

BEHAVIOUR MANAGEMENT POLICY

2020-2021



HABITAT SCHOOL
AL JURF, AJMAN

Creation Date: 12/5/2018

Last Amendment Date: 13/4/2020

Next Review Date: April 2022

STUDENT BEHAVIOUR MANAGEMENT COMMITTEE (SBMC) MEMBERS 2020-21		
	PERSON IN-CHARGE	DESIGNATION
Chair of the Committee	Mr. Bala Reddy Ambati	Principal
Assistant Chair of the Committee	Mr. Suresh Sukumar	Vice Principal
Advisors	Ms. Nisha Thomas Ms. Shaila Ahmed Mr. Syed Khurram Mr. Mujbeer K S Ms. Ayesha Zubair Mr. Vijesh Kumar Ms. Margina Selvaraj Mr. Sajir Kanjirampara	Supervisor (Grade 1) Supervisor (Grade 2) Supervisor (Grade 3) Supervisor (Grade 4) Supervisor (Grade 5-8) Supervisor (Grade 5-8) Supervisor (Grade 9-12) Supervisor (Grade 9-12)
Reporting members	Ms. Dhanasree Narayanan Ms. Ligi K A Mr. Aji Jacks	School Counsellor School Counsellor Head of Physical Education
Head of the Student Affair Unit	Mr. Suresh Sukumar Ms. Sasneem Sanoop	Vice Principal Head of the Counselling Department
Safety Officer	Mr. Hamza Kollath	Administrative Officer
Teacher Representatives	Ms. Pramitha Mr. Akbar Ali V P Ms. Shaikh Sareen Mr. Arun P Mr. Prabosh Mr. Gurudath S Ms. Suhara Bishara	Physics Teacher Arabic Teacher English Teacher Commerce Teacher PE Teacher Maths Teacher English Teacher
Student Council Representatives	Abhishek Mathew Aushi Jha	Head Boy Head Girl
Parent Council Representative	Mr. Shibu Varghese	-

Our Vision

The school envisages learning as a communitarian process of imbibing education from the natural, academic, social and technological ecosystems created around the institution of school.

Our Mission

We strive to provide a new model of education for the expatriate children in the UAE in a culturally inclusive, technologically effective and ecologically sensitive way in a cosmopolitan environment.

Core Values

Inclusivism

Justice

Dignity

Transparency

Accessibility

Pursuit of Excellence

Introduction

The Minister of Education, after reviewing the Ministerial Resolution No.619 of 2017, in respect of the regulation of the students' behavior management at the General Education Institutions, - and with due consideration to the requirements of the public interest, has issued Ministerial Resolution No.851 of Year 2018 On Code of Behavior Management for Students in the General Education Institutions. The school behaviour management committee complies with this policy of MOE

Objectives of the Policy

In particular, this policy seeks to achieve the following objectives:

1. Building positive behavior among the students inside the school community.
2. Enhancing the positive and exemplary behaviors and having them repeated on a regular and persistent basis, through the application of promotion, encouragement and care principles at all times, and reducing the behavioral offenses by using the best possible educational means.
3. Identifying the lines of responsibility in order to achieve integration among the roles inside the school community, through activating, applying and determining the procedures, to ensure the enforcement of the regulation of students' behavior management in a clear, flexible and fair manner.
4. Creation of an educational environment that is proper to enhance the principle of integrated upbringing, which is based on the parity and harmony between the cognitive, personal and social aspects forming the features of each student.

5. Application of the principles and culture of the promotion, encouragement and permanent care within the educational community, in order to decrease the behavioral offenses inside and outside the school, by using the best possible educational methods.
6. Orienting the students and their guardians on their obligations and earning their trust in respect of the fairness of the adopted procedures and methods, in order to achieve the self-discipline and the development of the positive and exemplary behavioral attitudes of the students inside the school community on a permanent basis
7. Provision of a reference for identifying the rules, standards and procedures that should be referred to in dealing with the students' behaviors, in order to ensure the compliance with the school values and systems.
8. Ensuring that the preventive and handling mechanisms of behavioral problems and offenses are effectively planned and implemented.
9. Behavioral and educational rehabilitation of students through rehabilitation services and programs in partnership with the behavior reforming agencies, in consistency with their behavioral cases, in order to ensure that they are re-integrated within the society.

