



# BEHAVIOUR POLICY



# Amity School Dubai

## Policy Document

### BEHAVIOUR POLICY

FUNCTION	FOR BEHAVIOUR POLICY	
CATEGORY	STATUTORY	
STATUS	IMPLEMENTED	
ISSUED FOR	THE SCHOOL COMMUNITY	
VERSION	ROLL OUT T2 2018-19, T2 2019-2020, T2 2021-2022	
REVIEW SCHEDULE	ANNUAL	
REVIEWED BY	COUNSELLOR MS SUSHMA DMELLO	
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DATE RATIFIED	APRIL 2023	

# CONTENTS

SN	TOPIC	PAGE
1.	POLICY STATEMENT	4
2.	ROLES AND RESPONSIBILITIES	4-5
3.	REWARDS	5
4.	SANCTION	5-6
5.	BUS BEHAVIOUR CODE	6
6.	STAGED APPROACH OF BEHAVIOUR MANAGEMENT	7-8
7.	PROCESS FOR REVIEW AND DEVELOPMENT	8
8.	BEHAVIOUR AT SCHOOL AND ONLINE	9
9.	KEY EXPECTATIONS	9
10.	ONLINE SAFETY –SUPPORTING APPROPRIATE BEHAVIOUR ONLINE	10
11.	ONLINE SAFETY AT HOME	10
12.	ONLINE SAFETY TIPS AND LINKS FOR PARENTS	10
13.	ABOVE ALL BE ‘SMART’	11
14.	APPENDIX I - BEHAVIOUR INCIDENT RECORD FORM	12
15.	APPENDIX II – STUDENT CODE OF CONDUCT	13-16

## **VISION @ ASD**

***“To inspire and energize every student and staff member with an inclusive, innovative and deep learning experience”***

## **1. Policy Statement**

Students learn best in a safe, caring and ordered environment. This can be achieved when expectations of work and behaviour are high and their consequences are made explicit and applied consistently. Students' self-esteem and consequently their learning is enhanced by praise, rewards and celebration. We recognize that everyone has the right to make mistakes and contained within this policy are identified personnel and support strategies.

### **Purpose:**

The purpose of the behaviour policy is to:

- Create a caring, stimulating and secure environment in which everyone can work and socialize safely
- Accept that the maintaining of good behaviour within a school is the shared responsibility of every member of the school community
- Promote high expectations of positive behaviour through modelling
- Develop a sense of self-discipline and an acceptance of responsibility for actions and encourage students to value the school environment and its routines
- Value the rights of the individual and promote empathy and respect for self and others
- Ensure that everyone has the right to be treated fairly
- Empower all staff to determine and expect appropriate behaviour for everyone
- Ensure that good behaviour is always recognized and rewarded
- Raise students' self-esteem by the use of positive interaction
- Develop a culture in which we accept the child and not the poor behaviour
- Develop a culture where we value every student equally and focus where necessary on any poor behaviour correction
- Ensure the policy is fully understood, is consistently implemented throughout the school and that effective mechanisms are in place for the monitoring and evaluation of this policy

## **2. Roles and Responsibilities**

All staff should recognize that in their interactions with students it is the behaviour and not the student which is being addressed. All ASD staff are expected to:

- Lead by example

- Be consistent in dealing with students
- Promote the aims and values of the school
- Have high expectations of students
- Promote high expectations within the community
- Meet the educational, social and behavioural needs of students

### **3. Rewards**

In line with our approach to behaviour management, good behaviour is actively encouraged and rewarded. Achievements in all aspects of a child's life are celebrated.

