BEHAVIOR MANAGEMENT POLICY

Approved by: School Governing Board	Date: August 2024
Last reviewed on:	Date: August 2026
Next review:	Date: August 2027

The school will conduct an annual review process. This process will include the following steps:

Review Process
The designated school committee responsible for student behavior management will initiate the review process at the beginning of each academic year.

Data Collection and Analysis
Collect data on student behavioral incidents, including frequency, types of incidents, and disciplinary actions taken. Analyze the data to identify patterns, trends, and areas for improvement in the current policy.

Policy Review and Update
Conduct a comprehensive review of the existing Student Behavior Policy in light of the collected data and analysis. Make necessary updates to the policy to address any identified issues and incorporate best practices for student behavior management.

Communication and Implementation of Updates
Communicate any updates or changes to the Student Behavior Policy to all stakeholders. Implement the updated policy and monitor its effectiveness.

Applies to All Staff
This policy applies to all staff (teaching and administration) working in the school.

Monitoring and Review
This policy is subject to continuous monitoring, refinement, and audit by the School Management, which will undertake a complete annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically, or by hard copy on request.

Introduction

THE SCHOOL encourages students to adopt the highest standards of behavior, principles, and moral standards and to respect the ethos of the school. Promoting the emotional and personal well-being of all our students is central to our students' development. THE SCHOOL is an inclusive community. The best interest of our students is at the core of everything we do, and we expect students to behave at all times in a manner that reflects the best interests of the community. We aim to teach our students to have and demonstrate respect for each member of the school community. We believe that positive relations, good manners, and a secure learning environment play a crucial part in the development of intellectually curious students, who are motivated to become lifelong learners. We develop our students' teamwork and leadership skills through participation in the Student Life Organization® (SLO®), and a wide range of curricular and extra-curricular activities and programs. We expect students to be ready to learn and to participate in school activities. They should attend school and lessons regularly and punctually.

A high level of self-discipline and good behavior is expected at all times. Students are encouraged to understand and appreciate the many benefits to be derived from respecting rules. They are encouraged to be considerate towards others and to take care of their surroundings (including the buildings, equipment, and furniture). If disciplinary codes are contravened, students are held accountable. We want students to understand what is expected of them and why, as well as the consequences of negative behavior.

Whilst THE SCHOOL has set guidelines for disciplinary matters, a disciplinary consequence is not automatically given to a student without considering the mitigating circumstances surrounding the infraction, wherein an investigation should always be conducted. Supervised advising session is the most commonly used disciplinary consequence/action, and students may be assigned such time within school hours, after school, or on Saturdays. If the supervised advising session does not result in improved behavior, the Head Supervisor confers with the Director who also interacts, as required, with the appropriate AQC, the Student Life Coordinator, and the Social Worker to ascertain the root of the problem and take the most appropriate action.

All members of staff are expected to contribute to disciplinary standards both, by enforcing the rules, and by always setting a good example and being positive role models, in line with the MOE's Code of Conduct for Educational Professionals (September 2022). THE SCHOOL staff are committed to excellence, aiming to achieve a spirit of trust and cooperation with all members of the school community. The highest standards of professionalism, respect, and integrity are expected from staff. We expect the highest values and standards of behavior inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school. We expect students to treat staff and each other with consideration and good manners, and to respond positively to the opportunities and demands of school life. Everyone has a right to feel secure, safe, listened to, cared for, and to be treated with respect at THE SCHOOL. Harassment and bullying, in any form, will not be tolerated. Our Anti-bullying policy is available for students, parents, and staff members.

Parental Acknowledgment of Student Behavior Policy

To ensure that the entire school community is fully aware of and understands the Student Behavior Policy, the following steps will be incorporated into the policy:

Inclusion in Parent-School Agreement

The Student Behavior Policy will be included as an integral part of the parent-school agreement.

Parent Acknowledgment

Parents are required to read and acknowledge the Student Behavior Policy by signing the parent-school agreement.

Record Keeping

The school will maintain a record of signed parent-school agreements to ensure the policy is followed.

Involvement of Students in Ensuring Good Behavior

Experience shows that the ethos of and respect for the school is enhanced by listening to our students and by encouraging constructive suggestions from them. The SLO® offers all our students interesting and attractive opportunities to make a difference in their school, improve their academics, participate in and/or lead activities they enjoy and/or excel in, as well as create the appropriate atmosphere to enjoy school and have fun. The SLO® program is run principally by students for students; it has a major impact on the daily functioning of the school, including the standards of behavior.