Scope of the policy

- The articles hereof shall apply to all of the General Education Institutions, from the 3rd elementary Grade to the 12th Grade and the learners of continued learning.
- The students targeted by this Regulation are divided into three categories:
 - a) First category: the kindergarten children until the second elementary Grade (this category shall be subject to its own indicative guidance Regulation).
 - b) Second category: 3rd Grade to the 12th Grade students.
 - c) Third category: the students of the integrated continuing education.

Behaviour Score

1. Behavior subject shall be considered as one of the basic subjects that reflect the learning outputs and the student's attainment in the moral terms and shall be dealt with the same as other subjects in terms of passing and failure.
2. One hundred marks shall be allocated to the student's behavior subject. This policy shows the basis and mechanism of granting and deduction of behavior marks, where it is divided into two basic components: positive and exemplary behaviour.

Total Behaviour Score is a set of estimates that monitor the student's overall positive and exemplary behaviour and is expressed in a numerical value of (100) marks at the end of the school year.

Positive Behaviour	Exemplary behaviour	Total score
80	20	100

3. 60% shall be the minimum expected mark of behavior. The student shall be granted opportunities to make up for the marks deducted during the school year from his / her semester behavior mark balance, through the improvement of the exemplary behavior marks or by not repeating the offense and his / her adherence to the positive behavior.

Promotion of Behaviour

The students' positive and exemplary behavior shall be promoted in consistency with their age groups, school grades and their mental and physical capabilities by using various methods. The following controls shall be considered when the procedures of positive and exemplary behavior promotion are applied:

1. Promotion shall focus on the student's behavior.
2. Promotion shall be done on immediate basis, through applauding the exemplary behavior and developing the positive behavior.
3. Equal opportunities shall be provided for all students, in order to promote their positive and exemplary behaviors.
4. Promotion shall be commensurate, in type and degree terms, with behavior to be promoted.
5. Methods of promotion include moral, material, and educational methods.
6. The students achieving the exemplary behavior criteria shall be rewarded by engaging them in the programs in which they will represent their school, whether inside or outside UAE, such as "Ambassadors" programs.
7. The student's guardian shall be informed of his son's / daughter's behavior through periodic reports and meetings. The methods and strategies adopted by the school shall be discussed in order to promote the student's behavior. Emphasis shall be made on the need for cooperation between the student's guardian and the school, to establish the culture of the student admitting the mistakes and apologizing.

First degree offenses (simple offenses)

4 marks shall be deducted for each offense

Offense no:	Description
1.1	Being repeatedly late to the morning parade or failing to participate therein without an acceptable excuse.
1.2	Failing to attend the classes on time repeatedly without an acceptable excuse.
1.3	Non-compliance with the school uniform or the school sports uniform without an acceptable excuse.
1.4	Overgrown hair for boys or bizarre haircuts for boys and girls
1.5	Not bringing the books and school kits without an acceptable excuse.
1.6	Non-compliance with the positive behavior rules inside and outside the classroom, such as: keeping calm and disciplined during the class time and making inappropriate sounds inside or outside the classroom
1.7	Sleeping during the class time or formal school activities with no justification (after making sure of the student's health status).
1.8	Eating during the class times or during the morning parade without a justification or permission (after making sure of the student's health status).
1.9	Non-compliance with presenting homework and assignments given to him / her in a timely manner.
1.10	Misuse of the electronic devices such as the tablets etc., during the class, including playing games and using headphones inside the classroom.
1.11	All of what is similar to these offenses as per the discretion of the Behavior Management Committee