#### **Rewards include:**

- Verbal praise from members of staff and other students. This may be simple praise for a good answer in class or a thoughtful or helpful action. It could also involve public praise in class or another class e.g. highlighting a good piece of work
- Highlighting good work, effort or behaviour e.g. displays on classroom, corridor or hall walls
- Reading work aloud to other students
- Recognizing good work in assemblies
- Showing work to other members of staff
- Stickers, positive comments written in children's books
- Reward systems in class such as smiley faces, stickers, class charts on classroom walls on which children gather points for themselves or their 'team', opportunities to choose own activities as reward for good behaviour etc.,

### **4. Sanctions**

Most examples of undesirable behaviour can be dealt with informally, by the class teacher/ member of staff and the child. The sanctions used might include:

- Reprimand/reminder of school rule being broken and choices of behaviour
- Reminder of appropriate behaviour and cautioning of possible consequence
- Discussion with child at appropriate time e.g. end of lesson
- 'Time-out/cooling off' period elsewhere in classroom
- Withdrawal of privileges

If the above sanctions are not working and a child persists in behaving inappropriately, a more formal procedure is employed. The student, teacher, parent, counsellor and the supervisor work in tandem to help the child in his/ her behaviour modification.

#### **If the unacceptable behaviour continues:**

- Cautioning the child of removal from activity / play/bus
- Removing the child from the activity / play/bus for a short period

The child is welcomed back into the group once he/she exhibits positive attitudes. This will enable children to develop a better understanding of what is acceptable behaviour in specific situations. The approach would be fair and consistent. When children see direct relationship between good behaviour and reward, they try to be their best at all times in the classrooms, corridors, playground or bus.

## **5. Bus behaviour code**

We take safety very seriously and so students are expected to follow the Bus Behaviour Code. Working together to keep them safe and happy, while coming to and going home from school. Parents discussing these expectations with their child at home will be essential to ensure safe travel throughout the year.

### **Expected behaviour on the bus.**

- Arrive at your bus pick up on time
- Be kind, be safe, and be respectful at all times
- Get the ID card scanned while boarding and de-boarding the bus
- Treat the school bus attendant and driver with respect
- Remain seated on the designated seat and wear your seatbelts, throughout the bus journey
- Sit facing forward in your seats at all times
- Keep the aisles and walkway clear at all times
- Report problems to the bus attendant
- Only travel on your designated bus. If a temporary change is required, parents must inform the Customer Care Executive of STS at the school
- Be ready and on time for departure and pickup
- Speak quietly with 'inside voices' throughout the bus journey
- Wait for the sign from the bus attendant to leave or enter the bus

### **Inappropriate behaviour in the bus.**

- Late arrival to the bus
- Not wearing a seatbelt
- Not remaining seated in the bus
- Failure to follow direct instructions

- Putting themselves and others at risk
- Throwing objects of any kind on the bus
- Shouting or being unkind verbally and/or physically towards others
- Damaging the bus in any way (e.g. drawing on or putting feet up on the seats)
- Eating or drinking in the bus

**6. The school follows a staged approach of behaviour management:**

Examples of Behaviour	Staged Approach
<ul style="list-style-type: none"> <li>• Helping teachers and fellow students</li> <li>• Honesty (returning lost objects, money etc.)</li> <li>• Showing marked improvement in academics</li> <li>• Outstanding behaviour</li> </ul>	<p>Letters of appreciation Honored at assembly Certificates Badges</p>
<ul style="list-style-type: none"> <li>• Talking in class</li> <li>• Distracting the class</li> <li>• Not equipped for lesson</li> <li>• Dropped litter</li> <li>• Chewing gum</li> <li>• Late to class/ school</li> <li>• Screaming and running in the corridor</li> <li>• No school diary</li> <li>• Absence during class tests</li> <li>• Improper uniform</li> <li>• Failure to follow bus rules</li> </ul>	<p><b>Stage 1:</b> The teacher warns the student verbally <b>Stage 2:</b> The teacher writes a note to parents via student diary, keeps a personal record of the concerned behaviour and keeps the class teacher informed.</p>
<ul style="list-style-type: none"> <li>• Rudeness to teachers</li> <li>• Swearing in school or bus</li> <li>• Challenging Teacher instruction</li> <li>• Vandalism/Graffiti/destroying school property</li> <li>• Verbal or Water fights</li> <li>• Bullying</li> <li>• Continuation of behaviour that causes disruption to the driver and other bus users</li> </ul>	<p><b>Stage 3:</b> The class teacher and/or the subject teacher together monitor the student's behaviour and progress. A deadline for improvement and targets given. A telephone call to parents to share concerns. <b>If needed the counselor is involved.</b> From this stage onwards, the incident will be recorded in the incident slip.</p>
<ul style="list-style-type: none"> <li>• Smoking on site</li> <li>• Physical / emotional bullying or fights</li> <li>• Failure to respond to the previous sanctions</li> <li>• Self-Injury</li> <li>• Abusive behaviour towards members of staff</li> </ul>	<p><b>Stage 4:</b> The supervisor will co-ordinate the support. The student will be given a formal oral warning which will be documented and signed. Parents will receive a copy and maybe requested to attend a meeting. The</p>

