

Behaviour & Discipline Policy



**Al Shoumoukh International
Academy**



Behaviour & Discipline Policy

Code of Conduct

Aims and expectations

It is an aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly. We are committed to creating and maintaining a safe, welcoming, happy and well-ordered environment in which everyone can learn effectively and reach the highest possible standards of which they are capable. Al Shoumoukh International Academy will be a caring community, whose values are built on mutual trust, Core Values and respect for all. The school's Behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way.

The school will have a number of rules, but our conduct policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships and using positive behavior strategies, so that people can work together with the common purpose of helping everyone to learn.

The school expects every member of the school community to behave as a responsible, thoughtful and caring individual and to conform to practical rules, designed to ensure the safety and well-being of all.

Practical rules:

- Always try your best in everything you do
- Be friendly, courteous and polite to others, listening to and co-operating with both other children and adults
- Tell the truth
- Appreciate the feelings of others and not involved in any actions which are hurtful to others
- Avoid resorting to violence in any situation and if you are in trouble, get an adult to help you
- Look after and respect your things and other people's property
- Be proud of your school, taking care of the whole environment and of the materials provided for them

- Move around the school in a safe and sensible manner showing regard for others at all times
- Realize that your actions, general behavior and demeanor, both in and out of school, contribute towards building of the reputation of the school
- Promote our school by wearing your school uniform with pride

We will treat all children fairly and apply this conduct policy in a consistent way. Our policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The school will reward positive Behaviour and diligence with meaningful and regular praise, as it believes that this will develop an ethos of kindness and cooperation. Our aim is designed to promote good Behaviour, rather than merely deter anti-social Behaviour.

Positive reinforcement (rewards)

We will follow a positive conduct strategy in a variety of ways:

- Modeling behavior - teachers praise students for their work ethic and demonstrate good conduct
- We encourage students to take responsibility in the classroom and around the school
- Visual reminders (school/class rules and color sheets)
- 1 to 1 attention / explanation / eye contact
- We will develop a strong student voice forum (Student Council)
- The school acknowledges the efforts and achievements of children, both in and out of school

The cornerstone of good contact is based upon the quality of relationships we endeavor to build. Our staff will strive to show our students that *we are in charge of conduct* (and therefore attainment) in our classrooms. Each teacher should develop relationships with students and parents in order to embed classroom leadership. Each step in the Behaviour policy is intended to support this.

Modifying Behaviour (sanctions)

The school will employ a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. Central to our philosophy is recognizing, praising and rewarding the very good behavior exhibited by the majority of children nearly all of the time. Children are aware that if they break the school rules and behave unacceptably that consequences / sanctions will be applied. Sanctions are chosen carefully to match the Behavior and stage of development of the child. The purpose of sanctions is to ensure the child and others

within the school understand their Behavior is unacceptable and to help the child to make better choices about their Behavior in the future. Possible sanctions for less serious misbehavior could include

- To be moved away from friends/group
- To be asked to apologize
- To lose a privilege or treat
- To be asked to tidy any mess
- To redo a task
- Time-out
- One to one talk (parents may be involved)

In the very unlikely event of more serious or persistent misbehavior, more serious sanctions may need to be applied. Parents would always be informed, if their child's Behavior was reaching this level of concern. At this stage a member of the School Leadership Team would be involved.

We are committed to working in partnership with parents. This means that if your child's Behaviour is of concern, we will contact you and ask for your support in dealing with any issues that arise.

The class teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom code, which is agreed by the children and displayed on the wall of the classroom. We are looking to embed rules from the beginning of the school. In this way, every child in the school knows the standard of Behavior that we expect in our school. Initially in the school the Golden Rules will operate

- We are gentle – we don't hurt others
- We are kind and helpful – we don't hurt anybody's feelings
- We are honest – we don't cover up the truth
- We work hard – we don't waste time
- We listen and take turns – we don't interrupt
- We look after property – we don't damage things
- We play sensibly in the playground – we keep ourselves and others safe

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such Behavior.

The role of the teacher

It is the responsibility of teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time. The teachers in our school have high expectations of the children with regard to Behavior, 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 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 teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehavior continues, the class teacher seeks help and advice from his/her Principal.

The class teacher reports to parents about the progress of each child in their class in line with the whole school policy. The class teacher may also contact a parent where there are concerns regarding behavior / welfare. The respective Head of Year will be made aware of this.

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. We explain the school rules in the student planners, and we expect parents to read them and support them. We expect parents to support their child's learning, and to cooperate with the school and try to build a supportive dialogue between the home and the school, informing them immediately if we have concerns about their child's welfare or Behavior.