Mechanism of dealing with first degree offense

Repetitiveness	Deducted Mark	Action
Upon Committing	None	<ul style="list-style-type: none">• Teacher shall give verbal warning and directions.• Documenting the offense and the action taken in coordination with the administrator in charge (academic advisor, social worker, head of students' affairs unit, or Vice Principal for students' affairs or the school Principal).
First Repetition	None	<ul style="list-style-type: none">• The head of students' affairs unit or Vice Principal for students' affairs shall issue a written warning and document the offence.• The social worker shall inform the parent/guardian in writing
Second Repetition	2 marks	<ul style="list-style-type: none">• Referring the student to the social worker.• Social worker shall summon the student's guardian.• Signing an undertaking not to repeat the offense again by the student's guardian and informing them of the marks deducted
Third Repetition	4 marks	<ul style="list-style-type: none">• Social worker shall summon the guardian on the day next to the offense date.• The head of students' affairs unit or Vice Principal shall issue a written warning for the student and his / her guardian in case no response is made.

Second degree offenses (medium severity offenses)

8 marks shall be deducted for each offense

Offense no:	Description
2.1	Not attending the school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams.
2.2.	Getting in or out of the classroom during the class time without permission.
2.3	Not attending the school activities and events without an acceptable excuse.
2.4	Inciting quarrel, threatening or intimidating peers in the school.
2.5	Acting in a manner contradicting with the public morals or the public order at the school and with the values and traditions of the society, such as imitating the opposite sex in terms of clothes, appearance, haircuts and use of makeup.
2.6	Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift.
2.7	Bringing mobile phones or misuse any means of communication
2.8	Verbally abusing or insulting students, staff, or visitors of the school.
2.9	Smoking or possessing the relevant kits inside the school campus.
2.10	Refusing to respond to the instruction of inspection or to hand over the banned materials.
2.11	All of what is similar to these offenses as per the discretion of the Behavior Management Committee

Mechanism of dealing with second degree offense

Repetitiveness	Deducted Mark	Action
Upon Committing	4 marks	<ul style="list-style-type: none">• The head of students' affairs unit or the Vice Principal shall issue the first written warning and instruct the student to sign on an undertaking not to repeat the offense.• The social worker shall study the case file of the student.• The head of students' affairs unit or the Vice Principal shall summon the student's guardian on the day next to the offense date and ask them to sign an agreement for reforming his son's / daughter's behavior.• Monitor the student's behavior and provide guidance sessions for him / her.
First Repetition	8 marks	<ul style="list-style-type: none">• Behavior Management Committee shall meet upon the instructions of the Committee administrator, and decisions shall be implemented on the day next to the offense date.• The Committee shall have the student temporarily suspended for a maximum of two days and assign him / her with study assignments inside the school• Issuing the second written warning to the student and his / her guardian.• Implementing a set of strategies for reforming the student's behavior
Second Repetition	8 marks	<ul style="list-style-type: none">• Behaviour Management Committee shall meet immediately and shall take the proper decision.• Suspending the student for 1 to 3 days and assigning him / her with a study assignment inside the school.• Requesting the support of an agency concerned with behavior for studying the case file.• Issuing the final warning for the

		<p>student and his / her guardian.</p> <ul style="list-style-type: none"> • Transferring the student to another school as a disciplinary action; if he / she does not reform his / her behavior, and putting him / her under continuous observation.
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Third degree offenses (grievous offenses)

12 marks shall be deducted for each offense

Offense no:	Description
3.1	Various types and forms of bullying.
3.2	Copying or reproducing the assignments, reports, researches or projects and taking credit for them
3.3	Getting out of the school without permission or absconding during the school day.
3.4	Attempting to defame peers and the school staff via social media or abusing them.
3.5	Impersonating others' personality in the school, during transactions, or forging the school documents.
3.6	Destroying or seizing the school furniture, tools, and vandalism
3.7	Tampering with or destroying the school buses. Causing harm to the driver, supervisor, or the other road users.
3.8	Assaulting others in the school, without causing any injuries to the victim (corporal abuse)
3.9	Driving a private car recklessly inside or around the school campus, and not following the security and safety instructions.
3.10	Capturing, possessing, publishing or disseminating photos of the school staff and / or students without their permission.
3.11	All of what is similar to these offenses, as per the discretion of the Behavior Management Committee.

