



AL MANAHIL
PRIVATE SCHOOL

Student Behaviour Policy 2019/20

Student Behaviour Policy

DEFINITION(S):

Students' behaviour refers to students' responses to a number of daily life situations and activities, such as the appropriateness or inappropriateness of their words, mannerisms, attitudes and actions toward each other or toward the Teaching Faculty or other members of the wider School community.

PURPOSE(S):

- To promote positive student behaviour in the School.
- To satisfy the ADEK requirement that all Schools regularly review a Behaviour Policy which makes clear to all students and their Parents/Guardians the School's expectations of students' behaviour and how the School will deal with any misconduct.

POLICY:

The procedure of the policy includes details of the School's practices for promoting positive behavior and its guiding and disciplinary action to modify misconduct.

Student Code of Conduct

All students must respect the school's main code of conduct which covers the Council's main rules plus aspects which are particular to the School's expectations.

The School expects that all students will comply with the following guiding principles:

- Meet all School expectations and follow procedures.
- Behave responsibly and do not endanger the safety and welfare of yourself or others.
- Care for the facilities and property of the School and of others.
- Arrive at School and lessons on time and justify any lateness and absences.
- Participate in promoting a positive School image in the community.
- Demonstrate a positive attitude and apply the very best effort toward learning.
- Behave responsibly so as not to disrupt the classroom or the learning of others.
- Respect the heritage and culture of the UAE.
- Treat all members of the School, local and wider community with respect at all times regardless of race, nationality, disability, religion, gender or age.
- Never physically or verbally intimidate any member of the school community.
- Always treat others as you would like them to treat you.
- Act honestly and honourably in all situations.

Bullying

Bullying is not tolerated at Al Manahel Private School and is treated seriously at all times. Students are encouraged to report instances of verbal or physical intimidation to a teacher or member of the pastoral team and this is acted on by the pastoral team who maintain an overview of incidents.

Bullying is a Level 2 behaviour and can result in a student being placed on level two report and parents being contacted. Through Islamic lessons and pastoral assemblies tolerance of other races, religions and nationalities is promoted.

Managing Students' Misconduct

School will use the appropriate disciplinary actions within ADEK guidance to encourage students to understand why their behaviour is unacceptable and how to behave better in the future.

Disciplinary Actions

The school has adopted ADEK's guidance in determining the appropriate progression of discipline, by categorising students' misconduct into three levels, as follows:

Level One - Any behaviour that results in disruption of the teaching and learning environment, which may include, for example:

- Tardiness (lateness/unpunctuality).
- Unexplained absences.
- Not bringing the necessary books and equipment to class.
- Incorrect School uniform (including sports uniforms).
- Disruptive behaviour in classrooms and in School.
- Breaking School rules including in classrooms, hallways, playgrounds and buses.
- Defying instructions from School management and staff.
- Mocking others.
- Disruptive behaviour on School buses (e.g. vandalising bus seats and treating bus supervisors disrespectfully).
- Verbal warning will be issued to the student and the warning is to be signed by the parent and returned to school for records.

Level Two - Any behaviour that results in severe disruption to the teaching and learning environment or that may cause harm to self or others and or property damage, which may include, for example:

- Skipping classes or School.
- Sneaking into School after school hours without the presence of supervisors.
- Using abusive or inappropriate language toward peers and/or teachers.
- Fighting with other students and/or bullying them.
- Theft.
- Vandalising School property or the property of others.
- Using cell phones during School time without the School administration's permission.
- Possessing or viewing pornographic or other inappropriate material.
- Cheating in exams or assignments.
- Providing false documents (e.g. forging Parents'/Guardians' signatures).
- Misuse or abuse of the School's IT systems.
- Level two warning will be issued and parent will be invited to school to sign an **undertaking**.

Level Three - Any behaviour that results in physical danger to others, or which violates applicable laws in the UAE, which may include, for example:

- Assaulting Teaching Faculty members, staff or members of the local community.
- Distributing (or participating in the distribution of) pornographic material.
- Wilful damage to, or destruction of, School and personal property.
- Possessing or selling weapons or explosives.
- Using or promoting illegal drugs or substances in violation of public order and morals.
- Exchanging any inappropriate materials, such as letters or photos.

- Committing major actions contradictory to public morals such as sexual assault.
- In this case a parent meeting will be arranged and level three suspension of 3 to 5 days will be given to the student.

Staged Approach for Dealing with Willful or Persistent Misconduct

The School operates a positive behavior management.

Students are given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviours before disciplinary action (e.g. warnings, written notices) is taken. The Al Manahel procedures are in line with the ADEK guiding principles detailed below. Student misconduct shall be dealt with as follows:

- Firstly, the School shall provide counselling for the student, with a clear explanation, with reasons, of the changes in behaviour that are required of the student by the School.
- Next, the School will put in place a strategy, with the appropriate monitoring and support, to address and correct the student's unacceptable behaviour.
- If there is a need for further escalation of response, the School shall inform Parents/Guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-School strategy. Parents/Guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.
- Should the student continue to behave unacceptably, the School may suspend the student temporarily from School for up to five days and shall issue to the student and his or her Parent/Guardian a final warning.
- In the final stage, if the student fails to modify his or her behaviour in accordance with the requirements of the School, the School may apply to the Council to transfer the student to another School or to permanently exclude the student concerned. In making an application to the Council, the School shall include evidence that all these stages have been followed.

Students with Special Educational Needs

- Students with special education needs are required to follow the same rules and conduct as other students. However, any disciplinary action for a student with special education needs must take into account the nature of the student's special education need and the Individual Education Plan for that student.
- Students with special education needs will not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.

- The implementation of the School code of conduct does not generally differentiate between students with special education needs and other students.

Roles and Responsibilities:

The School Owners and Board of Trustees will:

- Review and approve the School's behavior and discipline policy, and ensure that the Behaviour policy is fully compliant with the requirements of the Council's regulations and policies
- Monitor the School's implementation of its Behaviour policy
- Create a School Disciplinary Committee

The Principal will:

- Implement the School's behavior and discipline policy and related procedures.
- Ensure through regular review of the Behaviour Policy, involve students, Parents/Guardians, teachers and other staff, that the importance of the Behaviour Policy is understood and accepted by all members of the School community.
- Chair the School Disciplinary Committee.

Teachers will:

- Exert efforts to establish the motivation behind and the purpose of the student's misconduct, in order to respond to it with a suitable solution, rather than simply taking a punitive approach.