

POSITIVE & NEGATIVE BEHAVIOURAL MANAGEMENT POLICY

- All students will be given 100 points for good behaviour at the beginning of the Academic Year. Marks will be deducted as per the following scheme based on the seriousness of offence. A student whose mark is going below 100 positive points will be debarred from all kinds of trips and recreational activities offered to students. He she may have to serve after school detention too. Detention may be for a minimum of three days to a maximum of 30 school working days as decided by the head of school.
- The decision of the school Principal is final and binding.

How points are earned:

- One good deed :2 points
- Exceptional good deed: 5 points(can only be awarded by Executive Leadership Team and Key Stage heads)
- A good academic grade in 90 % mocks and external exams for grades 10 & 12 : 20\30 points for each subject
- A good academic grade of over 80 % in end of end of terms :10 points for each subject
- A good academic grade of over 90 % in end of end of terms :6 points for each subject
- Duty appreciation per term: 4 points
- Event organization: 7 points
- Event officiating :5 points
- Event assistance :3 points
- Event compere :10 points
- Outside Laurels for the school :10 points
- External activity/ events participation :3points
- Participation in school events, sports etc. :2 points
- Winner/Champion : 4 points
- Attendance at students workshops :5 points
- 100% attendance :2 points per term
- After school hours stay backs :3 points per stay back
- CCA activity participation :3 points for each certificate gained
- No negative points each term : 7points
- Anything positive other than the above mentioned :3 points

Summary of the Procedures in case of negative offences

	Upon committing	Reoccurrence		
		First time	Second time	Third time
First-degree (simple offences)	Verbal warning	Written warning	Deducting half of the mark	Deducting the full mark and instructing the student and his guardian to sign an undertaking for not committing this offence again.
	If the aggregate deduction, which is made against the reoccurrence of the first-degree offences (of one type or more), reaches 10 marks or more; then a case study file shall be opened.			
Second-degree (medium severity offenses)	Written warning	Deducting half of the mark	Deducting the full mark and instructing the student and his guardian to sign an undertaking for not committing this offence again.	
	If the aggregate deduction, which is made against the reoccurrence of the second-Degree offences (of one type or more), reaches 20 marks or more; then a case study file shall be opened.			
Third-degree (grievous offences)	Deducting the full mark and	Deducting the full mark and taking the actions prescribed under Article 8		
Fourth-degree (highly grievous offences)	Taking the actions prescribed as per the procedures and prevailing rules			

Negative Points

First degree offenses (simple offenses) – 4 points shall be deducted for each offence

Offense No.	Description
1-1	Being repeatedly late to the morning assembly 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. Students in Google Meet- Non-compliance with the appropriate clothes.
1-4	Overgrown hair for boys or the 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. Students in Google Meet- Failure in turning off the microphones (It can be turned on if instructed by the teacher and communicate through the text chat function)
1-7	Sleeping during the class time or the 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 the homework and assignments given to him/her in a timely manner.
1-10	Misuse of the electronic devices such as the tablet...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 Behaviour Management Committee.

Second degree offenses (medium severity offenses) – 8 points shall be deducted for each offence

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 fellow pupils 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 using of makeup.
2-6	Writing on the school furniture or school bus seats. Tampering with the fire alarm bell.
2-7	Bringing mobile phones or misuse any of the communication means.
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 Behaviour Management Committee.

Third degree offenses (grievous offences) – 12 points shall be deducted for each offence

Offense No.	Description
3-1	Various types and forms of bullying. (Physical bullying, verbal bullying and cyber bullying)
3-2	Copying or reproducing the assignments, reports, researches or projects and taking credit for them (Plagiarism)
3-3	Getting out of the school without permission or absconding during the school day.
3-4	Attempting to defame colleagues and the school staff via the social media or abusing them.
3-5	Impersonating the others' personality in the school transactions or forging the school documents or the Principal's signature.
3-6	Destroying or seizing the school furniture, tools and facilities.
3-7	Tampering with or destroying the school buses. Hurting 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 the private car recklessly inside or around the school campus, and not following the security and safety instructions.
3-10	Capturing photos or possessing, publishing and disseminating the photos of the school staff and students without their permission.
3-11	All of what is similar to these offenses as per the discretion of the Behaviour Management Committee.

Fourth degree offences (highly grievous offences) – Failure in the subject

Offense No.	Description
4-1	Using the communication means or the 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 the activities.
4-4	Assaulting others in the school causing injuries to the victim (corporal abuse).
4-5	Systematic (pre-planned) theft or covering it up.
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	Any type harassment inside the school, the bus or during the 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.
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, the ones harming the political and social regulations of the society.
4-13	All of what is similar to these offenses, which are considered as legally punishable offences, as per the discretion of the Behaviour Management Committee.