Mechanism of dealing with Third degree offense

Repetitiveness	Deducted Mark	Action
Once committed	12 marks	<ul style="list-style-type: none">● Suspending the student immediately (inside the school campus).● Behavior Management Committee shall meet on an immediate basis to take the proper decisions.● Deciding to refer the student to the concerned agencies (such as: behavior reform agencies), for the first time, for a period not more than 3 weeks.● The social worker shall summon the student's guardian immediately and ask them to sign on the warning and the decision.● The social worker shall Following up and receive the reports of the student's case development by the concerned agency (such as: behavior reform agencies)
When repeated	12 marks	<ul style="list-style-type: none">● Suspending the student immediately until the investigations end (outside the school campus).● Behavior Management Committee shall meet on an immediate basis to make the proper decisions, in respect of the student suspension until the end of the semester and transferring him / her to behavior reform agencies.● The social worker shall summon the student's guardian immediately and present the Committee's decision to them.● The social worker shall refer the student to the concerned agencies (such as the behavior reform agencies) for the second and last time.● If the student fails to reform his / her behavior; then he / she shall be transferred to another school as a disciplinary action under a decision by the assistant undersecretary for school operations for the public schools, or by the assistant undersecretary for Control for the private schools

Fourth degree offenses (highly grievous offenses)

Failure in the subject/20 marks shall be deducted for each offense

Offense no:	Description
4.1	Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others.
4.2	Possessing or using arms or blade weapons, or their equivalent inside the school.
4.3	Committing sexual assault inside the school, the bus or during activities.
4.4	Assaulting others in the school causing injuries to the victim (corporal abuse).
4.5	Systematic (pre-planned) or covering up theft
4.6	Bringing, possessing, presenting, or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order, and public decency
4.7	Sexual harassment inside the school, the bus, or during activities.
4.8	Leaking questions of the exams or engaging therein, in any way.
4.9	Setting the school campus on fire.
4.10	Abusing political, religious, or social figures in UAE.
4.11	Possessing, bringing, promoting, or using narcotics, medical drugs, or the psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non-prescribed medical drugs or the psychotropic substances
4.12	Disseminating or promoting ideas or beliefs on extremism, blasphemy or atheism, or the ones harming the political and social regulations of the society.
4.13	Disdaining the divinely revealed religions or stirring sectarian strife in the school.
4.14	All of what is similar to these offenses, which are considered as legally punishable offences, as per the discretion of the Behavior Management Committee.

Mechanism of dealing with Fourth degree offense

Repetitiveness	Deducted Mark	Action
Upon committing	Failing in the behavior subject or final or expelling the student	<ul style="list-style-type: none">• The school Principal, his / her deputy, or the behavior officer shall notify the Legal Affairs Department of the Ministry and the concerned agencies, once the offense is committed.• Notifying the student's guardian of the matter and suspending the student on an immediate basis until the investigations end for a period not later than 2 business days. Suspension period may be extended until the end of the legal investigation under a decision by the undersecretary of academic affairs for the public (general) education.• The Behavior Management Committee shall meet on an immediate basis to refer the matter, through the submission of an explanatory memorandum together with the evidence on the offense committed, to the undersecretary of academic affairs for the general education or the person he nominates, who shall make a decision to refer that case to the concerned agency in coordination with the Legal Affairs Department.• Seizing the tools used in committing the offense once it occurred, in order to hand them over to the security authorities.