<ul style="list-style-type: none"> <li>Behaviour that may hinder the safety of others leading to physical or mental harm or property damage in the bus.</li> </ul>	<p>consequences of lack of improvement will be explained to the student and the parent. If needed the counselor to be involved.</p> <p><b>Stage 5:</b> The supervisor requests a report from each subject teacher/bus driver/conductor for evidence. A formal meeting is held between student, parents and supervisor. The student will be informed that they are running the risk of exclusion from school. The involvement of other support will be considered at this stage. The consequences for a lack of improvement will be explained.</p> <p><b>Stage 6:</b> A further formal meeting will be held between parents, student, supervisor and the Vice Principal/Principal. A contract stating the code of conduct with targets and a deadline for improvements will be signed.</p> <p><b>Stage 7:</b> If no sustained and consistent improvement occurs, a meeting will be arranged between parents, students and a member of the Senior Leadership Team. The student will be temporarily excluded from the school/bus.</p> <p><b>Stage 8:</b> A final written warning will be given that, should the student continue to choose to infringe the rights of others, permanent exclusion will be a result. Transfer certificate form signed by parents and held in file.</p>
<p><b>(Teachers will follow stages 1, 2 and 3 mentioned above. SLT /ACE can circumvent certain stages if the situation demands it)</b></p>	

## 7. Process for review and development

The Behaviour Policy is reviewed every year to ensure that it is an accurate reflection of current practices at the school. The provision is monitored, and information record of students are updated and reviewed. School leadership team is consulted during the review.



## **Behaviour – at school and online**

### **Behaviour at school**

At ASD, we pride ourselves on nurturing and supporting the calm, purposeful, happy environment at school, in which we believe all children can flourish and grow. It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all.

Part of the way in which we encourage and promote this approach is by having clear and consistent expectations of our children, regarding both the standard of their work at school and their behaviour.

A key element of this approach is our Behaviour Policy. As with all aspects of school life, we aim to work with children, staff and parents in encouraging positive behaviour.

Key expectations are as follows:

#### **We expect children to:**

- Respect each other and show respect for all adults.
- Co-operate with other children and adults.
- Follow the 5Cs at all times - i.e. demonstrate courtesy, care, commitment, cooperation and consideration in all they say and do.

#### **We expect staff to:**

- Create a culture of respect for all people.
- Implement the school's rules, rewards and consequences fairly and consistently.
- Raise all children's self-esteem and develop their full potential.
- Provide a challenging, interesting and relevant curriculum.
- Create a safe and pleasant environment in the classroom and elsewhere, both physically and emotionally.
- Form a positive relationship with parents so that all children can see that the key adults in their lives share a common aim.
- Recognise that children are individuals and be aware of their needs

#### **We expect parents/carers to:**

- Show respect for all members of the school community.
- Be aware of the school rules, rewards and consequences which are displayed in the school entrance and classrooms.
- Support their child's learning and to co-operate with the school.
- Support the actions of the school when we have to use reasonable consequences as a result of a child's behaviour.

When behaviour at school does not meet the agreed standards, we adhere to a strict escalation policy, up to and including exclusion (from class or from school on a temporary, or, on very rare occasions, a permanent basis). Details are provided in the Behaviour Policy.

## **Online safety – supporting appropriate behaviour online**

Behaviour online, both whilst at school and at home, is an increasingly important area where we need to work together with parents to ensure that our children are able to use the internet safely.

All parents sign an Acceptable Use Policy. This document ensures that children understand the way in which we expect them to behave when using ICT resources at school.

Online bullying (often called cyberbullying) is also something that we ensure that all parents and children are aware of.

