

Distance Learning Plan Unexpected School Closure

مَدْرَسَةُ الْخَلِيجِ النَّمُوذَجِيَّةِ Gulf Model School



STUDENT BEHAVIOUR
MANAGEMENT POLICY
DISTANCE LEARNING



OBJECTIVES:

1. To promote positive behaviour and take self and public responsibility among students within the school community.
2. To create an appropriate educational environment for the success and enhancement of the Distance Learning Initiative based on the integration and continuity of education in facing crises and natural disasters.
3. To apply the principle and culture of reinforcement, encouragement and permanent care to the educational community to reduce behavioural offences outside the walls of the school (Distance Learning) with the best possible educational means.

SCOPE OF APPLICATION OF BEHAVIOUR MANAGEMENT GUIDELINES:

Definitions:

Distance Learning: A method of self-learning which employs the use of modern technology and leads to the strengthening of the open and continuing education system.

Student Behaviour Management: A set of procedures to help control student behaviour when learning remotely.

Educational Environment(Virtual School): The educational community work environment with its physical, social, human, psychological and virtual elements (Distance Learning Environment), using electronic platforms via the Internet.

Electronic Period: An official period to which the instructions, regulations and laws are applied as in the digital classroom period, and they may be synchronous (direct broadcast) or asynchronous (as per electronic sources available at any time).

Behaviour: Every statement made, and act, practice, or activity done by students through their interaction with the educational environment surrounding them.

Absence: Missing class (distance learning environment) for one or more days, or part of the school day or more, both excused and unexcused.



Bullying: Any frequent form of intentional psychological, physical, verbal, electronic, or digital abuse or intimidation, or threat by a student or group of students toward one or more students or towards school staff.

Cyber-bullying: Using the means of communication and information technology to insult, use profanity towards, threaten with violence, slander, or blackmail someone.

Technical Offences: Any act committed, including unlawful entry, to threaten or blackmail a person, prejudice his/her private life, defame or harm him/her, access or delete his/her private data, or produce anything that might undermine public order or religious values.

Communication Channels: Any means of communication between the school management, students and parents. This may include phone calls, e-mails, SMS messages, social networks and channels, and smart notices.

OFFENCES AND BEHAVIOURS IN THE VIRTUAL SCHOOL (DISTANCE EDUCATION):

Minor Behavioural Offences

- A delay of (10) minutes or more from the beginning of a distance learning class when broadcasting live without an acceptable excuse.
- Wearing clothes that violate public decency and morals while attending the period when broadcasting the distance learning period live.
- Private conversations or discourse that is not related to study and hinder the course of the lesson during the live broadcasting of the distance learning period.
- Ridiculing the teacher or a colleague during the distance learning period.
- Eating while attending distance learning.
- Adding any unauthorized program, including programs that are shared and free programs.
- Using the microphone feature, camera or chat without prior permission from the teacher.
- Playing games (except with the express permission of the teacher because it is an educational necessity linked to the lesson.)
- Misusing rights and tools available through classdojo, Zoom, Google Meet and Google Classroom.

Serious Behavioural Offences:

- Absence from a single school day (via distance learning) without an acceptable excuse.



- Inciting students not to attend periods, threatening or intimidating them, and not attending periods in distance learning platforms.
- Creating quarrels between students, whether visual or written, by broadcasting via synchronous and asynchronous distance learning platforms.
- Using e-mail or social media to reveal information of a personal nature.
- Removing the teacher or students from the group that leads to blocking the course of the lesson, teacher's work and other
- students' rights.
- Abusing or insulting official visitors during live broadcast.
- Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.

Procedures For Dealing With Offences:

Cases will be presented within the competences of the school management, and accordingly, the necessary decisions are taken according to the Behaviour Management Policy of the school. In the event that a student with special educational needs or of determination commits a behavioral offence during distance learning, the School Management Committee and the school support team shall coordinate with each other to study the behaviour of the student to determine the relationship between the offence and the disability, and then apply the measures.

ROLES AND RESPONSIBILITIES OF STAKEHOLDERS:

SCHOOL ADMINISTRATION:

- Ensure that teachers' accounts are activated on educational platforms. Follow-up on teachers' execution of the allocated periods according to the set schedule and ensure that the teacher uses professional language during broadcasting.
- Ensure the quality of the activities and educational materials provided to students in the virtual school.
- Instruct students to log-in the training platform to see how to practise interactive distance learning lessons.
- Prepare schedules for the distance education periods according to the methodology that has been sent from the school operations.
- Ensure that all students have devices to enable distance learning.
- Coordinate with the technical support team to solve and avoid any technical issues that



may disrupt distance learning.

- Monitor the impact of training on teachers and their readiness for distance learning.
- Monitor the absence and tardiness of students during the broadcasting of periods, and follow up with school administration specialized staff.
- Conduct teacher / student / parent surveys on the quality of distance learning and generate improvement plans.
- Prepare and submit reports on the Distance Learning Initiative.

PARENTS

Full responsibility for the user agreement concerning the usage policy and rules in terms of:

- Running officially accredited programs for distance learning
- Refraining from filming or disclosing the live broadcast
- Being present for guidance during the broadcasting period

Secure environment readiness for students in their homes through the following:

- Providing an adequate place and providing the Internet
- Maintaining the student's overall good appearance during lessons
- Support and encourage students to practise distance education by ensuring that they attend and complete all educational activities.

Comply with the school's decision regarding any offences committed by their child. In the event that the parent/guardian refuses to comply with the school's decisions or take responsibility for their child's offence, the matter will be taken seriously by the school management.

TEACHER

- Ensure to supporting educational and research objectives and in line with the initiative's mission and objectives.
- Adhere to the rules of proper discipline and conduct in electronic communication and maintain students' personal information confidential.

STUDENTS

- Comply with official times and dates in accordance with the regulations and laws issued by the Distance Learning Initiative.
- Keep the device ready for learning.



- Adhere to all rules. Any violations will result in procedures ranging from withdrawing the user's right to log-in or monitoring the use of the service, or terminating his/her use of the service, or both, with retroactive effect.

E-LEARNING WELLNESS COORDINATOR

The inclusion champion is instated as the wellness coordinator.

Some of the responsibilities are

- Coordinate wellness development opportunities for staff and parents.
- Facilitate classroom workshops on health and wellness topics.
- Plan and implement school-wide wellness programmes.
- Partner with teachers to integrate Wellness into the classroom.
- Ensure youth voice and leadership is heard.
- Participate and support the work of the Wellness during distance learning.