If the school has to use reasonable sanctions to punish a child, we expect parents to support the actions of the school. And in turn if parents have any concerns about the way that their child has been treated, they should initially contact the class teacher, the Head of Year or Head of Key Stage depending on the nature of the concern.

Process:

The appropriate steps for dealing with student misbehavior are:

- Identify students who have been misbehaving
- Understand the behavior
- Analyze the issues carefully and deal with it intelligently

- The quality of teaching and learning progress can be guaranteed when student's poor behavior can be managed effectively
- Involve the School Social Worker
- Involve the Academic coordinator
- Involve Parents
- Explore root causes of behavior
- Report and strategize
- Suggest behavior therapies as required

Discipline:

Discipline is one of the key areas to negate behavioral issues. School would want to see students punctual, regular, attentive, disciplined and in proper uniform. One of the most important aspects of education is teaching discipline, which should eventually be internalized. Discipline is the training that develops self-control, orderliness, efficiency and character. Basic to all discipline is the principle of respect - respect for one's self, for others and for all children. In order to form proper habits and attitudes, the following rules for good conduct are expected to be obeyed by every student:

Respect for all staff members, other students and self.

- Respect for all school property and school uniform.
- Courtesy and consideration for all members of the school community.
- No student is allowed anywhere in the school building without supervision. Appropriate disciplinary action will be taken in case of failure to adhere to the above rules.

Areas of discipline:

Disciplinary actions will be taken as per physical, social and educational areas and the violation degree of the incident.

Criteria of the discipline

- High Violation Degree – Serious Physical injury or drug use on the school premises
- Medium Violation Degree – Disrespectful towards teachers, friends or using abusive language
- Low Violation Degree – Consecutive incomplete schoolwork or homework, Not attending the lessons or roaming around during school hours

Actions are taken against the disciplinary cases

- Low Violation Degree – Referral will be issued and filed. An incident report filed by the student and a verbal warning will be given by the Social Worker.

- Exceeding 3 Low degree referrals – 4th Referral will be issued and filed. Informed the parent by sending a hard copy and as an official email by mentioning the loss of privileges or break, PE detentions. The Deputy Discipline Committee Incharge will be intervening in the incident and file the case.
- Medium Violation Degree – Referral forms will be issued, and students will be directed to the counsellor with the approval of the parents. The Discipline Committee Incharge will be intervening in the incident and file the case
- Exceeding 3 Medium degree referrals – 4th Referral will be issued and filed. Informed the parent by sending a hard copy and as an official email by mentioning the loss of privileges or break, PE detentions. The Discipline Committee Incharge will be intervening in the incident and file the case.
- High Violation Degree case – After the parent's involvement immediate suspension from the school by the headmistress of the school. The suspension period depends upon the nature of the violation and as per the headmistress's discretion.

Fixed-term and permanent exclusions

- We do not wish to exclude any child from school, but sometimes this may be necessary. We refer to this system in any decision to exclude a child from school.
- Only the Principal has the power to exclude a child from school. The Principal may exclude a child for one or more fixed periods, for up to 7 working days at any one time. In extreme and exceptional circumstances, the Principal may exclude a child permanently. It is also possible for the Principal to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this. If the Principal excludes a child, s/he informs the parents immediately, giving reasons for the exclusion.

Support provided to the students

- Verbal warning with a discussion reflecting on the act of misbehavior.
- Referring to the school counsellor with the acknowledgement of the parent.

Drug and alcohol-related incidents

It is the policy of this school that no child should bring any drug, legal or illegal, to school. If a child will need medication during the school day the parent or guardian should notify the school and ask permission for the medication to be brought. This should be taken directly to the school nurse for safekeeping & administering.

The school will take very seriously misuse of any substances such as glue, other solvents, alcohol or cigarettes. The parents or guardians of any child involved will always be notified. Any child who deliberately brings substances into school for the purpose of misuse will be punished by fixed-term exclusion. If the offense is repeated, the child will be permanently expelled.

Bullying

Under the code of conduct it is clear that 'bullying' is not acceptable. Bullying is a deliberate harassment or an aggressive act which causes hurt to another and through various mediums. The hurt can be:

- physical and/or psychological;
- caused by an individual or a group;
- caused intentionally or as an accidental consequence of a deliberate act;
- repeated or isolated acts.

Bullying is not tolerated in this school - all staff - teaching, administrative and ancillary back this stance.

Messages we communicate to students who may be subject to bullying are:

- Tell an adult
- Keep telling them until they believe you
- It is NOT your fault

Monitoring and review

The principal monitors the effectiveness of the conduct policy on a regular basis. The school keeps a variety of records concerning incidents of misbehaviour.