

2019-2020

BEHAVIOUR MANAGEMENT POLICY

HABITAT SCHOOL, AL TALLAH, AJMAN

Behaviour management include all of the action and conscious in action to enhance the probability people, individually and in groups, choose behaviours which are personally fulfilling , productive, and socially acceptable



BEHAVIOUR MANAGEMENT COMMITTEE MEMBERS

CHAIR OF THE COMMITTEE	Ms Mariyam Nizar Ahamed (Principal)
ASSISTANT CHAIR OF THE COMMITTEE	Dr Huma Ather (Vice Principal)
ADVISORY HEAD	Ms Annie Jerald Maryadasan(Supervisor)
REPORTING MEMBERS	Ms Raseena Ahamed, Ms. Jismi Achipra Valappil
HEAD OF THE STUDENT AFFAIR UNIT	Mr Biju Raju
SAFETY OFFICER	Mr. Anshul Gupta(AAO)
EXECUTIVE COMMITTEE	Ms. Sangeeta Kapoor-Music Teacher Ms. Vinibha Rajendran-English Teacher
TEACHER REPRESENTATIVES	Ms Krishna Priya- Mathematics, Mr. Anand Anilkumar- Swimming Instructor Ms Kavitha Radha Krishnan-Malayalam,
STUDENT COUNCIL MEMBERS	Ms. Afnann Samir Abdulatif-6 A Ms. Iftekhar Adiba – 7 A Mstr. Mohammed Mubarak- 6 B Mstr. Pranav Sunil Kumar- 6 B
PARENT COUNCIL MEMBERS	Mr. Anees C T, Mr. Harish Chakkottil, Mr.Abdul Latif, Ms. Hara Priya

School Mission and Vision

Our Vision

The school envisages learning as a communitarian process of imbibing education from the natural, academic, social and technological eco systems 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.

Our Core Values



Behaviour Management Policy: An introduction

On 30 August 2017, Ministerial Resolution 619 of 2017 with the respect the Management of Student Behaviours and Conduct in Education Institutions was published (the Ministerial Resolution).

It applies both public and private education institutions in the UAE from grades 4 to 12. Students, their parents, many employees of education institutions (including teachers, safety officers, deputy headmasters and headmasters) and various committee , councils and authorities are stated to have responsibilities under the Ministerial Resolution.

Objectives of the policy

The establishment and promotion of the principles and practices of positive and exemplary behaviour are key to creating effective and productive learning environments for all the students and at all stages of their education; therefore, this policy aims to achieve the following objectives:

1. Contribute to strengthening the core values of UAE society.
2. Elevate positive behaviours amongst students within the school community.
3. Promote positive and exemplary behaviours through frequent, regular and consistent reward, encouragement and care at all times, and through minimising behavioural offences by the best possible educational means.
4. Identify the characteristics of shared social responsibility by clarifying the roles and responsibilities of all those concerned in order to uphold the principles of justice, transparency and accountability.
5. Achieve balance in the roles and responsibilities within the school community to ensure the implementation of the student behaviour management policy in a clear, flexible and fair way.
6. Promote the principle of holistic education based on the equality and harmony of the cognitive, personal and social attributes that constitute the characteristics of each learner.
7. Create an adequate learning environment that is suitable for all students, including people with determination, and school staff to exercise their roles in order to achieve the objectives of the educational process.
8. Familiarise students and their parents with their rights and duties, policies and instructions on behaviour. and the importance of complying with these in a manner that achieves self-discipline, and enhances their awareness of the UAE society's values and heritage, and of those values of other neighboring communities, and their social responsibility towards the current issues, their environment, surroundings and the sustainability of their future. Provide a reference to the standards and procedures to be invoked and adopted while dealing with the behaviour of students that is in line with school values and policies.
9. Provide reintegration services and programs appropriate to the student's behavioural and educational needs in order to reintegrate him/her into the school community.

BEHAVIOUR SCORE

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

FIRST DEGREE OFFENCES (SIMPLE OFFENCES)

4 MARKS SHALL BE DEDUCTED FOR EACH OFFENCE

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

ACTION

Upon Committing	Verbal warning and direction
First Repetition	<ul style="list-style-type: none">❖ Written warning and documenting the Offence.❖ Inform the parent/ guardian in writing
Second Repetition	<ul style="list-style-type: none">❖ Deduct half of the grade (2 marks).❖ Call the Parent/guardian.❖ Refer to Social worker❖ Signing an undertaking not to repeat the offence again
Third Repetition	<ul style="list-style-type: none">❖ Summoning the guardian on the day next to the offense date.❖ Issuing a written warning for the student and his / her guardian in case no response is made.❖ Deduct the full grade (4 marks).

