



STUDENT BEHAVIOUR
&
DISCIPLINE POLICY

POLICY NAME	STUDENT BEHAVIOUR & DISCIPLINE POLICY						
APPROVAL AUTHORITY	PRINCIPAL	ADOPTED	APRIL 2023	REVIEWED	JANUARY 2024	NEXT REVIEW	JANUARY 2025
RESPONSIBLE EXCECUTIVE	SCHOOL COUNSELLOR						
RESPONSIBLE OFFICE	DISCIPLINE COMMITTEE	AVAILABLE	In the Library , Website				

The following information has been prepared to help acquaint students and parents with the rules and guidelines which are necessary for Ideal English School to operate and function smoothly. It is the students' responsibility to become familiar with the contents of the Discipline Policy and to follow them strictly. The Discipline Committee of IES comprising of Principal, Headmistress, Head Primary, Supervisor, Teachers, student leaders will support in ensuring discipline in the School Campus.

GENERAL PRINCIPLES:

1.1 DRESS CODE

- All students are expected to wear the prescribed school uniform with dignity and pride. They must be neatly turned out at all times.
- Students of grades 1-12 will wear their house uniform on P.E. days.
- Hair style must be simple and neat with hair up to the shoulders and beyond must neatly maintain it in ponies /plaits.
- Students must wear black, well-polished school shoes on all days except on P.E days when they are required to wear white sport shoes.
- No visible make-up is permitted.
- Girls are not permitted to wear any jewellery except a pair of simple earring.
- Any religious pendant must be worn inside the uniform.
- Failure to comply with the school's uniform regulations may result in a student being sent home.
- Student ID card is compulsory.

1.2 RESPONSIBILITY OF INDIVIDUAL STUDENTS IN RELATION TO CONDUCT AND BEHAVIOUR

- Conduct themselves with dignity and poise, to be polite and respectful to their elders and to be kind and co-operative with their fellow students.
- Greet visitors to the school and members of the staff with respect.
- Give due respect to School Prefects and other badge bearers.
- Mark/label their belongings for easy identification. Neatly cover and properly label their books.
- Bring a note from the Parent, in the school diary whenever the student is unable to attend school.
- Submit the acknowledgement forms of all circulars, signed by the parent the next working day itself.
- Counsel and advice friends and classmates who might be deviating from the norms of conduct and behaviour expected.
- Cultivate high ethical standards based on a strong sense of values and have courage in their convictions.
- Respect and abide by the laws of the land and the rules and regulations of their school.
- Be considerate to the needs and feelings of others.
- Respect the religion, culture and sentiments of others.
- Be aware of their own cultural heritage and take pride in it.
- The members of the Prefectorial Body and other badge bearers are expected to earn the respect due to them.
- Respect others and their property

1.3 SCHOOL PROPERTY:

- Damage to any school furniture, wall or anything belonging to school must be reported immediately.
- Damage done even by accident, should be reported at once to the Class Teacher or the Supervisor.
- Keep the campus and the school building neat and clean.
- Respect property: the schools', your classmates' and your own.

1.4 CODE OF CONDUCT IN THE BUS:

- Parents are advised to ensure the safety of their wards at the pick-up points before boarding and after alighting from the bus.
- Change of address should be notified in writing, promptly to the Administrative Officer.
- Students will be dropped at the same point from where they are picked up.
- Do not keep the school bags in the aisle.
- Do not break the segregation rules in the bus.

To ensure safety of all bus commuters inappropriate behaviour mentioned below must be avoided:

- Standing or walking in the bus while it is in motion
- Shouting and using inappropriate language

Throwing items inside or out of the bus

- Damaging the bus
- Distracting the driver
- Students must respect the authority of the Driver and Conductor.
- Violation of bus rules will render students' ineligible to use school transportation.

STUDENTS ARE NOT EXPECTED TO:

- ✓ Leave the school premises without the permission of the Supervisor. Students are expected to go straight home after school.
- ✓ Lend or borrow money from anyone
- ✓ Exchange any articles belonging to them with others.
- ✓ Bring valuable articles to the school. The school will not be responsible for the loss of these articles.
- ✓ Use mobile phones and other electronic devices in school and in the bus.

PROHIBITED ACTIVITIES IN THE SCHOOL CAMPUS:

- ❖ Refusal to obey staff instructions.
- ❖ Hostile behaviour, physical intimidation, taunting, name calling and insults directed towards students, members of the staff or any other person.
- ❖ Teasing on the basis of region, religion, nationality etc.
- ❖ Damage to any school property including furniture and any other equipment belonging to or used by IES.