Discipline Procedures

The purpose of both rewards and consequences is to promote good behavior. A graduated structure of formal rewards and sanctions to complement fewer formal measures is necessary. Formal rewards include SLO® Merit points. The purpose of a reward is to recognize worthy achievement or effort, to motivate and encourage. The purpose of a consequence is to correct, to deter or, on occasion, to protect. The imposition of a consequence should never be an act of retribution. Designated staff members will keep a written record of all instances of serious misbehavior.

Establishment of the Behavioral Management Committee

The Behavioral Management Committee will be established to oversee the implementation and effectiveness of the Student Behavior Policy. This committee will be responsible for reviewing disciplinary incidents, ensuring consistency in the application of consequences, and making recommendations for policy improvements.

Behavioral Management Committee Meetings

The Behavioral Management Committee shall have the authority to convene meetings whenever necessary. Such meetings shall be called to address issues and ensure effective management of behavioral standards and practices. Notification of such meetings shall be provided to all relevant members in a timely and official manner.

Policy on Documented Learning Plans (DLP) and Risk Assessments for Students with Additional Learning Needs

To provide a structured approach for managing situations where students with additional learning needs struggle to regulate their behavior due to underlying needs.

Guidelines:
Identification and Assessment: Identify students who exhibit behavioral challenges due to additional learning needs.
Support Plan: Make a plan tailored to the individual needs of the student that includes specific interventions to support them.
Collaboration and Communication: Involve relevant stakeholders.
Regularly monitor the effectiveness of the plan: Regularly review and monitor the plan.

Policy on Disciplinary Procedures for Students with Additional Learning Needs

Policy Statement: THE SCHOOL is dedicated to applying disciplinary procedures fairly, taking into account the unique challenges faced by students with additional learning needs.

The following guidelines must be adhered to:

Consultation with Head of Inclusion: When disciplinary procedures are being exercised in relation to students with additional learning needs, the Head of Inclusion must be consulted to determine the appropriate disciplinary action. This ensures that the disciplinary measures are suitable and considerate of the student's specific needs.

Specialized Support: Each case involving a student with additional learning needs should be reviewed individually, taking into account the student's educational plan, behavior intervention plan, and any other relevant documentation.

Documentation and Communication: All disciplinary actions and consultations must be thoroughly documented. Clear communication with the student's parents or guardians is essential to ensure transparency and collaboration.

Behavioral Management Committee

The school has established a Behavioral Management Committee who has been formed to oversee the behavioral management practices within the organization.

The committee may include the following members:

- Director / Deputy director / Senior Administrator
- Head Supervisor
- Academic Quality Controllers (AQCs) of relevant grade
- Social worker

Additionally, there is an appeals procedure for any decision taken by the school further explained in Appendix A. The Appeals Committee consists of members who are distinct from the Behavior Management Committee including members from SABIS® regional center and members of the governance team. This committee does not include the Director, Deputy Director, or any staff if they may have a conflict of interest. The Appeals Committee ensures that all appeals are handled impartially and with the utmost integrity.

Rewards

We believe that the best way to ensure the highest standards in both behavior and work is to create a positive ethos where regular praise, congratulations, and affirmation promote the self-confidence and self-esteem of students. A school culture dominated by mutual respect between students and staff and students will lead not only to harmonious relationships but also to the fulfillment of the students' potential both academically and socially.

Discipline should:

- be constructive and purposeful
- be clearly defined and understood within a graduated framework
- be preventive rather than reactive, whenever possible
- balance freedom and responsibility
- be part of, not in conflict with, pastoral care
- be explored and better understood through the advising sessions
- be supported by, and reflected in, the standards expected and upheld day-to-day
- be practiced by the whole community, not just by a few individuals
- involve guardians whenever necessary
- be systematic and consistent, but also flexible
- combine sensitively both rewards and consequences to develop students' accountability skills
- be fair and, where possible, help students and parents to appreciate the fairness