## **Online safety at home**

As a school your child's safety is of paramount importance to us. We also accept that a large majority of children are using the internet at home, including accessing programmes that can be dangerous if not used in the correct way. As a school it is our duty to ensure that children and their families are using the internet safely and understand how to monitor its use.

If your child has access to the internet at home do you know?

What your child is doing when using the computer? The dangers of using a chat site or email account? How old a child must be to have a Facebook account? How to monitor your child's use of the internet?

If you answered no or are unsure about any of the above questions we can help! Please speak to the School Counsellor for further information.

## **Online safety tips and links for parents**

1. Support your children at home - Check you know what they are doing on the computer, especially chat rooms and games played with others online. Ask who their "friends" are. Get them to teach you about how things work.
2. Support the school – Sign the Acceptable Use Policy and take an active interest in what your children are doing in ICT at school.
3. Support their learning - It helps to keep the computer in a family room not tucked away in a child's bedroom. Help your children to use the Internet for home work and leisure interests.
4. Agree some family rules – How long to stay playing computer games, where to keep the mobile phones, which websites can be used....

Above all, be **'SMART'**

<b>SAFE</b>	– Keep safe by being careful not to give out personal information – including full name and email address - to people who you don't trust online.
<b>MEETING</b>	– Meeting up with someone you have only been in touch with online can be dangerous. Only do so with your parent's/carer's permission and even then only when they can be present.
<b>ACCEPTING</b>	– Accepting e-mails, IM messages or opening files from people you don't know can be dangerous – they may contain viruses or nasty messages!
<b>RELIABLE</b>	– Someone online may be lying about who they are, and information you find on the internet may not be true. Check information and advice on other websites, in books or ask someone who may know.
<b>TELL</b>	– Tell your parent/carer or teacher if someone or something makes you feel uncomfortable or worried, or you or someone you know is being cyberbullied.

## APPENDIX I

### Behaviour Incident Record Form

Serial No: ....

<b>Child's Name:</b>	<b>Class:</b>
<b>Date and Time of Incident:</b>	
<b>Name of Adult/ Witness present:</b>	<b>Place where incident occurred:</b>
<b>Description of the incident:</b>	
<b>Steps taken:</b>	
<b>Follow up:</b>	

**Person recording the incident:**

**Date:**

**APPENDIX II**  
**STUDENT CODE OF CONDUCT**

**Name of the student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Arrival and dispersal behaviour:**

- All students shall enter the school premises in proper uniform.
- Own transportation children will arrive before the first bell that is before 7:30am
- On arrival, all students shall move to their respective classrooms without any delay.
- Before the dispersal bell, all students shall make sure that the classroom is free from litters and desks and chairs are neatly arranged before leaving the classroom.
- Students travelling by Bus shall disperse in an orderly manner and strictly follow the dispersal procedure as per the instructions of SLT.
- Students who are own transport will wait for their parents and proceed only when called for and follow the dispersal procedure
- Students of grades 1 and 2 will exit from the primary reception area and students from grades 3 to 9 will exit from designated dispersal area near the main reception in an orderly manner
- All students shall attend school regularly unless there is an emergency or illness

**Uniform/ Dress code Policy:**

All students must dress appropriately for school. It is expected that student dress and grooming be neat, clean and in good taste so that each student may share in promoting a positive, respectful, healthy, and safe atmosphere.

**BOY**

- He shall not wear pants below the waist. The shirt shall be long enough to be tucked in properly.
- He shall not be seen wearing colored sweater/cardigan other than school uniform sweater/cardigan.
- He shall not wear accessories such as fancy wristbands, rings, chain etc.
- He shall trim his hair that is appropriate for a school-going boy.
- He shall wear shoes, which are as per the school dress code. No house slippers are allowed

## **GIRL**

- She shall wear skirt that fall well up to her knee and shirt that are not too tight.
- She shall wear tights, strictly black or white, either knee length or ankle length underneath her skirt and shall wear socks of decent length.
- She shall abstain from rolling down the socks or rolling up the tights.
- She shall not wear any accessories in the form of gold chain, multi colored wrist band, long earrings or otherwise to school.
- She shall refrain from using or carrying cosmetic products like eyeliner, kajal, lipstick, lip liner, face powder etc. to school.
- She shall tie her hair properly as per the school dress code
- He shall wear shoes, which are as per the school dress code. No house slippers are allowed