- ❖ Tardiness between classes.
 - ❖ Running or making excessive noise in the classroom or in the school building.
 - ❖ Possessing or using prohibited items (mobiles/electronic toys/gadgets) etc.
 - ❖ Unauthorized selling of miscellaneous items to students.
 - ❖ Graffiti on the school walls, doors or any part of the school.
 - ❖ Inappropriate use of computers in the computer lab.
 - ❖ Damage to books in the school library.
 - ❖ Leaving school without permission.
 - ❖ Fighting, physical abuse or threat of physical abuse.
 - ❖ Stealing.
 - ❖ Forgery of school records/circulars/ signatures.
 - ❖ Using electronics devices.
 - ❖ Use of unfair means during exams.
 - ❖ Failure to bring leave letters.
 - ❖ Being in the unauthorized area at any time, including before, during or after school.
- Absence from the Morning Assembly.

BEHAVIOUR POLICY

INTRODUCTION

We are committed to fostering a safe, supportive, and respectful learning environment for all members of our community. Our policy reflects our dedication to promoting positive behaviour and providing clear guidelines for maintaining discipline. Through proactive measures and a focus on nurturing character development, we aim to empower our students to make responsible choices and thrive academically, socially, and emotionally. This policy serves as a roadmap for creating a conducive atmosphere where every individual can reach their full potential and contribute positively to our school community.

RATIONALE :

This policy seeks to promote uniformity and enhance communication among all stakeholders involved, with the goal of fostering positive behaviour that contributes to the learning, progress, and success of all students. Our goal is to shift away from a reactive disciplinary model centred on punishment towards a proactive approach that embraces positive behaviour support and empowers students to self-regulate.

OBJECTIVES :

Disposing a suitable educational and teaching environment for the students and the school staff to realize the objectives of the educational process.

- Enhancing the positive behaviours of the students, by means of encouragement and promotion, and limiting students' behavioural problems using all the possible educational means.
- Establishing clear and educationally sound methods for staff to deal with behavioural problems.

THE STUDENTS BEHAVIOUR COMMITTEE

The Students Behaviour Committee Council plays a crucial role in upholding the standards of behaviour and discipline within the school community.

TEAM

- Principal
- Vice Principal
- SLT
- Counsellor
- Wellbeing coordinator
- Teacher
- Parent representative
- Student representative
- Child protection officer

RESPONSIBILITIES:

- *The Principal* is responsible for the implementation of the Behaviour policy.
- *Staff* are responsible for ensuring procedures are followed in school. They are also to lead by example.

- **Students** are responsible for their personal conduct and for contributing to a positive school environment by maintaining order, self-discipline and consideration for the rights and property of others.

STUDENT RIGHTS:

A meaningful education based on high academic standards which meet the Individual needs of the student within the limitations of the school.

Physical safety and protection of their property, including the right to reasonable school facilities. Appropriate dialogue with teachers, counsellors, administrators and other school personnel.

Protection from Discrimination and harassment.

STUDENT RESPONSIBILITIES:

- Respect the rights of others.
- Maintain neat and clean personal clothing and hygiene.
- Respect the property of others, including the facilities of the school.
- Refrain from fighting, disruptive behaviour, risking injury to others, using threats theft, or any other unlawful activity.
- Be regular to school and prompt to classes.
- Refrain from malpractices and use of unfair means during examinations and assessments.
- Do not bring mobile phones and other electronic devices of the school without the permission of your Supervisor.

RULES OF CONDUCT FOR STUDENTS: A BRIEF SUMMARY

- 1. Courtesy and respect:** Pupils must refrain from abusive language and misconduct in the school premises and in the school bus.
- 2. Repeated Misconduct:** Any student found guilty of misconduct in the school premises or bus may be suspended by the Principal.
- 3. Bullying in any form will not be tolerated**
- 4. The use of unfair means during examination is a violation of school rules**
- 5. Pupils are expected to take care of school property**
- 6. Punctuality is essential**

- 7. The use of mobile phones and other electronic devices is prohibited on campus**
- 8. ID cards must be carried by students at all times, even when they leave the school campus**

THE ROLE OF THE TEACHER :