Mechanism of Dealing with Offenses

The below sequential actions shall be taken and deduction shall be made to the behaviour marks in case of committing an offence, with due consideration to the mentioned detailed instructions, and ensuring that the topics falling within the functions of the Behaviour Management Committee has been brought before the committee for making the necessary decisions.

Degree of offence	Repetitiveness	Deducted Mark	Action	Responsibilities and powers
First degree (simple offence)	Upon committing	None	1. Verbal warning and directions. 2. Documenting the offense and the action taken, in accordance with <u>Form 1</u> .	Teacher/classroom head. The action shall be executed once the offense occurs. The offence shall be documented in coordination with phase head in charge\ coordinator
	When repeated for the first time	None	Written warning and documenting the offense. Informing the guardian in writing, as per <u>Form No 2</u> .	The offence shall be documented in coordination with phase head in charge\ coordinator shall inform the guardian in accordance with the communication channels adopted by the school.
	When repeated for the second time	2 marks	1. Deduct marks in the online portal. Inform phase head. 2. Signing an undertaking not to repeat the offense again by the student's guardian, and informing him of the marks deducted, as per the rule	The phase head in charge\ coordinator shall be responsible for summoning the student's guardian. The phase head in charge\ coordinator shall ensure that the undertaking referred to herein is signed by the student's guardian and the student.

	When repeated for the third time	4 marks	Summoning the guardian on the day next to the offense date. Issuing a written warning (Signed by VP) for the student and his/her guardian in case no respond is made.	The offence shall be documented in coordination with phase head in charge\ coordinator shall be responsible for summoning the student's guardian. The coordinator for students' affairs shall issue the warning.
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	When repeated for more than 3 times	To be calculated in accordance with the Committee's discretion,	Behaviour Management Committee shall meet on the day next to the offence date. The phase head \ coordinator open a file for studying an individual case. The phase head and coordinator shall implement a set of strategies aiming at reducing this negative behaviour.	Behaviour Management Committee shall meet upon the instructions of the Committee administrator (VP). The committee decisions shall be implemented on the day next to the offense date. The Committee's terms of reference include the expulsion and marks deduction. The phase head \ coordinator shall be responsible for following up the procedures of the student's behaviour reforming through opening a file for studying his/her case.
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***** If the total of 10 points is deducted against the first-degree offences; then a file shall be opened for studying and following up the student's case in accordance with the recommendations of the Behavior Management Committee.**

Second degree (medium severity offences)	Upon committing	4	Issuing the first written warning and instructing the student to sign on an undertaking for not to repeat the offense. Completing the file of the individual report by the coordinator. Summoning the student's guardian on the day next to the offense date and asking him\her to sign on an agreement for reforming his son's/daughter's behaviour. Monitoring the student's behaviour and providing guidance sessions for him\her by any member of the Students Committee. Issue a Weekly behaviour card (White)	The Vice Principal for students' affairs shall issue the warning. The coordinator shall study the case. The Vice Principal for students' affairs shall ensure that the behaviour reform agreement is signed by the student and his /her guardian.
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	When repeated for the first time	8	<p>Having the student temporarily suspended for two days maximum, and assigning him with study assignments inside the school</p> <p>Bringing the matter before the Behavior Management Committee of the school.</p> <p>Issuing the second written warning to the student and his guardian.</p> <p>Implementing a set of strategies for reforming the student's behavior.</p> <p>Weekly behaviour card (blue)</p>	<p>Behavior Management Committee shall meet upon the instructions of the Committee Administrator, and its decisions shall be implemented on the day next to the offense date.</p> <p>The Committee's terms of reference include the suspension and marks deduction.</p> <p>The coordinator \VP shall be responsible for following up the procedures of the student's behaviour reforming through opening a file for studying his case.</p> <p>The phase head coordinator \VP shall take the responsibility for following up the student while suspended inside the school.</p>
	When repeated for the second time	8	<p>Behaviour Management Committee shall meet immediately and shall take the proper decision.</p> <p>Suspending the student for 1 to 3 days and assigning him with study assignment inside the school.</p> <p>May request the support of the parents\ school counsellor.</p> <p>Issuing the final warning for the student and his\her guardian.</p> <p>Transferring the student to another school as a disciplinary action; if he\she does not reform his behaviour, and putting him under continuous observation</p> <p>Weekly behaviour card (Red)</p>	<p>Behaviour Management Committee shall meet upon the instructions of the Committee administrator.</p> <p>The Committee's terms of reference include the suspension, marks deduction, addressing the counselor (may) concerned with the behaviour reforming and may issue the student a transfer decision.</p> <p>The coordinator Vice Principal for shall take the responsibility for following up the student while suspended inside the school.</p>

***** If the total of 20 points is deducted against the second-degree offences; then a file shall be opened for studying and following up the student's case in accordance with the recommendations of the Behavior Management Committee.**