SECOND DEGREE OFFENSES (MEDIUM SEVERITY OFFENSES)

8 MARKS SHALL BE DEDUCTED FOR ACHE 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

ACTION

Upon Committing	<ul style="list-style-type: none">❖ Deduct half of the grade (4 marks).❖ Issuing the first written warning and instructing the student to sign on an undertaking not to repeat the offense, as per the Form No.9.❖ Completing the file of the individual case study by the academic advisor/social worker.❖ Summoning the student's guardian on the day next to the offense date and asking them to sign on an agreement for reforming his son's / daughter's behavior.❖ Monitoring the student's behavior and providing guidance sessions for him / her.
First Repetition	<ul style="list-style-type: none">❖ Deduct the full grade (8 marks).❖ Having the student temporarily suspended for a maximum of two days and assigning him/ her with study assignments inside the school.❖ Bringing the matter before the Behavior Management Committee of 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	<ul style="list-style-type: none"> ❖ Behavior 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 student and his / her guardian. ❖ 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 the 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.

ACTION

Upon Committing	<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. ➤ Summoning the student's guardian immediately and asking them to sign
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	<p>on the warning and the decision.</p> <ul style="list-style-type: none"> ➤ Following up and receiving the reports of the student's case development by the concerned agency (such as: behavior reform agencies).. ➤ Deduct the full grade (12 marks).
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<p>First Repetition</p>	<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. ➤ Summoning the student's guardian immediately and presenting the Committee's decision to them. ➤ Referring 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.
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FOURTH DEGREE OFFENSES (HIGHLY GRIEVOUS OFFENSES)

FAILURE IN THE SUBJECT

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.
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ACTION

- 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 own his/her 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/her 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.

REWARDING POSITIVE AND EXEMPLARY BEHAVIOUR

1. The positive and exemplary behaviour of learners is rewarded in accordance with their age, school grade, mental and physical abilities, and in a variety of other ways, as described in Appendix B herein, given that the following policies should be taken into consideration when applying the procedures for promoting positive and exemplary behaviour:
 - Each learner shall be deemed to have positive and exemplary behaviour under this policy.
 - Reward should be done by direct praise for positive and exemplary behaviour.
 - Equal opportunities are provided to all students to reward their positive and exemplary behaviours.
 - Reward should correlate in its type and degree with the behaviour to be rewarded.

---- Reward should be focused on the behaviour of the student and not on his/her personality.

---- The methods of reward should vary between moral, material and educational rewards.

Attendance

The mechanism and measures for calculating attendance and absence shall be subject to the laws and policies issued in this regard.

Suspension and re-enrollment

The mechanism and measures for suspension and re-enrollment of the student should be subject to the laws and policies issued in this regard.

Behaviour modification

Intervention to gradually adjust and modify the student's behaviour shall take into account the student's developmental needs and problems, according to the methods and controls mentioned in Appendix D attached.

Behaviour adjustment precautions

Employees of the school community are strictly cautioned not to undertake any of the following measures when dealing with students:

1. Physical punishment of any type, kind or form
2. Preventing students from nutrition
3. Provoking, ridiculing and mocking students
4. Preventing the student from using the toilet
5. Psychological punishment such as a verbal insult or threat
6. Limiting the student's freedom or locked detention in school
7. Seising student personal property by individual decision without the decision of the School Behaviour Management Committee
8. Reducing the subject's grades or threatening to do so
9. Dismissing the student from the class, activity or school during the school day by an individual decision, and leaving the student without supervision
10. Anything similar to these procedures shall be considered to be contrary to the rules and regulations at the discretion of the School Behaviour Management Committee.

Grievance

1- The student or his/her parent has the right to submit a grievance or complaint to the Ministry's Undersecretary of Academic Affairs if any of the precautions mentioned in Article (14) are committed, and the School Operations sector shall directly investigate and immediately submit such grievance or complaint to the Undersecretary for consideration, and appropriate action will be taken as deemed necessary.

2- The student or his/her parent/guardian may file a complaint against the decision of the School Behaviour Management Committee and address it to the Undersecretary of Academic Affairs within one week from the date of notification. The procedure of the grievance may be reduced, canceled or may remain the same as the Student Behaviour Management Committee deems appropriate.

3- The student or his/her parent/guardian shall comply with the following procedures and controls in submitting his/her complaint:

A. Fill out the complaint form, and complete all the information with the accuracy and clarity required, and in short, without prejudice to content.

B. Submit the complaint to the office of the Assistant Undersecretary for the School Operations Sector.

C. The complaint shall be submitted within five working days from the date of the incident, whatever it is; for instance, receiving a written warning of negative behaviour or behaviour offence.

D. The student may not submit his/her complaint after the period specified from the date of the incident subject matter of the complaint, and may not submit more than one complaint about the same incident.

E. The relevant authority to the grievance shall take the necessary action, decide on it, and inform the student or his/her parent/guardian of its outcome within a period of not more than one week from the date of filing the grievance. The student or his/her parent/guardian shall be entitled to submit another grievance on the outcome of the first grievance and only one time to the higher authority

