all activities as instructed by the school authorities.
8. Students have a responsibility towards the cleanliness and tidiness of their classrooms and the school environment. Litter must not be scattered and the school furniture must not be defaced or willfully damaged.
9. Books and clothing should be clearly marked with the student's name. It is inadvisable for students to bring items of value to school. School management accepts no responsibility for loss or damage to a student's property. School insurance does not cover loss or damage to bicycles or any other property of the student.
10. Students are forbidden to take into school or to use any of the following:
  - Chewing gum
  - Cigarettes
  - Alcoholic Drink
  - Other dangerous or illegal substances.

In the case of Alcoholic Drink and other dangerous or illegal substances, the Principal may suspend the students involved. The matter will be referred to the Board of Management where the question of expulsion will be considered. Parents will have the opportunity to express their views to the Board prior to it reaching a decision on any course of action it may take.



11. Bullying, verbal, physical or otherwise, is forbidden and is a serious breach of discipline.
12. Truancy is forbidden and is a serious breach of discipline.

### **Academic Requirements**

1. To enable students to work to the best of their ability and achieve their academic potential. The school authorities insist that students should:

- Show respect for the person, property and professional status of their teachers and the right of fellow students to work and make progress in the classroom;
- Attend class regularly and punctually;
- Have the required books, equipment, etc. necessary for each class;
- Record and complete homework to the satisfaction of their teachers.

2. Good study habits and skills need to be developed from the very beginning.

Students must:

- Come well-groomed to school
- Be alert and attentive during a lesson
- Leave the classroom only with the teacher's permission

3. To facilitate an orderly and disciplined movement of students within the school premises, clearly defined pathways have been marked.

4. Students assembling in the main hall are required to behave maturely and responsibly (no hooting, clapping or whistling etc.).

## **Code of Behaviour Sanctions**

The ministry of Education has set Codes of Behavior and those have been delivered to all students and parents, and also available on school website & App.

Discipline begins in the classroom and is essential for a good learning environment. In general teachers handle problems and apply their own sanctions and for the great majority of students the question of sanctions does not arise. However, sanctions will be applied where breaches of our Code of Behavior occur. These will be implemented depending on the age of the student and the seriousness of the action.

With primary students, the teacher or a person in authority should:

- Reason with the pupil
- Reprimand verbally, including advice on how to improve.
- Temporarily separate him/her from peers within the class or temporarily send to another class.
- Prescribe extra work
- Suspend privileges
- Give detention during break
- Communicate with parents
- Refer to the Principal and further meeting with the parents.

### **Steps in the Disciplinary Process for Secondary students:**

1. Teachers may note details of unacceptable behavior or failure to complete homework assignments in the class Pink Book and student/parent Portal, this allows a direct communication between teacher and parent.
2. On the third recorded offence, after-school Detention will be given by the School Counselor, who issues a detention, and will also send a letter to inform parent's details of the incident and detention.

3. Serious transgressions such as suspected forged notes, smoking, defacing school property is reported to the Section Supervisor on first offence. The Section Supervisor will communicate the incident with the school Counselor and management to impose detention and informs the parents. On the second such offence the School Counselor reviews the situation and takes appropriate action according to Ministry of Education Behavior Code. The procedure outlined above will be followed except in cases where it is considered to be in the best interest of the student to do otherwise.
  
4. Bullying is considered a most serious offence and will be dealt with by the Social Worker, student counselor & Principal.
  
5. The Principal and Vice-Principal reserve the right to become involved in any disciplinary matter or to instruct the relevant Year Head or Section Supervisor to deal with the matter if it is deemed that such involvement is necessary in the particular instance.

### **Discipline Committee:**

The Discipline Committee will usually be composed of 4 persons:

Vice-Principal      Relevant Section Head      Social Worker      Counselor

### **Detention**

1. Teachers may impose detention for misbehavior in class. This detention may take place at lunch time and will be noted in student's Journal by the teacher concerned.
  
2. A student will receive detention when:
  - Three offences have been noted in a student's Journal or
  - Three "unexplained lates" have been noted in the student's Journal.

Unexplained lates are counted separately from other complaints over the academic year. Parents/Guardians are required to sign the stamp in the Journal informing them of this detention.

### 3. Mobile Phone Detention

If a student has a mobile phone in class it will be confiscated until the end of the term and the student will have a two-hour detention and a warning letter.

### **Suspension**

Only the School Principal may suspend a student from school. In the case of gross misbehavior, the Principal can sanction an immediate suspension, pending a discussion with the Parents/Guardians and a review of the incident at issue. Except in exceptional circumstances written notification of the suspension and its duration will be given to parents/guardians.

The students will be regarded as being in the care of their parents/guardians during the period of their suspension from school.

Return to school following a period of suspension may be subject to the student's signed acceptance of the school Code of Discipline and may be subject to further conditions which the school deems necessary in the circumstances.

### **Expulsion**

The School principal based on Board of Management has the power to expel a student. Expulsion is a last resort and is considered when the continued attendance of the student at the school is, in the Board's view, harmful to the education, health or safety of other students (or any member of the school community) and/or when, in the Board's view, the student concerned can no longer benefit by remaining in this school.

**Note: Please refer to Student Handbook for details of the Ministry of Education Code of Conduct.**

<b>Policy Reviewed By</b>	<b>Social Worker, Counsellor &amp; SLT</b>
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<b>Policy Approved By</b>	<b>School Principal</b>