## **General classroom behaviour**

- Students shall sit in their respective seats and respect others personal space
- Students shall use appropriate language using appropriate voice
- Students shall respect all opinions and abilities
- Classrooms shall be kept neat and clean at all times and dustbins shall be used to throw the litter
- Students shall not leave their classroom without prior permission except during the break time
- Students shall conduct himself/herself in a respectful manner towards their peers, teachers, staff, visitors and the property of ASD
- Students shall not indulge in any kind of vandalism or scribbling on the board or wall
- Students shall not take photographs of the school premises or of their peers or teachers
- Students shall not indulge in any physical fights and verbal abuse
- Students shall maintain discipline at all times in and outside the classroom

## **Hallways and transition**

- Students shall follow teacher's instructions when moving to other classrooms. They shall follow the line and keep right on the stairs
- Students shall obey the bell and report back to class on time
- Students shall speak in a quiet voice
- Students shall walk and not run in the hallways
- Students shall respect school property and not destroy anything from the display boards
- Students shall not litter hallways and throw it in the given dustbins

### **Assembly Etiquette**

- All students shall enter the assembly area quietly with their class.
- They shall remain seated with their class throughout the assembly until they are dismissed
- Students shall listen to the speaker attentively and not talk in between
- Students shall be respectful of the speakers and performers by paying attention, not talking or whistling, and applauding only when appropriate.

### **Library Etiquette**

- Students shall move to library with their teacher in a single file
- Students shall be seated in the designated places and maintain silence in the library
- Students shall put books back in place on shelf before leaving
- Students shall not eat or drink in the library
- Students shall tidy the place before leaving and place the chairs appropriately
- Students shall be responsible for their books and not dog ear them or tear them

### **Playground/PE Etiquette**

- Students shall enter/leave the classroom quietly and follow line discipline
- Students shall wear appropriate uniform and footwear
- Students shall use the equipment properly
- Students shall run in open areas only
- Students shall take turns and practice sportsmanship

### **Lab Etiquette**

- Students shall work quietly and respect equipment
- Students shall remember that this is also a classroom and commit to use time wisely
- Students shall wait for their turn and leave things where they belong
- Students shall not eat and drink in the labs
- Students shall follow the seating plan
- Students shall keep the lab neat and in order
- Students shall be patient of and helpful to others as needed

### **Break Time**

- All students shall have their breakfast/lunch in their respective classrooms unless stated otherwise

- All students shall follow healthy food choices and bring healthy food to school
- All students will follow the no nut policy of the school
- Students shall follow table manners
- Students shall refrain from chewing gum or having aerated drinks
- Break monitor shall monitor the food consumed and discipline during the break
- Students shall not run around the table or play in the classroom during the break
- Students shall use their indoor voice while talking to their classmates
- Students shall throw any wrappers in the dustbin given and not litter the classroom

### **Washroom Etiquettes**

- Students shall walk in a line towards the restroom and be back before the end of the break
- Students shall not scrawl or doodle on the doors and walls of the washroom.
- Students shall not misuse the toiletries kept in the washroom.
- Students shall flush the toilet before and after use and wash hands
- Students shall not play with the water and use paper towel mindfully
- Students shall make use of the dustbin to throw paper towels and other sanitary items.

### **Bus behaviour**

- All students travelling by school bus shall follow bus rules
- Students shall follow the seating plan
- Students shall stay seated and wear seat belts at all times
- Students shall not get up from his/her seat while the bus is moving
- Students shall respect the bus driver and bus nanny at all times
- Students shall be mindful of the language used in the bus and demonstrate courteous behaviour
- Students shall not destroy any part of the bus
- Students shall follow the rules laid out by the bus monitor
- Students shall exit the bus only when the bus has come to a halt

### **Consequences**

Failing to adhere to the student code of conduct the students will have to abide the consequences as given in the Behaviour Policy.