Third degree (grievous offences)	Once committed	12	<p>Suspending the student immediately (inside the school campus). Behaviour Management Committee shall meet on immediate basis to take the proper decisions. Deciding to refer the student to the concerned counselor. Summoning the student's guardian immediately and asking him/her to sign on the warning and the decision. Following up and receiving the reports of the student's case development by the concerned school coordinator Weekly behaviour card (Red)</p>	<p>Behaviour Management Committee shall meet upon the instructions of the Committee Administrator. The Committee's terms of reference include the suspension, marks deduction and making the student transfer decision. The academic VP shall take the responsibility for summoning the student's guardian, implementing the Committee's decisions and following up with the concerned school coordinator.</p>
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	When repeated	12	<p>Suspending the student immediately until the investigations end (outside the school campus).</p> <p>Behaviour Management Committee shall meet on immediate basis to make the proper decisions, in respect of the student suspension until the end of the trimester. Summoning the student's guardian immediately and presenting the Committee's decision to him.</p> <p>Referring the student to the concerned agencies (such as the behavior reform\assessing agencies).</p> <p>If the student fails to reform his\her behaviour; then he\she shall be issued with a TC as a disciplinary action under the decision of the Principal.</p>	<p>Behaviour Management Committee shall meet upon the instructions of the Committee Administrator. The Committee's terms of reference include the suspension, marks deduction and making the student transfer decision. The VP shall take the responsibility for summoning the student's guardian, implementing the Committee's decisions and following up with the concerned school coordinator.</p> <p>-</p>
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Fourth degree (highly grievous offences)	Upon committing	Failing in the behaviour subject or final or expelling the student	<ol style="list-style-type: none"> 1. The school Principal shall notify the parents 2. Notifying the student's guardian of the matter and suspending the student on 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. 3. The Behaviour 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 Principal or the person he nominates, who shall make a decision. 4. Seizing the tools used in committing the offense once it occurred, in order to hand them over to the security authorities. 	<p>The school Principal, his deputy shall report any offence once committed, without prejudice to the fact that everybody shall be held accountable; if such offence is not reported.</p> <p>The Behaviour Management Committee's functions shall include the following:</p> <ol style="list-style-type: none"> 1. Deciding to deem the student as failed in respect of the behaviour subject or expelling him/her according to the severity of the offence he/she committed. 2. Recommend to the Principal's action which may be a TC\report to competent authorities.
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End of Term points \Awards

Sl. No	Points	Awards
1.	150 points	Appreciation certificate
2.	200 points	Bronze certificate
3.	300 points	Silver certificate
4.	500 points	Gold certificate
5.	750 points	Bronze certificate & bronze badge

6.	1000points	Silver certificate & silver badge
7.	1500 points	Gold certificate, Gold badge & award from the school coordinator
8.	2000 points	Gold certificate Gold badge & award gift from the Vice Principal
9.	3000 points	Star award & Free day trip at the end of the year
10.	5000 points	Special award from the Principal
11.	Highest positive points in the whole school	Special award from the Principal

Notes

- **All points are tabulated at the end of each term or academic year.**
- **Once an award has been awarded then if for any reason a pupil gets a negative behavioural point the points move back to 100.**
- **All points (negative and positive) must be recorded both in the diary and the student's portal by a teacher with his or her full name and date.**
- **Parents must check the dairy and the student's portal for positive/negative points updates. Parents will may be emailed or called to school only when there are negative behavioural issues. Every positive point will only mean a predesigned email.**
- **All those who get 3000 points and above will be awarded at the Awards Evening night**
- **Any points that are below 100 will mean detention or stay backs or community service etc.**
- **Parents and well-wishers are not allowed to advise, request or comment on the points (positive or negative) awarded as they will be awarded based on the robust behavioural system.**
- **The decision of the School head is final and binding.**
- **In case of the occurrence of any offence inside the classroom; then the teacher shall observe and document it.**
- **In case of the occurrence of any offence outside the classroom; then it shall be reported to the administrator in charge (the phase head\ the coordinator \ the Vice Principal or the School Principal).**

- **Once summoned, if the student's guardian refrains from attending or sending his representative or fails to cooperate with the school in respect of the behavioural offenses committed by the student; then the case shall be referred to the Principal to take the necessary actions, and the student's guardian shall be notified of so through an official letter or a text message\email sent via the School's message system.**

IMPORTANT

1. **If the student's behaviour cannot be reformed in accordance with the evaluation and recommendations of the competent specialized institutions\committee by the end of the school year; then a resolution shall be made by the Head of School for suspending the student's enrollment in the school.**
2. **Decision of expelling student from the school shall be taken when all reforming methods are exhausted and can only be done by the school Principal.**

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