EXEMPLARY BEHAVIOUR

Exemplary behaviour 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:

Indicators	
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 needs, 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 good character which can be testified to by his/he colleagues, teachers and staff.
8.	Demonstrates moderation and tolerance and reflects these in his/her behaviour through attitudes and activities that demonstrate his/her ability to understand others, listen 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 student council activities, teams, volunteer work or other school initiatives which has 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 benefit.
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

Persons of Special Needs and People of Determination

- Making sure that the student of special need or of determination is assessed and that a comprehensive report issued for his / her case, which is approved by the special education support centers, and also that this student was categorized among the approved disability categories.
- . If the student of special need or of determination commits a behavioral offense; then coordination shall be made between the Behavior Management Committee, the school support team and the special education support center to study the behavior done by this student, and to determine the relations of the offense to his / her disability, and then the following actions shall be taken:

If the offense is not related to the nature of his / her disability; then the procedures of the behavioral offenses as prescribed herein shall be applied, after getting the approval of the special education support centers. If the offense is related to the nature of his / her disability; then a relevant behavior reform plan shall be set and implemented by the concerned persons. This plan shall be followed up and reviewed on a periodic basis. Necessary support shall be continuously provided to the student, who shall be integrated in the school.

- If a behavior reform plan previously existed; then it shall be reviewed and amended to address the behavior leading to the offense.
- In case the student of special needs or of determination does not get benefit from the behavior reform program applied to him / her; then he / she shall be transferred to another alternative environment that is suitable for his / her

Notes

- Any devices, machines, or things used in the violation, as applicable, will be confiscated, based on the decision of the educational committee of and notifying informing 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 the undesirable conduct should be studied by the social worker and school psychologist in accordance with level and frequency of the conduct.
- The decisions related to the conduct rectification will be made in accordance with the following criteria:
Student's age, frequency of the violations committed by the student, violation level, the damage resulting from the violation.

Committee Mandates

- Review student behaviour issues within the school community.
- Weekly review of students' behavioural records from class teachers.
- Review current systems, and procedures for managing student behaviour
- Convene regular meetings to address student behaviour issues raised by the school community
- Investigate inappropriate student behaviour that has escalated beyond the classroom teacher's control
- Respond in writing to the school community within 3 school days with recommendations for the management of behavioural issues brought to the committee.
- Maintain written records of meetings and interviews conducted when investigating student behaviour matters referred to the committee.
- Forward the committee' recommendations and decisions to the committee advisor for Student Services for endorsement and approval.

Guidelines to the Disciplinary Committee

When reviewing a disciplinary issue, committee members should:

- Keep an open mind
- Carefully consider the documentation that is provided.
- Allow time for all voices to be heard
- Listen to each other.
- Allow for mutual influence
- Make every effort to reach a group consensus
- Whether the decision is reached by consensus or a vote, all committee members should agree the following:
 - Support the decision of the group
 - Keep the deliberations confidential
 - Do nothing to undermine or “second-guess” the decision once it is finalized.

Grievances

1. The student or his / her guardian shall be entitled to lodge a grievance or a complaint to the school administration against the Committee's decision.
2. The student's guardian shall send the grievance via email or through telephone or hand delivery to the addressee.
3. The school administration shall determine in respect of this grievance not later than 3 days, through confirming or modifying the decision. The student's guardian shall be notified of the final determination.
4. The student or his / her guardian may not lodge his / her complaint 5 business days after the date on which he / she was notified of the Committee's decision.

5. If the school does not respond to the complaint within 3 days or in case the student's guardian refuses the response made; then he shall be entitled to lodge an objection to the grievance to the school operations sector, which shall be determined within the maximum of 1 week. The school administration shall submit a report on the offense to the school operations sector.

6. The decision to be made by the school operations sector, after having it approved by the undersecretary for the academic affairs of the general education, shall be deemed final.

This policy is linked with all the other policies of the School.