- It is the responsibility of teachers to ensure that the school rules are internalised by the students in their care and that their classes behave in a responsible manner during lesson time face to face or online.
- The teachers in our school have high expectations of the children with regards to behaviour and they strive to ensure that all children work to the best of their ability. The high expectations are enforced in high priority areas around school such as the classroom, playground, the corridors and bathrooms.
- The teacher treats each child fairly and enforces the classroom code consistently. The teachers treat all children with respect and understanding.
- If a child misbehaves repeatedly in class, the class/subject teacher keeps a record of all such incidents. In the first instance, the class/subject teacher deals with incidents him/herself through counselling or a verbal warning. However, if misbehaviour continues i.e. the class/subject teacher has dealt twice and has an incident slip as evidence, then the teacher seeks help and advice from his/her line manager.
- The class/subject teacher may also liaise with the HOD'S/Achievement Centre if there are concerns about the learning needs of a child following discussion with the parents.

THE ROLE OF PARENTS :

- The school collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school in face to face lessons or online.
- We share the school rules through the welcome packs as well as on school website, and we expect parents to read them and support in their implementation.
- We expect parents to support their child's learning and to cooperate with the school. We try to build a supportive dialogue between home and school and we inform parents immediately if we have concerns about their child's welfare or behaviour.
- **If the school has to use reasonable sanctions to modify a child's behaviour, we expect parents to support the actions of the school.** If parents have any concerns about the way that their child has been treated, they should initially contact the form tutor/subject teacher, depending on the nature of the concern.

BEHAVIOUR MANAGEMENT SYSTEM MOE –BYLAW

This bylaw applied to all public government and private educational institutions in the state, from the fourth grade to twelfth grade subject to any rules, regulations, special requirements or directives issued by the ministry within the limits stipulated in this bylaw.

Objectives of bylaw

To build, promote, define, achieve and enhance the positive and outstanding behaviour among the students

COMMITTEE MEMBERS

Principal

Vice principal

Counsellor

**Head of
sections**

SEND

Educator

BEHAVIOUR MARKS

TOTAL MARKS OF BEHAVIOR SUBJECT	POSITIVE BEHAVIOR	OUTSTANDING BEHAVIOR
100	80	20

20 marks for outstanding behaviour within the following three directions

- **Personal development**
- **Appreciating the values of ISLAM, heritage and culture of UAE and the world**
- **Social responsibility, leadership skills and innovation**

80 marks for POSITIVE BEHAVIOUR-expected by all students-and is negatively affected by the deduction according to the behavior and irregularities mark included within the following four categories:

- 1 .The first simple degree irregularities, at rate of(4) marks each**
 2. The second medium-risk degree irregularities, at rate of (8) marks each
 3. The third high –risk degree irregularities, at rate of (12) marks each
 4. The fourth degree high-risk irregularities, at rate of (20) marks each
- (60%) mark is considered the minimum expected of behaviour mark.

STUDENTS WITH DISABILITIES

In case that the disabled student committed behavioral irregularities, the school behavior management committee and the school support team shall coordinate with the private education support center to study the behavior issued by the student to determine the extent of irregularity relationship with the disability, and then adopt the action.

Identification and Intervention:

Step-1: Report any incident and discuss with any of the following:

1. Staff member
2. Counsellor
3. Parent
4. Special Educator

Step-2: Informal interviews are conducted by the School Counsellor.

- The incident is discussed and statements are taken.

Step 3: Plan made to ensure future behavior aligns with school policies in adherence with steps outlined below for both bully/bullies and victim/victims.

Step 4: Parents may be informed.

Step 5: On-going monitoring

- The victim is counselled
- The bully is counselled.

Step-6: Written notice issued to Bully.

In case of Repetition:

- If there is another occurrence of bullying, further is required, Parent interview in which steps 1,2 and 3 are explained and student breach is discussed. Consequences, including written warning to bully, written undertaken, written notice to the parent, possible suspension depending on seriousness, are put in place. Action decided by the School Discipline and Educational Committee.
- Future commitments are made and Step5 to be followed.

MONITORING AND REVIEW

- The Heads of School monitor the effectiveness of this policy on a regular basis. She also reports on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.
- The school keeps a variety of records concerning incidents of misbehaviour. The class/subject teacher records minor classroom incidents .
- The Heads of Key Stage and the Heads of Schools keep a record of any child who is on behaviour contract/not recommended for re- enrolment /excluded.
- **This Policy will be reviewed annually.**

Date of Review : January 2024

Next Review : January 2025

Dr Prasanna Bhaskar

Principal