Positive Behavior and Self Discipline

THE SCHOOL encourages positive behavior and self-discipline. We aim to reward and encourage good behavior. Consequences help us to set boundaries, to manage challenging behavior, and to develop students' accountability skills. The Director and all concerned staff undertake to apply any consequences fairly, and, where appropriate, after due investigative action has taken place. The consequences used will be reviewed annually but will not involve any form of unlawful or degrading activity. Students will initially be reasoned with to seek a change of attitude or behavior, or given a reprimand, including advice on how to improve. Once consequences are deemed necessary, they may include:

- Midweek and/or Saturday supervised advising sessions
- Withdrawal of privileges
- Confiscation for a specified length of time of property that is being used inappropriately or without consideration
- Assistance with useful, but not demeaning tasks; community service around the school site
- Withdrawal from a school trip or team event
- A Report Book (a system of regular signing in to promote accountability and positive behavior)
- Withdrawal from lessons or activities- the social worker shall intervene (in cases where the presence of the student is disruptive to the educational process)
- Temporary suspension (suspension from school for a short period in alignment with the local educational authority's guidelines)
- Holding/ Stopping the registration for the next academic year (in alignment with the local educational authority's guidelines)
- Permanent expulsion, which will take place after aligning with the local education authority's guidelines

All parents and students should be aware of the more serious consequences, including suspension and expulsion, that the Director can impose for serious breaches of the rules and regulations. Examples of serious breaches of the rules and regulations include:

- Disrespecting the values/culture of the country
- Persistent disruptive behavior that is impacting the learning and/or safety of others
- Bullying
- Physical or verbal assault/threatening behavior
- Racist or sexist abuse
- Sexual harassment/misconduct
- Alcohol, tobacco (including vape) and drug abuse
- Theft
- Damage to property or belongings

Corporal Punishment and Use of Restraint

Staff or any person working in THE SCHOOL must not use, or threaten to use, corporal punishment or any form of punishment that could hurt the child's long-term well-being. Any use of restraint by staff will be reasonable, proportionate lawful, and in line with the school's Child Protection Policy and the MOE's Code of Conduct for Education Professionals (Sept 2022). Restraint will be used only when immediately necessary, and for the minimum time necessary, to prevent a student from doing or continuing to do any of the following:

- committing a serious or criminal offense
- injuring themselves or others
- causing damage to property or belongings
- engaging in any behavior prejudicial to good order and discipline at the school or to the students, whether the behavior occurs in a classroom or elsewhere

Every member of staff will report to the Director immediately after he/ she needs to restrain a student physically. Parents will always be informed when it has been necessary to use physical restraint on their child.

Appendix A: Appeals Procedure Form

1. Timelines for the Appeal

Suspension Appeals: Parents have 1 working day to appeal a school's decision to suspend their child.
Expulsion Appeals: Parents have 10 working days to appeal a school's decision to expel their child.

Modes of Appeal:
Parents can submit their appeal through one of the following modes:
Email: isckc@isckhalifa.sabis.net
Telephone: +971(2) 556 2555
Direct Meeting: Head Supervisor

2. Appeal Submission Details:

Student Name: _____

Parent/Guardian Name: _____

Date of Appeal Submission: _____

Reason for Appeal:

_____

_____

_____

Signature of Parent/Guardian: _____

Date: _____

3. For Office Use

Date of Appeal: _____

Received by: _____

The decision of the Behavioral Management Committee:

_____
_____
_____

Date of Decision:

_____

Appendix B: Code of Conduct for Students

1. Purpose
To ensure a safe, respectful, and disciplined learning environment that reflects UAE national values and supports academic excellence.

2. General Conduct
Students must:

- Treat all members of the school community with respect and courtesy.
- Follow school rules and staff instructions at all times.
- Avoid any behaviour that disrupts learning or endangers others.
- Represent the school positively during trips, events, and public occasions.

3. Attendance & Punctuality
Students are required to attend all school days and be at school at least 5 minutes before classes start. Repeated absence will have a negative effect on their academic progress. Students arriving after 8:00 a.m. must report to Reception. Students who are absent or late repeatedly with no valid excuse may be stopped from entering class.
The school maintains a record of every student's lateness and absence. This data is shared with educational authorities and followed up by school administration for any further action that the school deems appropriate, up to and including stopping registration for next academic year.

4. Dress Code & Physical Appearance

- Students must wear the school uniform.
- The uniform and the P.E. kit must be kept neat and clean at all times. It is the student's responsibility to be in the correct uniform every day.
- Boys may not wear jewellery, must have a short, classical haircut and be clean shaven.
- Girls may not wear make-up or nail polish, must wear their hair away from the face, and may wear only one set of simple stud earrings in their ear lobes, no other jewellery is allowed.
- Students must not have tattoos.

5. Bus Conduct & Safety
Students who use the school bus should adhere to the following rules:

- In the morning, students should wait for the bus at a safe distance away from the street.
- Students should respect the timing of the bus in the morning and in the afternoon.
- Students should adhere to the seating plan – no change of seating is allowed.
- Food and beverage consumption on the bus is not allowed.
- Students must remain seated on the bus. The bus should come to a complete stop before students exit.
- At all times, singing or shouting are not allowed on the bus.
- Students are not allowed to put their heads or hands outside the windows. All types of gestures to people outside the bus are not allowed.
- Instructions of bus supervisors should be obeyed at all times.

- Students may not instruct or ask the driver to drop them off anywhere other than their designated house.
- Students may not instruct the driver to set a radio station or adjust the volume.
- In the event that parents wish to pick up their child prior to the end of the school day, the School Administration should be notified no later than 12:00 p.m. after which only emergencies may be approved by the School Director.

6. Discipline in School, Class, Trips & Events

A high level of discipline is expected in the school. Students will be held accountable for any behaviour, inside or outside the school, which opposes/contradicts school rules. Students are expected to respect themselves, each other, staff, the school, and the environment. Students should complete all work assigned, bring the required materials to classes, pay attention to the teacher, and not disturb the lesson.

Smoking and chewing gum are strictly forbidden on the school campus.

7. Aggressive Behaviour & Bullying

Bullying in any form physical, verbal, or mental is not tolerated. Students who bully others are liable to be expelled from school. Students should never take matters into their own hands; if students feel they are being wronged or harassed, they should report the situation to the Student Life Coordinator, supervisor, or any other responsible adult. Rough play is not acceptable, neither is bad language.

8. Mobile Phones & Electronic Devices

Students are not allowed to bring mobile phones and other electronic devices to school. Students who use digital books must bring in their tablets to school. In case of an emergency, students will be permitted to call their guardians from Reception. Use of smartwatches, earbuds, or tablets in exams is prohibited.

9. Examinations

Students absent from an exam or absent the day before an exam may be required to take a make-up exam scheduled at the discretion of the Administration. Make-up exams may be harder than the original exam. Students must acquaint themselves with the Exam Hall Rules and abide by them very strictly. Cheating is not tolerated and will be dealt with strictly with serious consequences.

10. Food Services

The school caterers offer facilities for a hot meal service at breakfast and lunch time for students, as well as a cafeteria for snacks during breaks for Pre-KG and above. Parents can subscribe to the hot meal service at the school's accounts office. Pre-KG to KG2 students are not allowed to bring money to school and may not buy from the cafeteria. Students who do not wish to use the cafeteria services may not order food from outside caterers.

11. Leaving the School Campus

Students must not leave the school campus for any reason without the approval of the Administration. Parents wishing to take their children before the end of school must

submit a request in advance. Those leaving early have to be collected by an approved person assigned by their guardians.

12. MEDICAL

The nurse is available in the clinic during school hours. Sick students should stay at home, but students who feel sick during the day may report to the nurse. When returning to school, students who were absent must bring a medical report clearly stating the reason for absence. The medical report is essential if the student needs special care or treatment or needs to continue taking medication.

Medicine to be taken during school hours must be sent to the nurse with complete information. Upon the recommendation of the school nurse, the Administration gives permission to a student who is sick to leave the school during the school day. Students absent from a Periodic exam cannot attend classes on that day.

13. TIDINESS

Students are expected to keep their classrooms and school clean and tidy at all times. Students are responsible for their desks and the area around them.

14. Compliance with School Decisions

Students must abide by the school rules and accept school decisions in all matters, whether they are included in these rules or not, since it is not possible to include all details in any written document. Parents and students with questions about these rules are encouraged to speak to the relevant member of the Administration.

Failing to abide by the school rules and policies will have consequences that vary depending on the severity of the infraction, the history, and the age of the student among other reasons.

Such corrective actions and consequences might include, but are not limited to: advising students, meeting with parents, break-time, after-school, or supervised advising sessions on Saturday morning, placing students in the Report Book, suspension, and ultimately expulsion from the school.